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Monday, 10 February 2025

Chair: Councillor P Peacock

Members of the Committee:

**Councillor R Cozens
Councillor S Crosby
Councillor L Brazier
Councillor S Forde**

**Councillor C Penny
Councillor P Taylor
Councillor J Kellas**

MEETING:	Cabinet
DATE:	Tuesday, 18 February 2025 at 6.00 pm
VENUE:	Civic Suite, Castle House, Great North Road, Newark, NG24 1BY

**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 nigel.hill@newark-sherwooddc.gov.uk 01636 655243

AGENDA

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18. Exclusion of the Press and Public	

The Cabinet will be invited to resolve that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for

the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.'

Category of "Exempt Information" under Schedule 12A of the Local Government Act 1972 as amended:

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

19. In-House CCTV and Control Room - Exempt Appendix

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 21 January 2025 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

Councillor R Cozens, Councillor L Brazier, Councillor C Penny, Councillor P Taylor and Councillor J Kellas

ALSO IN ATTENDANCE: Councillor N Allen, Councillor P Harris, Councillor S Haynes, Councillor R Holloway, Councillor R Jackson, Councillor J Lee, Councillor K Melton, Councillor S Michael, Councillor P Rainbow and Councillor K Roberts

APOLOGIES FOR ABSENCE: Councillor S Crosby and Councillor S Forde

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

The Leader advised that the proceedings were being audio recorded and live streamed by the Council.

225 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Sanjiv Kohli – Director – Resources and Deputy Chief Executive declared an Interest in Agenda Item No. 9 –Lowfield Lane Disposal, as a Director of Arkwood Developments Limited.

226 MINUTES FROM THE PREVIOUS MEETINGS HELD ON 3 DECEMBER AND 10 DECEMBER 2024

The minutes from the meetings held on 3 December 2024 and 10 December 2024 were agreed as a correct record and signed by the Chair, subject to Minute No. 210 – being amended to reflect a recorded vote in full.

227 CHAIR'S UPDATE

The Chair advised that the final report following the Corporate Peer Challenge had now been received and would be published later in the week. He added that an action plan to take forward the report recommendations would be considered in due course.

228 2025/26 HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING (KEY DECISION)

The Director – Housing, Health & Wellbeing and Business Manager – Financial Services presented a report which examined the proposed income and expenditure on the Housing Revenue Account (HRA) for the 2025/26 financial year for both revenue and capital, in accordance with Section 76 of the Local Government and Housing Act 1989. The report also provided indicative amounts of income and expenditure for the 2026/27 to 2028/29 financial years for both revenue and capital income and

expenditure, and proposed rent levels and service charges for 2025/26, with effect from the first Monday in April 2025.

The setting of the HRA budget and the approval of rent levels would be presented to the Full Council Meeting in February 2025, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (with 5 votes for and 1 against) that Cabinet recommend to Council at its meeting on 11 February 2025:

- a) the HRA budget for 2025/26, as set out in Appendix A to the report;
- b) an increase of 2.7% in the 2025/26 rents of all current HRA tenancies will be applied from 7 April 2025;
- c) the 2025/26 service charges, as set out in Appendix C to the report; and
- d) the Capital Budget set out in Appendix D to the report are committed expenditure in the Capital Programme for 2025/26 to 2028/29.

Reason for Decisions:

To advise Members of the proposed HRA budget and charges in rent and service charge levels for 2025/26 and for these to be recommended to Council at its meeting on 11 February 2025.

Options Considered:

Various modelling was undertaken to assess the impact of different rent levels on the viability of the HRA 30-year business plan to arrive at the recommendation above.

Consideration was also given to varying increases between general needs and supported (sheltered and extra care) accommodation but no rationale was found to support this, alongside the equitable nature of any decision to do so.

229 DEVOLUTION WHITE PAPER

The Chief Executive provided the Cabinet with an update on the latest position in respect of local government reform following the Government's White Paper on Devolution published in December. He reported that further clarity was awaited from the Government, but unitary authorities were to be created across the country in two tranches in April 2027 and April 2028. He confirmed that Nottinghamshire County Council had not requested a postponement of their elections scheduled to take place on 1 May 2025.

He added that the indicative Government timetable was for draft proposals for unitary authorities being submitted in March, and final proposals in the autumn. Given the tight timeframe, Members would be invited to various briefings and workshops to identify potential options for unitary Councils.

230 IMPLEMENTATION OF AN INFORMATION SECURITY MANAGEMENT SYSTEM

The Business Manager – ICT & Digital Services presented a report which outlined the design and implementation of the Information Security Management System (ISMS) for the Council. The purpose of the ISMS was to protect the Council's information assets from various threats, ensuring confidentiality, integrity and availability.

In respect of next steps for the ISMS implementation, the Cabinet emphasised the importance of Member training to raise awareness.

AGREED (unanimously) that Cabinet approve the Implementation of the Information Security Management System for the Council.

Reason for Decision:

To align with the community plan objective 8: To be a top performing, modern and accessible Council.

Community trust in the Council to manage and use their data in a secure and compliant way, whilst demonstrating transparency.

Options Considered:

Various alternative frameworks and the option to take no action have been evaluated. However, this international standard for information security is mandated by the Council for procuring systems and technology, where applicable.

231 LOWFIELD LANE DISPOSAL (KEY DECISION)

The Chief Executive presented a report which sought to agree revised terms for the disposal of land at Lowfield Lane, Balderton, to Arkwood Developments. It was reported that in January 2022, the Policy & Finance Committee agreed to the exclusive disposal of land at Lowfield Lane, Balderton to Arkwood Developments Ltd, for the sum of £4.4m. Since January 2022, there had been a number of matters that had impacted on the scope and viability of the development. Give those matters, following the granting of planning permission on 11 November 2024, the Council received a revised offer letter from Arkwood Developments Ltd on 13 December 2024 which proposed a revised offer to purchase Lowfield lane.

The revised offer (attached as an appendix to the exempt report given it was commercially sensitive) was made as a result of a number of changes to the proposed scheme for the site through the planning process and wider market conditions which were outside of the company's control. In order to demonstrate best value, the Council had commissioned two further valuations of the land which were based on the planning consent granted. These were included as appendices to the exempt report.

AGREED (unanimously) that Cabinet approve the revised sale price of £XXXXXX for the land at Lowfield Lane, Balderton as detailed in the report, subject to confirmation from Nottinghamshire County Council on the Green

Adoption at £XXXXXX; any adjustment in the offer in relation to the Green Adoption sum to be delegated to the Portfolio Holder for Strategy, Performance and Finance for decision following consultation with the Cabinet.

Reason for Decision:

In order to ensure that the Council secures the best consideration for the land which was previously purchased by the Council for residential redevelopment on the basis that it was both a largely allocated housing site and was entirely within the Newark Urban Area where the principle of residential development is acceptable.

Options Considered:

The Council could refuse the revised offer outright and request Arkwood to proceed to complete the sale on the original terms or seek to negotiate a higher sale value somewhere between the original and revised offers. Neither of these options are considered realistic, deliverable or in the Council's interest. Arkwood has set out its position that it is entitled to terminate the contract for sale in the circumstances if the revised offer is not accepted; Officers consider this position to be justified as the viability of the development has been materially affected due to the factors set out in exempt Appendix A. The revised offer exceeds the independent valuations obtained and detailed at paragraph 2.6 above, therefore it is not considered necessary to seek to negotiate a higher sale value.

The Policy & Finance Committee report of 27 January 2022 explored the alternative option of selling the land on the open market; this option was rejected as it did not deliver the Council's strategic aims of both housing delivery, and financial sustainability relative to the Council's Medium Term Financial Plan provided by Arkwood's involvement. In addition, as the Council's wholly owned company, Arkwood does not seek as high a commercial return as other developers and is therefore able to deliver a more diverse mix of housing including lower value units which generate lower returns, but which are much needed in the community. The position on this alternative option has not changed, in particular with reference to the independent valuations referenced at paragraph 2.6 of this report. The Council's Acquisitions and Disposals Policy allows for disposal to be negotiated with a single party such as Arkwood. There is also a risk that by going to the open market the Council could fail to secure a buyer at all if Arkwood withdraw interest.

The Policy & Finance Committee report of 29 June 2017 confirmed the land purchase based on use for strategic residential development, as most of the land was already allocated for that purpose. The proposal offers the best disposal value that can reasonably be obtained, together with associated benefits of delivering much needed housing especially considering new targets now being introduced by Government, and the Medium-Term Financial Plan benefits already set out in this report. There are no alternative uses that would offer a viable and comparable return which achieves Best Value to the Council as landowner given the constraints of the site.

232 UPDATE ON JUBILEE BRIDGE - CONDITION OF BRIDGE AND USAGE

The Development Manager – Corporate Property presented a report which provided the Cabinet with an update on the current condition of the Jubilee Bridge and set out some options for the Cabinet in respect of future maintenance and ownership.

The report conveyed the findings of the Principal Bridge Inspector which was conducted in June 2024. This report advised that the bridge was in generally sound condition with no significant defects in urgent need of repair, with some minor maintenance / repairs being required. Based on this report, the report advised that the planned refurbishment could be deferred until 2030. Given that, four options were presented to the Cabinet for consideration. Costings for some of these options were excluded from the open report and included in an exempt version of the report given their commercial sensitivity.

AGREED (unanimously) that Cabinet approve:

- a) option 3 as set out in the report, to continue to carry out annual safety inspections and the required remedial maintenance, until the next Principal Bridge Inspection is due in 2030 at a cost of up to £XXXXXX; and
- b) the Capital budget be reduced from £333,500 to £XXXXXX which will decommit £XXXXXX from the Asset Maintenance Reserve.

Reason for Decision:

To ensure the bridge remains in a safe condition, the most viable option to the Council, based on the current condition of the bridge.

Options Considered:

Option 1 - Pay Commuted sum to Nottinghamshire County Council to have the bridge adopted and to remove future liability of the bridge from NSDC.

Option 2 - To retain the bridge and to carry out a bridge major refurbishment.

Option 3 - Continue to carry out annual safety inspections, remedial and recommended maintenance, until the next Principal Bridge Inspection is due, 2030.

Option 4 - Close the bridge and decommission.

233 MOTION FOR THE OCEAN - ACTION PLAN UPDATE

The Director – Communities & Environment presented a report which provided the Cabinet with a detailed update on the Council's Motion for the Ocean commitments, activities to date and future plans. The Leader of the Council read a statement from the former Portfolio Holder, Councillor E Oldham acknowledging the Council achievements to date following the adoption of the Motion for the Ocean.

The Cabinet considered the hugely successful activities undertaken to date, and potential options for future initiatives which would require budget provision. It was considered that any decision on allocating further funding to Motion for the Ocean activities be deferred pending the impending review of Community Plan priorities.

AGREED (unanimously) that Cabinet defer any decision on the allocation of funds to further Motion for the Ocean activities given the impending review of Community Plan objectives.

Reason for Decision:

To further consider allocation of budgets linking into the review of Community Plan priorities.

Options Considered:

Alternative options in relation to Motion for the Ocean activities were set out in detail in paragraph 6 of the report and summarised at paragraph 7.

234 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that, under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act.

235 LOWFIELD LANE DISPOSAL (KEY DECISION)

The Cabinet considered the exempt report in relation to the Lowfield Lane Disposal.

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

236 UPDATE ON JUBILEE BRIDGE - CONDITION OF BRIDGE AND USAGE

The Cabinet considered the exempt report in relation to the Jubilee Bridge in Newark.

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

Meeting closed at 7.00 pm.

Chair

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



Report to: Cabinet Meeting: 18 February 2025
 Portfolio Holder: Councillor Paul Peacock - Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive
 Lead Officer: Nick Wilson, Business Manager – Financial Services, Ext. 5317

Report Summary	
Type of Report	Open Report / Key Decision
Report Title	2025/26 Proposed General Fund Revenue Budget
Purpose of Report	To enable Cabinet to consider the spending proposals in the Council’s proposed 2025/26 General Fund revenue budget and make recommendations to Full Council for its meeting on 6 March 2025.
Recommendations	<p>That Cabinet recommends to Full Council at its meeting on 6 March 2025 that:</p> <ul style="list-style-type: none"> i. the following amounts be now calculated by the Council for the 2025/26 financial year, in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011: <ul style="list-style-type: none"> 1. £57,162,110 being the aggregate of the amounts which the Council estimates for items set out in Section 31A(2)(a) to (f) of the Act, as the District Council’s gross expenditure for 2024/25); 2. £36,261,250 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act, as the District Council’s gross income for 2024/25); and 3. £20,900,860 being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Net Budget Requirement for the year; ii. the figures shown as i.1. and i.3. above to be increased only by the amount of Parish Precepts for 2025/26; iii. the budget amounts included in the report be the Council’s budget for 2025/26; and iv. the fees and charges shown in Appendices C1-C22 be implemented with effect from 1 April 2025.

Alternative Options Considered	Not applicable, the Cabinet is required to make recommendations on the budget to the Full Council.
Reason for Recommendations	To enable Cabinet to make recommendations to Council of the amounts to be calculated in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended by the Localism Act 2011, for the purposes of setting Council Tax levels for the 2025/26 financial year.

1.0 Background

- 1.1 This report sets out details of the Council’s proposed General Fund (GF) revenue budget for the 2025/26 financial year. The GF revenue budget has been prepared in accordance with the Council’s budget setting strategy for 2025/26 which was approved by Cabinet on 24 September 2024.
- 1.2 The 2025/26 GF revenue budget has accordingly been derived from the 2025/26 base budget within the Medium-Term Financial Plan (MTFP) approved by Full Council on 7 March 2024. In accordance with the Budget Strategy, growth and efficiencies have been included based on the engagement with Portfolio Holders throughout the budget setting process. Additionally, changes as described in the Budget Strategy around pay awards and inflation, have also amended that base position.

2.0 Financial Summary

- 2.1 The Council’s proposed 2025/26 GF revenue budget is shown in further detail, including information on priority areas in **Appendices A1** to **A2** to this report. The current overall position is summarised below:

Line in Appendix A1		2025/26 (£)
9	Total service budgets	24,013,990
14	Total other operating income & expenditure	1,499,250
20	Total financing and investment income & expenditure	(1,320,810)
32 & 33	Less capital reversals	(3,291,570)
	Net Budget Requirement	20,900,860
21 to 28	Other government grants	(2,060,920)
29 & 30	Non-Domestic Rates (NDR) (Business Rates)	(10,845,818)
32 to 34	Contributions to or (from) Usable Reserves	403,670
37	Net call on Council Tax	8,397,792
38	Council Tax Adjustments	173,900
39	Amount to collect through Council Tax	8,571,692

- 2.2 As the total service budgets (line 9 of **Appendix A1**) include capital costs, the table below breaks down the total service budgets for each Portfolio by the amounts which relate to capital costs and which relate to cash budgets which further breakdown at **Appendix B1-14**:

Line in Appendix A1	Portfolio	2025/26 base budget (March 2024) (£)	2025/26 base budget (February 2025) (£)	Variance (£)
Without Capital costs	Climate and the Environment	3,440,650	3,480,300	39,650
	Health, Wellbeing and Leisure	1,497,550	929,100	(568,450)
	Heritage, Culture and the Arts	1,089,370	895,330	(194,040)
	Housing	662,240	464,250	(197,990)
	Public Protection and Community Relations	3,153,200	3,282,160	128,960
	Strategy, Performance and Finance	9,027,060	9,667,130	640,070
	Sustainable Economic Development	1,868,970	2,004,150	135,180
	Cash Service Budgets	20,739,040	20,722,420	(16,620)
Capital costs	Climate and the Environment	1,139,720	876,350	(263,370)
	Health, Wellbeing and Leisure	996,710	804,740	(191,970)
	Heritage, Culture and the Arts	201,760	190,450	(11,310)
	Housing	49,620	50,740	1,120
	Public Protection and Community Relations	82,900	229,960	147,060
	Strategy, Performance and Finance	1,447,650	1,136,190	(311,460)
	Sustainable Economic Development	6,480	3,140	(3,340)
32 & 33	Capital Service Budgets	3,924,840	3,291,570	(633,270)
1	Climate and the Environment	4,580,370	4,356,650	(223,720)
3	Health, Wellbeing and Leisure	2,494,260	1,733,840	(760,420)
4	Heritage, Culture and the Arts	1,291,130	1,085,780	(205,350)
5	Housing	711,860	514,990	(196,870)
6	Public Protection and Community Relations	3,236,100	3,512,120	276,020
7	Strategy, Performance and Finance	10,474,710	10,803,320	328,610
8	Sustainable Economic Development	1,875,450	2,007,290	131,840
9	Total Service Budgets	24,663,880	24,013,990	(649,890)

2.3 The budget above delivers the Council's ambitions within the community plan. **Appendix E** summarises within each Portfolio, where large proportions of spend is directed.

2.4 The table below shows how the 2025/26 base budget approved by Full Council on 7 March 2024, has been adjusted for changes totalling £16,620 based on paragraph 2.2 above. Paragraph 3.23 describes the main changes between the assumed base budget and the proposed within this paper.

Portfolio	2025/26 base budget (March 2024) (£)	Realignments	Salary Uplift	Approved Variations	Inflation	Requested Changes	2025/26 base budget (February 2025) (£)
CE	3,440,650	(7,000)	34,640	55,100	950	(44,040)	3,480,300
HWL	1,497,550	30,600	3,760	(111,550)	(540)	(490,720)	929,100
HCA	1,089,370	(25,000)	2,150	(88,750)	(2,020)	(80,420)	895,330
H	662,240	(30,600)	(24,590)	(406,380)	1,620	261,960	464,250
PPCR	3,153,200	0	(21,660)	79,670	5,560	65,390	3,282,160
SPF	9,027,060	32,000	(95,440)	233,740	8,470	461,300	9,667,130
SED	1,868,970	0	(58,770)	216,810	(1,020)	(21,840)	2,004,150
Non-Capital	20,739,040	0	(159,910)	(21,360)	13,020	151,630	20,722,420

3.0 Development of Proposed 2025/26 General Fund Revenue Budget

3.1 The development of the proposed 2025/26 General Fund budget was set out in the Budget Strategy document that was presented to Cabinet on 24 September 2024. This document set out the strategy for the year which was to build upon the notional 2025/26 budget as compiled in the preparation of the MTFP for the period 2024/25 to 2027/28 and was approved by Council on 7 March 2024.

3.2 Directors and Business Managers worked with their allocated Finance Officers to go through the budget and MTFP estimates in order to ascertain whether the actions under each of the 8 Community Plan objectives have already been included in the base budget, are growth items for inclusion either in the budget for 2025/26 or/and MTFP period, or do not require a financial allocation as the activities are to be delivered by a third party with the Council having a facilitating and monitoring role. Cabinet Portfolio Holders then met with responsible Directors to review proposed level of resources to resource the objectives in the Council's current approved Community Plan with greater emphasis on the Council's core services. The portfolio holder for Strategy, Performance and Finance has also reviewed the overall Council Position. Subsequently, this budget has therefore been proposed for the 2025/26 financial year.

3.3 The proposed 2025/26 General Fund revenue budget collates various types of information, such as the:

- a) level of government grant receivable;
- b) expected level of council tax and business rates income;
- c) expected level of other income, such as from fees and charges;
- d) expected level of spend on employees; and
- e) expected use of reserves.

3.4 The sub-sections in this part of the report summarise these and other areas of importance.

Local Government Finance Settlement: Settlement Funding Assessment (SFA) and Core Spending Power

3.5 The annual Local Government Finance Settlement provides councils with the amount of government grant and other information pertinent for setting the next financial year’s budget. The provisional settlement was announced on 18 December 2024, and the final settlement was announced on 3 February.

3.6 Core Spending Power (CSP) is a measure of the resources made available to local authorities to fund service delivery, based on the Government’s annual Local Government Finance Settlement (LGFS). Government makes assumptions within this based on levels of Council Tax and growth in an authorities Tax Base (the Band D equivalent number of properties to charge Council Tax over).

3.7 As part of the final LGFS Government an increase of almost £3.9bn or 6% in cash terms in CSP over and above the 2024/25 settlement was announced nationally. The table below shows the CSP for Newark and Sherwood (as assumed by Government) together with the proposed actual CSP. The Governments assumption works out to be cash flat (hence a zero percent increase) compared with the 2024/25 settlement, whilst the proposed budget shows a decrease of 0.87% or £0.134m in cash terms. This compares against an increase of 0.32% when compared with other Shire Districts. Districts have had the lowest increases in CSP for many years.

	2024/25	2025/26 Final LGFS	2025/26 Proposed Budget
Business Rates funding	£3.986m	£4.030m	£4.030m
Compensation for under-indexing the Business Rates multiplier	£0.767m	£0.802m	£0.802m
Revenue Support Grant	£0.243m	£0.287m	£0.287m
Council Tax	£8.286m	£8.705m	£8.571m
New Homes Bonus	£0.327m	£0.987m	£0.987m
Minimum Funding Guarantee (now named Funding Floor)	£1.612m	£0.205m	£0.205m
Services Grant	£0.026m	£0m	£0m
Rural Services Delivery Grant	£0.052m	£0m	£0m
Domestic Abuse Safe Accommodation Grant	£0.033m	£0.034m	£0.034
Recovery Grant	£0m	£0.321m	£0.321m
Grants rolled in	£0.039m	£0m	£0m
Total	£15.371m	£15.371m	£15.237m

3.8 The reason for the difference between the Governments assumption and the proposed budget is the calculation of additional properties chargeable for Council Tax. The Government has assumed an increase of 2% on the Council’s Council Tax Base which equates to an increase of 15% compared with last years’ increase (740.79 increase in CTB in 2024/25 whilst assumed 851.85 increase in CTB in 2025/26).

- 3.9 As can be seen from the table above, New Homes Bonus (which for a number of years has been forecast to be removed altogether) has increased significantly by £0.660m growth in property numbers within the District. The Policy Statement confirmed however, that this is the final year of New Homes Bonus.
- 3.10 To put into context the fact that the Council will receive a reduction in funding of £0.134m, the table below shows the increase in cost for forecast for certain base items in the budget:

Base Cost	Increase between 2024/25 and 2025/26
Employees	£1.367m
Fuel	£0.008m
Total	£1.375m

Proposed 2025/26 Council Tax

- 3.11 Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.
- 3.12 An authority’s relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council (NSDC) includes the levy that Internal Drainage Boards charge the Council.
- 3.13 The proposed core principle for 2025/26 is 3%. The Government’s proposed council tax referendum principle for shire district councils therefore permits increases in the Council’s 2025/26 relevant basic amount of council tax of up to (and including) the greater of 2.99% or £5.00 without holding a referendum.
- 3.14 The assumed council tax increase within these budget papers is an increase in the band D equivalent of 2.99%, or £5.83 per year based on the band D average. As 73% of the properties in Newark and Sherwood are in bands A to C, the increase for these properties will be less than £5.83 per year. The Council Tax charge for the 2024/25 financial year is £194.82 which therefore means a charge of £200.65 for the year 2025/26 financial year has been assumed within these papers. 41% of all properties in the district are within band A, which currently has a charge of £129.88 and a proposed charge of £133.77 meaning an increase of £3.89 per annum.
- 3.15 The Council Tax base (being the number of band D equivalent properties within the district) assumes a 0.44% increase on 2024/25. The Tax Base for 2025/26 is set at 42,720.66 (42,531.75 for 2024/25). This is calculated taking all the properties in the district and weighting them depending on their banding, adjusting for estimated discounts and premiums.
- 3.16 The tax base is then multiplied by the annual charge in order to calculate the total Council Tax receivable for the year being £8,571,692. Where further discounts or

premiums are actually charged/awarded during the year and the amount of properties charged Council Tax is different to the assumptions above, the surplus or deficit in the Collection Fund will be calculated and will be distributed/clawed back in the following financial year.

Proposed 2025/26 Business Rates

- 3.17 Under the NDR system, businesses pay councils based on the open market rental value of their business property, as estimated by the Government’s Valuation Office Agency (VOA). The rate payable by small businesses in 2025/26 will be 49.9p per pound (49.9%) of their property’s rateable value, and the rate payable by other businesses will be 55.5p (55.5%).
- 3.18 The Government compensates local authorities for their decisions relating to business rates through s31 grants. As the Government have frozen multipliers in previous years, the Council does not lose based on those decisions (inclusive of their decision to change the inflator on the multiplier from RPI to CPI). As can be seen from the table at paragraph 3.7 the Government expects to reimburse the Council by £0.802m (£0.767m 2023/24) for this loss in income.
- 3.19 The table at paragraph 3.7, shows the total amount of business rates that the Government expects the Council needs to run its services. Though the Government has allocated £4.030m of business rates to the Council for 2025/26 and £0.802m for the compensation for under indexing the multiplier, the Council expects to exceed this amount during 2025/26.
- 3.20 The Council is budgeting to retain £9.593m of business rates for 2025/26 (Appendix A1, lines 23 & 24). This includes the £4.030m and the £0.802m referred to in paragraph 3.7; additional income, such as local growth above this baseline and from relevant renewable energy projects; and additional expenditure; such as the levy on additional income.

Calculation	Items relating to 2025/26 NDR income budget	Amount (£m)
1	NDR income + section 31 grants	23.429
2	Tariff	(12.708)
3	Levy	(2.383)
4	Renewable Energy	1.256
5	2025/26 NDR income budget	9.593

- 3.21 In addition to the above, as the Council is part of the Nottinghamshire Business Rates Pool, the Council gains from pooling its resources locally. It has currently been forecast that the return funding from the pool for the 2025/26 financial year will be £1.000m which has been built into the Council’s Medium Term Financial Plan.

Proposed 2025/26 Budget – General Principles

- 3.22 The appropriate bases agreed in the Budget Strategy and used in the preparation of the budget are:

a)	Employees	<p>Some of the main assumptions used to budget for employee costs for 2025/26 are:</p> <ul style="list-style-type: none"> • a 3% increase in basic pay; and <p>4.0% of the Council's total salary budget, or £885,480, has been budgeted to be saved from posts that remain vacant for a period of time before being filled. This is often referred to as the vacancy factor.</p>
b)	Employer's Superannuation	<p>Pension-related costs have been budgeted for in line with the actuarial review which took place as at 31 March 2022 for the three years between 2023/24 and 2025/26.</p> <p>The Council's budgeted pension-related costs have increased, because its total 2025/26 basic pay budgets have increased. The Council's primary rate (charged as a proportion of basic salary at employee level) is 18.6%.</p>
c)	General Inflation	<p>Most non-pay expenditure budgets have been uplifted by 2%. Specific budgets have had larger increases on where applicable. Some costs, such as insurance and utilities, are expected to increase by around 5%; and others, such as fixed-price goods and services, are expected to increase by less than 2%. Income Budgets have been increased where appropriate based on the Fees and Charges schedule.</p>
d)	Average Interest Rate re External Debt	<p>The Council's General Fund borrowing will be in accordance with the Prudential Code for Capital Finance in Local Authorities. The cost of borrowing will depend on the rates available at the time that funding is required.</p>
e)	Capital Charges	<p>The proposed budgets for each Portfolio (Appendix A1, lines 1-9) includes the notional costs of assets used in delivering services, so that the Council can reflect the true cost of delivering services.</p> <p>Statute, however, requires these capital charges be reversed out (Appendix A1, lines 32 & 33) and replaced with the cost to the Council taxpayer of the underlying capital decisions that have yet to be financed (Minimum Revenue Provision (MRP)) (Appendix A1, line 15). Legislation determines that council taxpayers cannot be charged for the notional costs of assets used.</p>
f)	Capital Financing Charges	<p>The Council's General Fund (GF) revenue budget is charged when the Council borrows to fund the purchase or creation of non-current assets. These charges will be in line with the Council's Minimum Revenue Provision (MRP) policy for 2025/26 to be approved by Council on 6 March 2025.</p> <p>MRP is a charge to the taxpayer, calculated by apportioning the value borrowed for assets over their expected useful lives.</p>
g)	Internal Drainage Boards	<p>Despite there being a freeze in cost for the 2025/26 financial year, the anticipated cost of levies to the two Internal Drainage Boards (Trent Valley and Upper Witham) for 2025/26 is £950,000.</p> <p>This cost had increased by 40% from the 2022/23 financial year. During 2023/24 the Council received £239,690 towards contribute towards the increase in cost. The Council has budgeted to receive £119,000 towards the additional costs of the IDB, which is equivalent to the grant received during 2024/25.</p>

3.23 The table below details the Council's net budget requirement for 2025/26, broken down by gross expenditure and gross income:

Line		2025/26 gross expenditure (£)	2025/26 gross income (£)	2025/26 net expenditure (£)
9	Total service budgets	58,630,340	(34,616,350)	24,013,990
32 & 33	Reversal of Capital Charges	(4,151,570)	860,000	(3,291,570)
	Sub Total Service Budget (Appendix A2)	54,478,770	(33,756,350)	20,722,420
14	Other operating income & expenditure	1,499,250	0	1,499,250
20	Total Financing and Investment income & expenditure	1,184,090	(2,504,900)	(1,320,810)
	Net Budget Requirement	57,162,110	(36,261,250)	20,900,860

3.24 A summary of the main reasons for changes requested in the table at paragraph 3.3 are listed below:

Changes requested for 2025/26 base budget compared to 2025/26 base budget (MTFP as at March 2024)	Variance (£)
Additional budget required for 2025/26 only in relation to the 5 Year Housing Needs Assessment	47,000
Additional ongoing budget to allow for supporting live stream meetings along with other AV requirements across the Council	46,470
Future Apprenticeship Programme	100,000
Training budget increase to allow for access to Platform system, making more appropriate budget available for training bid rounds	168,750
Additional costs in relation to 'Simpler Recycling'	40,000
Funding to support the action plan for the Motion for the Ocean	45,000
One new officer for Biodiversity and Ecology for 2025/26 onwards	50,000
Reduction in forecast income at Clipstone Holding Centre due to slippage in Capital programme	112,000
One off cost of feasibility for future Leisure provision	100,000
Feasibility for Middlebeck Green Basin	50,000
Provisional annual budget set aside for employee reward and retention scheme	250,270
Reduction in income at the Lorry Park due to the forecast impact of flooding events	48,800
Increase in cost of Hybrid Mail	36,770
Employers National Insurance Contributions increase following Autumn Budget 2024 announcement	412,000
Funding available to assist with Cost of Living challenges	100,000
Change in recharges to HRA	(147,560)
Reduction in Active4Today Management fee	(650,610)
Net Income in relation to Careline Expansion	(115,580)
Garden Waste Collection Increase in customer base and price	(54,800)
Budget for Notional Savings	(250,000)

Corporate Asset Development Changes in agency budget post restructure	(164,150)
Salary uplift (change from 5% to 3%)	(159,910)
Changes to budget approved during the year	(21,360)
Inflation	13,020
Other Changes	(72,730)
Total	(16,620)

2025/26 Employee Plan

3.25 The salary budget for the General Fund has been based on 489.65 FTE posts in 2025/26 (478.83 in 2024/25). Any changes to the establishment will require the relevant approvals.

Fees and Charges Review

3.26 The fees and charges for many services administered by the local authority are set by statute. The amounts for these, and their timing and review, are therefore prescribed by central government. There remains, however, many services where the Council has the ability to review and if necessary, amend its charges or charging regime.

3.27 In accordance with the Council's Constitution, each service area should consider the level of fees and charges to be implemented in the following financial year as part of the process of service planning and budget setting.

3.28 The proposals for the levels of fees and charges to be implemented from 1 April 2025 were reviewed by Directors during November and have now been updated where appropriate. The Council is currently budgeting to receive £5.4m of income from fees and charges in 2025/26. This is an increase of £0.628m from 2024/25.

3.29 The table below summarises the services which provide the Council with most of its fees and charges income and the fees and charges income budgeted from these services for 2025/26:

Service	2025/26 base budget (March 2024) (£)	2025/26 base budget (February 2025) (£)	Summary
Fees and Charges			
Trade Waste, Recycling and Garden Bins	1,296,800	1,393,950	Businesses based in Newark and Sherwood have to pay for their waste to be collected and disposed of. Nottinghamshire County Council sets the waste disposal charges for all district and borough councils in the county, through its statutory role as the Waste Disposal Authority for these authorities. Further details of these and the other proposed charges for 2025/26 can be found in Appendix C13 .

Car and Lorry Parking	872,860	911,630	The car parking charges proposed for 2025/26 are largely the same as those in 2024/25, though increases have been proposed for lorry parking. Further details can be found in Appendix C16 .
Planning	1,069,700	1,109,350	Planning application fees are statutory, set by the Government, whereas pre-application advice fees are discretionary, set by the Council. The Council categorises its pre-application advice fees by the size and type of developments. Further details, including the statutory fees chargeable, can be found in Appendix C1 & C2 .
Culture	580,380	739,970	The charges related to the Palace Theatre Newark, National Civil War Centre, and Newark Castle and Gardens proposed for 2025/26 are largely the same as those in 2024/25. Further details can be found in Appendix C6 .
Rents			
Corporate Property	1,978,250	2,051,660	The rents for Corporate Property include income at the Newark Beacon, the Industrial units across the District, the Air and Space Institute, Castle House rents and the ButterMarket to name a few.
Housing Services	434,060	814,840	Rental income at various properties across the District, also including the income for the rental of the Careline technology

3.30 Details of the Council's proposed charges for 2025/26 for all services can be found in **Appendices C1-C22**.

Total Financing and Investment income & expenditure (**Appendix A1**, line 19)

3.31 Capital financing costs have been estimated based on assumptions of interest rates going forward, taking into account the forecasts of cash balances over the next year. Due to their nature and composition, however, they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.

3.32 The Council will seek to borrow money from the most efficient and effective institution in order to support its cash flow position. Regard will be taken to the Council's Treasury Strategy (which is subject to a separate report which is to be considered by the Audit and Governance Committee on 19 February 2025 and is due to be approved by Full Council on 6 March 2025) and due diligence through the Council's Treasury Advisers.

3.33 In previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under-borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The Council is proposing to utilise some of its reserves on projects such as the Yorke Drive and the Southern link Road. This means that as cash backed by these reserves will be utilised,

there is a potential need to borrow money to ensure that the Council has cash at hand to service its day to day costs.

3.34 There is an overall increase in the total net Financing and Investment income & expenditure by £1.187m (**Appendix A1**, line 20) in 2025/26. The 2025/26 interest receivable budget is higher than was budgeted for in March 2024, mainly due to the increase in investment balances and associated interest rates increasing during the year.

3.35 All treasury investments are made in line with the Council’s Treasury Management Strategy. Advice from the Council’s external treasury consultants will be sought prior to the investment of any funds to ensure maximum scrutiny is taken on any decision making.

Contribution to or From Reserves

3.36 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the Council’s proposed budget and robustness of estimates made.

3.37 The Council’s s151 Officer has reviewed the adequacy of the Council’s financial reserves to ensure that these are neither too low (imprudent) or too high (over prudent) based on their purpose and likely use.

3.38 The table below summarises the amount of council earmarked reserves as at 31 March 2024, and forecasts of these as at 31 March 2025 and 31 March 2026.

	At 31 March 2024 (£)	Forecast at 31 March 2025 (£)	Forecast at 31 March 2026 (£)
Budget Funding Reserves	9,838,603	8,261,918	8,261,918
Earmarked for Known Pressures	7,348,077	5,492,043	4,228,928
Ring Fenced Reserves	1,977,136	1,779,763	1,716,067
Un-ringfenced Reserves	13,486,697	9,186,020	7,765,368
Total Revenue Reserves	32,650,513	24,719,743	21,972,282
Capital Reserves	11,196,429	12,271,418	12,061,753
Total Revenue and Capital Reserves and Balances	43,846,943	36,991,162	34,034,035

3.39 The main reductions relate to the usage of the Change Management/Capital Fund over the next two years. Large capital projects (such as the Yorke Drive, SLR and the development at Clipstone) are due to utilise the funding over the next two years which will draw down the balances held.

General Fund Balance

3.40 The Council’s £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in

light of internal and external risks identified. For the Council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.

- 3.41 The Council's total forecast reserves and general fund balance to 31 March 2025 is £36,991,162. The s151 Officer of the Council is satisfied with the adequacy of the levels of reserves and balances.
- 3.42 The budget has been prepared in accordance with the budget strategy approved Cabinet on 23 July 2024. The draft budget has been scrutinised and challenged by the Council's Senior Leadership Team, the Leader and Portfolio Holders. The draft budget (and Medium Term Financial Plan) has also been scrutinised informally by the ruling administration. The s151 Officer of the Council is therefore satisfied by the robustness of the estimates and assumptions underpinning the budget for 2025/26.

Parish and Town Council Precepts

- 3.43 Parish and town councils can raise money to help meet their spending requirements by issuing a 'precept' (mandatory demand) to the district council. The district council must account for such precepts when calculating its council tax requirement. Council tax requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 3.44 The Council is still awaiting confirmation from each parish and town council regarding their level of precept for 2025/26. These details will be included in the revenue budget and council tax setting report to be presented to Council on 6 March 2025.

Subjective Analysis

- 3.45 **Appendix A2** contains a breakdown of the Council's General Fund revenue budget for 2025/26 by statutory categories used to categorise expenditure and income.

Risk Assessment and Sensitivity

- 3.46 As mentioned in paragraph 3.28, section 25 of the *Local Government Act 2003* requires the Council's chief finance officer, currently the Director of Resources and Deputy Chief Executive, to report on the robustness of estimates made in the Council's proposed budget. This section fulfils that requirement.
- 3.47 In considering the Council's proposed budget for 2025/26 and the sensitivity of expenditure and income to changes, it should be noted that:
- a) a 1% increase in Council Tax is equivalent to £83,228 of net expenditure; and
 - b) a £1 increase in Council Tax is equivalent to £42,721 of net expenditure.
- 3.48 Various assumptions were required to be made when preparing the proposed 2025/26 budget. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

2025/26 Pay Award and changes in National Insurance

- 3.49 Employee costs form a significant proportion of all district council budgets. As mentioned in paragraph 3.15, the 2025/26 budgets have been prepared assuming a 3% annual increase in basic pay.
- 3.50 The National Joint Council (NJC) for Local Government Services' pay award for 2025/26 has not yet been finalised. If the 2025/26 pay award agrees a more than 3% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. A 1% increase over and above the budgeted 3% in basic pay for 2025/26 would result in around £196,000 needing to be funded from reserves.
- 3.51 National Insurance Contributions - From 1 April 2025 the National Insurance (NI) rate for employers will increase from 13.8% to 15%. Additionally, the level at which employers will start paying NI contributions will reduce from £9,100 to £5,000. The impact of this on the General Fund is expected to be £412,000. The Government also announced that Public Sector authorities would receive a grant to compensate them for the additional cost. Based on modelling it is not expected that the grant will fully cover the additional cost of the NI contributions. £184,000 grant is currently forecast to be received in 2025/26, which has been split proportionately between the HRA and the General Fund. £141,680 has been budgeted for within the GF, hence leaving an additional cost to the authority of £270,320.

Income

- 3.52 A significant part of the Council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets and have considered factors expected to affect future income levels, to ensure the 2025/26 income budgets for services have been set at levels considered achievable.
- 3.53 Significant underperformance against budgeted income would increase the Council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost £54,000, or a council tax increase equivalent to £1.28 per property (0.65%).
- 3.54 Officers closely monitor income levels as part of the Council's monthly budget monitoring processes.
- 3.55 Officers plan to develop a more detailed understanding of the volumes of activity which underpin each of the Council's main income sources. This will allow the Council to more accurately model changes to expected activity levels, as well as increase assurance regarding the risks of such changes materialising.

Other Significant Potential Risks

- 3.56 Though less likely, but other assumptions which could result in the Council's actual expenditure and/or income varying significantly from its proposed budgets are below:

a)	Interest rates	<p>The proposed 2025/26 budget includes amounts for both interest payable (Appendix A1, line 17) and interest receivable (Appendix A1, line 18). This is because the Council expects that it will both borrow money and lend money throughout the 2025/26 financial year.</p> <p>The budgeted amounts for 2025/26 have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2025/26 will likely differ from those budgeted.</p> <p>The impact of a 1% change in interest rate would be insignificant on the Council's overall budget.</p>
b)	General Inflation	<p>As mentioned in paragraph 3.25, the proposed service budgets for 2025/26 include increases for inflation where appropriate.</p> <p>The most recent month for which inflation data was available at the time of writing is December 2024. There was a 2.6% increase in inflation (Consumer Prices Index (CPI)) from December 2023.</p> <p>Though it is likely that actual inflation rates throughout 2025/26 will differ from the Government's own forecasts for 2025/26 and the 2% the Council has generally budgeted for, the small differences anticipated are expected to have insignificant impact on the Council's budget.</p>
c)	Apprenticeship Scheme	<p>In addition to Apprenticeship Levy payments the Council is required to make to the Government (Appendix A1, line 10), the Council employs apprentices which have been budgeted for within the revenue budget.</p>
d)	Reserves	<p>As mentioned in paragraph 3.38, the Council has reviewed the adequacy of the financial reserves proposed in the 2025/26 budget, as statutorily required.</p>

4.0 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.

Equalities Implications

4.1 Business Managers consider the implications on equalities when assessing how best to deliver the services they are responsible for.

Legal Implications (LEG2425/7170)

4.2 Cabinet is the appropriate body to consider the content of the report and recommend to Full Council. Audit & Governance Committee will receive the report for assurance purposes in the context of financial sustainability. Any recommendations of Policy & Performance Improvement Committee should be taken into account by Cabinet.

Community Plan – Alignment to Objectives

- 4.3 The Community Plan 2023-2027 was approved by Full Council on 12 December 2023 and sets out the Council's objectives over the next three years, building on previous published plans for the same time period.
- 4.3 The Community Plan will be further revised at the meeting of Cabinet on 1 April 2025. Any adjustments to the plan will be reviewed in the context of the Budget and the MTFP and resources allocated accordingly based on relevant governance processes.
- 4.5 The budget proposed within this report seeks to allocate resources in order to ensure the delivery of all the objectives within the Community Plan.

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.

SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D = C - B
Portfolio	2025/26 Base Budget (March 2024) £	2025/26 Base Budget (February 2025) £	More or (Less) £
1 Climate and the Environment	4,580,370	4,356,650	(223,720)
3 Health, Wellbeing and Leisure	2,494,260	1,733,840	(760,420)
4 Heritage, Culture and the Arts	1,291,130	1,085,780	(205,350)
5 Housing	711,860	514,990	(196,870)
6 Public Protection and Community Relations	3,236,100	3,512,120	276,020
7 Strategy, Performance and Finance	10,474,710	10,803,320	328,610
8 Sustainable Economic Development	1,875,450	2,007,290	131,840
9 Total Service Budgets	24,663,880	24,013,990	(649,890)
Other Operating Income & Expenditure			
10 Apprenticeship Levy	60,000	75,000	15,000
11 Pensions - employer's lump sum	371,250	371,250	0
12 Corporate Contingencies	100,000	100,000	0
13 Drainage Levy	950,000	953,000	3,000
14 Total other operating income & expenditure	1,481,250	1,499,250	18,000
Financing and Investment income & expenditure			
15 Minimum Revenue Provision (MRP)	1,220,600	719,210	(501,390)
16 Financial Instruments Adjustment	3,650	3,650	0
17 Interest Payable	688,210	461,230	(226,980)
18 Interest Receivable	(2,045,737)	(2,004,900)	40,837
19 Dividends from Arkwood Developments Ltd	0	(500,000)	(500,000)
20 Total Financing and Investment income & expenditure	(133,277)	(1,320,810)	(1,187,533)
Taxation and Non Specific Grant Income			
Other Government Grants			
21 Revenue Support Grant	(263,683)	(286,800)	(23,117)
22 Rural Services Delivery Grant	(44,547)	0	44,547
23 Recovery Grant	0	(320,930)	(320,930)
24 National Insurance Grant	0	(141,680)	(141,680)
25 Minimum Funding Guarantee/ Funding Floor	(1,465,270)	(205,110)	1,260,160
26 Services Grants	(23,404)	0	23,404
27 Internal Drainage Board Levy Grant	0	(119,000)	(119,000)
28 New Homes Bonus (NHB)	0	(987,400)	(987,400)
Non Domestic Rates (NDR)			
29 Retained NDR- Including Pool Surplus	(10,397,291)	(10,593,459)	(196,168)
30 Business Rates Surplus from 2023/24	0	(252,359)	(252,359)
31 Total Taxation and Non Specific Grant Income	(12,194,195)	(12,906,738)	(712,543)
Contributions to or (from) Reserves and Balances			
Contributions to or (from) Unusable Reserves			
32 Reversal of capital expenditure	(4,854,840)	(4,151,570)	703,270
33 Reversal of capital income	930,000	860,000	(70,000)
Contributions to or (from) Usable Reserves			
34 Contributions to or (from) usable reserves	272,350	403,670	131,320
35 Shortfall mitigations identified in the MTFP - March 2024	(1,550,912)	0	1,550,912
36 Total Contributions to or (from) Reserves and Balances	(5,203,402)	(2,887,900)	2,315,502
37 Net call on Council Tax	8,614,256	8,397,792	(216,464)
Council Tax Adjustments			
38 Brought forward Council Tax deficit	0	173,900	173,900
39 To be collected through Council Tax	8,614,256	8,571,692	(42,564)

Appendix A2

BUDGET SUMMARY - SUBJECTIVE (GENERAL FUND (GF) CASH SERVICES REVENUE) - EXCL CAPTIAL

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	FINAL 2025/26 BASE BUDGET	MORE OR (LESS)
111	SALARIES AND WAGES	16,452,360	16,745,550	293,190
112	OTHER SALARIES/WAGES PAYMENTS	26,880	104,690	77,810
113	NATIONAL INSURANCE	1,805,650	2,258,680	453,030
114	SUPERANNUATION	3,431,220	3,428,300	(2,920)
115	OTHER EMPLOYERS CONTRIBUTIONS	38,840	38,460	(380)
	EMPLOYEES SUB TOTAL	21,754,950	22,575,680	820,730
				0
211	REPAIRS AND MAINTENANCE	996,345	993,510	(2,835)
212	ENERGY COSTS	802,280	738,880	(63,400)
213	RENT	469,370	468,420	(950)
214	RATES	541,495	575,870	34,375
215	WATER SERVICES	188,825	200,110	11,285
216	FIXTURES AND FITTING	11,330	11,220	(110)
217	CLEANING AND DOMESTIC	32,365	38,950	6,585
218	COMPLIANCE SERVICING	161,470	161,060	(410)
219	CONTRIBUTION TO FUNDS	700,810	716,960	16,150
311	TRANSPORT	1,258,920	1,203,920	(55,000)
313	CONTRACT HIRE OP LEASE	8,080	8,000	(80)
315	CAR ALLOWANCES	87,640	82,380	(5,260)
411	EQUIPMENT AND FURNITURE	457,360	469,550	12,190
412	MATERIALS	66,080	93,890	27,810
421	CATERING	139,030	160,910	21,880
431	CLOTHING AND UNIFORMS	42,320	44,420	2,100
441	GENERAL OFFICE EXPENSES	381,115	391,700	10,585
451	CONTRACTUAL	1,345,820	1,251,950	(93,870)
452	OTHER SERVICES	1,270,170	1,420,870	150,700
461	COMMUNICATIONS AND COMPUTING	1,554,155	1,716,790	162,635
471	STAFF	34,850	36,080	1,230
472	MEMBERS	379,240	352,850	(26,390)
473	CHAIRMAN	8,470	8,350	(120)
481	GRANTS	1,427,490	748,470	(679,020)
482	SUBSCRIPTIONS	79,955	98,150	18,195
491	INSURANCE	438,850	444,430	5,580
492	CONTRIBS TO FUNDS AND PROVISION	472,590	255,360	(217,230)
493	OTHER PROFESSIONAL SERVICES	1,790,420	2,171,260	380,840
497	DISCOUNTS	39,560	36,210	(3,350)
611	HOUSING BENEFITS	19,208,180	16,562,230	(2,645,950)
612	OTHER TRANSFER PAYMENTS	190,790	440,340	249,550
	RUNNING EXPENSES SUB TOTAL	34,585,375	31,903,090	(2,682,285)
911	GOVERNMENT GRANTS	(19,916,800)	(17,331,420)	2,585,380
922	CONTRIBUTIONS FROM OTHER LAS	(595,000)	(398,650)	196,350
928	RECHARGE NON GF ACCOUNTS	(4,676,670)	(5,071,450)	(394,780)
931	SALES	(679,140)	(728,360)	(49,220)
932	FEES AND CHARGES	(6,538,260)	(6,422,040)	116,220
933	RENTS	(2,757,875)	(3,208,350)	(450,475)
939	OTHER RECEIPTS	(437,540)	(596,080)	(158,540)
	INCOME SUB TOTAL	(35,601,285)	(33,756,350)	1,844,935
	DIRECTORATE TOTAL	20,739,040	20,722,420	(16,620)

Portfolio: Climate and the Environment

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
A10701	UPKEEP OF DYKES	9,890	0	0	0	(100)	0	9,790
A10901	CLIMATE CHANGE	0	0	0	0	0	0	0
A11002	WASTE & RECYCLING	1,319,700	(7,000)	39,100	27,500	4,980	13,870	1,398,150
A11103	SEWERAGE WORKS	43,930	0	0	0	(290)	(43,640)	0
A11105	CLEANER, SAFER, GREENER	0	0	0	0	0	45,000	45,000
A11331	PARKS AND PLAYING FIELDS	95,990	0	0	0	(930)	0	95,060
A11334	PRIVATE ESTATES	9,820	0	0	0	(100)	0	9,720
A11335	CLOSED CHURCHYARDS	5,370	0	0	0	(60)	0	5,310
A11336	VICAR WATER PARK	55,800	0	(250)	440	(190)	9,000	64,800
A11338	SCONCE & DEVON PARK	99,240	0	3,070	(32,460)	(270)	1,030	70,610
A11340	ENV SERV MANAGEMENT	278,290	0	(4,110)	3,210	150	0	277,540
A11582	LIFE SAVING	520	0	0	0	(10)	0	510
A11702	ENVIRONMENTAL SCHEMES	17,030	0	0	0	(90)	9,550	26,490
A15003	BRUNEL DRIVE DEPOT	20,510	0	0	0	(210)	2,000	22,300
A15023	STREET SCENE GROUNDS MAINT	223,490	0	0	51,420	4,990	(42,220)	237,680
A26901	VEHICLE POOL AND WORKSHOP	1,261,070	0	(3,170)	4,990	(6,920)	(38,630)	1,217,340
NON CAPTIAL SUB TOTAL		3,440,650	(7,000)	34,640	55,100	950	(44,040)	3,480,300
CAPTIAL		1,139,720	0	0	0	0	(263,370)	876,350
PORFOLIO TOTAL		4,580,370	(7,000)	34,640	55,100	950	(307,410)	4,356,650

Portfolio: Climate and the Environment

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

CODE	DESCRIPTION	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
111	SALARIES AND WAGES	3,186,020	25,000	(24,300)	10,930	(1,070)	15,120	3,211,700
112	OTHER SALARIES/WAGES PAYMENTS	4,740	0	0	0	(50)	0	4,690
113	NATIONAL INSURANCE	315,850	0	68,800	16,760	0	0	401,410
114	SUPERANNUATION	611,930	0	(9,860)	(2,090)	0	0	599,980
EMPLOYEES SUB TOTAL		4,118,540	25,000	34,640	25,600	(1,120)	15,120	4,217,780
211	REPAIRS AND MAINTENANCE	33,890	0	0	0	(330)	0	33,560
212	ENERGY COSTS	530	0	0	0	(10)	0	520
213	RENT	6,410	0	0	0	(40)	(150)	6,220
217	CLEANING AND DOMESTIC	920	200	0	0	(10)	0	1,110
219	CONTRIBUTION TO FUNDS	95,250	0	0	27,500	(770)	0	121,980
311	TRANSPORT	1,258,920	(25,000)	0	0	(9,540)	(20,460)	1,203,920
315	CAR ALLOWANCES	1,930	(100)	0	0	(10)	0	1,820
411	EQUIPMENT AND FURNITURE	235,520	100	0	0	(2,290)	0	233,330
412	MATERIALS	36,580	0	0	0	(350)	45,000	81,230
421	CATERING	1,550	0	0	0	(20)	2,000	3,530
431	CLOTHING AND UNIFORMS	24,470	0	0	2,000	(230)	0	26,240
441	GENERAL OFFICE EXPENSES	17,090	0	0	0	(170)	13,080	30,000
451	CONTRACTUAL	95,150	(200)	0	0	(930)	39,290	133,310
452	OTHER SERVICES	207,730	(7,000)	0	0	(2,000)	0	198,730
471	STAFF	20	0	0	0	0	0	20
492	CONTRIBS TO FUNDS AND PROVISIONS	0	0	0	0	0	18,700	18,700
493	OTHER PROFESSIONAL SERVICES	396,530	29,620	0	0	(3,850)	5,680	427,980
612	OTHER TRANSFER PAYMENTS	43,930	0	0	0	(290)	0	43,640
821	CAPTIAL	1,139,720	0	0	0	0	(263,370)	876,350
RUNNING EXPENSES SUB TOTAL		3,596,140	(2,380)	0	29,500	(20,840)	(160,230)	3,442,190
922	CONTRIBUTIONS FROM OTHER LAS	(18,700)	0	0	0	0	0	(18,700)
928	RECHARGE NON GF ACCOUNTS	(872,040)	0	0	0	8,500	(85,670)	(949,210)
931	SALES	(251,850)	0	0	0	2,450	0	(249,400)
932	FEES AND CHARGES	(1,991,100)	(29,620)	0	0	11,950	(76,640)	(2,085,410)
933	RENTS	(620)	0	0	0	10	10	(600)
INCOME SUB TOTAL		(3,134,310)	(29,620)	0	0	22,910	(162,300)	(3,303,320)
DIRECTORATE TOTAL		4,580,370	(7,000)	34,640	55,100	950	(307,410)	4,356,650

Portfolio: Health, Wellbeing and Leisure

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
A10210	DOMESTIC ABUSE SUPPORT	5,000	0	0	0	100	0	5,100
A11101	PUBLIC CONVENIENCES	0	0	0	0	0	900	900
A11110	NATIONAL ASSISTANCE ACT BURIAL	4,120	0	0	0	(40)	1,610	5,690
A11305	SOUTHWELL LEISURE CENTRE	10,000	0	0	0	0	0	10,000
A11321	NEIGHBOURHOOD CENTRES	12,060	0	0	0	180	3,000	15,240
A11339	NEWARK SPORTS HUB	(560)	0	0	0	20	0	(540)
A11576	ACTIVE 4 TODAY	760,000	0	0	0	0	(650,610)	109,390
A11577	TOUR OF BRITAIN	0	30,600	0	0	0	(30,600)	0
A11583	HEALTH & COMMUNITY DEVELOPMENT	552,420	0	7,070	0	(800)	84,980	643,670
A11915	COST OF LIVING RESPONSE	154,510	0	(3,310)	(111,550)	0	100,000	139,650
NON CAPTIAL SUB TOTAL		1,497,550	30,600	3,760	(111,550)	(540)	(490,720)	929,100
CAPTIAL		996,710	0	0	0	0	(191,970)	804,740
PORFOLIO TOTAL		2,494,260	30,600	3,760	(111,550)	(540)	(682,690)	1,733,840

Portfolio: Health, Wellbeing and Leisure

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

CODE	DESCRIPTION	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
111	SALARIES AND WAGES	357,680	0	(3,620)	33,400	0	24,980	412,440
113	NATIONAL INSURANCE	41,330	0	8,950	3,350	0	3,760	57,390
114	SUPERANNUATION	71,420	0	(1,570)	6,210	0	4,640	80,700
EMPLOYEES SUB TOTAL		470,430	0	3,760	42,960	0	33,380	550,530
211	REPAIRS AND MAINTENANCE	0	2,000	0	0	0	3,000	5,000
213	RENT	1,240	0	0	0	(40)	0	1,200
219	CONTRIBUTION TO FUNDS	10,000	(2,000)	0	0	200	0	8,200
315	CAR ALLOWANCES	4,120	0	0	0	(40)	0	4,080
441	GENERAL OFFICE EXPENSES	520	0	0	0	(10)	0	510
451	CONTRACTUAL	2,060	30,600	0	0	(20)	(8,700)	23,940
452	OTHER SERVICES	8,760	0	0	0	(90)	0	8,670
471	STAFF	100	0	0	0	0	0	100
481	GRANTS	770,000	0	0	0	0	(650,610)	119,390
492	CONTRIBS TO FUNDS AND PROVISIONS	102,800	0	0	(102,800)	0	0	0
493	OTHER PROFESSIONAL SERVICES	133,960	0	0	(51,710)	(650)	130,600	212,200
821	CAPTIAL	996,710	0	0	0	0	(191,970)	804,740
RUNNING EXPENSES SUB TOTAL		2,030,270	30,600	0	(154,510)	(650)	(717,680)	1,188,030
932	FEES AND CHARGES	(4,120)	0	0	0	40	1,610	(2,470)
933	RENTS	(2,320)	0	0	0	70	0	(2,250)
INCOME SUB TOTAL		(6,440)	0	0	0	110	1,610	(4,720)
DIRECTORATE TOTAL		2,494,260	30,600	3,760	(111,550)	(540)	(682,690)	1,733,840

Portfolio: Heritage, Culture and the Arts

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
A10101	NCWC & NEWARK MUSEUM	289,920	(3,060)	330	(2,220)	110	(5,140)	279,940
A10105	NEWARK CASTLE/CASTLE GROUNDS	92,000	(5,890)	0	(12,340)	(180)	6,120	79,710
A10108	RESOURCE CENTRE	36,410	0	50	180	(50)	6,210	42,800
A10110	CULTURAL EVENTS	30,000	16,000	0	0	0	0	46,000
A10111	L&P EDUCATION/OUTREACH	107,040	0	0	(1,240)	160	(1,600)	104,360
A11442	ARTS & COMMUNITY DEVELOPMENT	63,500	0	550	0	(420)	(26,630)	37,000
A11443	PALACE THEATRE	239,060	(7,050)	0	9,680	1,930	(59,380)	184,240
A11573	PROMOTION OF TOURISM	231,440	(25,000)	1,220	(82,810)	(3,570)	0	121,280
NON CAPTIAL SUB TOTAL		1,089,370	(25,000)	2,150	(88,750)	(2,020)	(80,420)	895,330
CAPTIAL		201,760	0	0	0	0	(11,310)	190,450
PORFOLIO TOTAL		1,291,130	(25,000)	2,150	(88,750)	(2,020)	(91,730)	1,085,780

Portfolio: Heritage, Culture and the Arts

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

CODE	DESCRIPTION	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
111	SALARIES AND WAGES	859,610	157,520	630	(79,980)	(270)	(3,850)	933,660
113	NATIONAL INSURANCE	87,850	20,810	1,380	9,860	0	190	120,090
114	SUPERANNUATION	164,820	29,580	140	(18,630)	0	360	176,270
EMPLOYEES SUB TOTAL		1,112,280	207,910	2,150	(88,750)	(270)	(3,300)	1,230,020
211	REPAIRS AND MAINTENANCE	7,210	810	0	0	(70)	0	7,950
217	CLEANING AND DOMESTIC	2,160	1,700	0	0	(20)	0	3,840
219	CONTRIBUTION TO FUNDS	6,180	0	0	0	(60)	0	6,120
315	CAR ALLOWANCES	1,970	0	0	0	0	0	1,970
411	EQUIPMENT AND FURNITURE	10,650	2,680	0	0	(100)	0	13,230
412	MATERIALS	540	(530)	0	0	(10)	0	0
421	CATERING	86,650	0	0	0	(850)	2,000	87,800
431	CLOTHING AND UNIFORMS	1,080	0	0	0	(10)	0	1,070
441	GENERAL OFFICE EXPENSES	49,130	(1,430)	0	0	(870)	0	46,830
451	CONTRACTUAL	31,940	(13,870)	0	0	(160)	0	17,910
452	OTHER SERVICES	109,820	23,830	0	0	(2,510)	0	131,140
461	COMMUNICATIONS AND COMPUTING	14,720	(2,800)	0	0	(290)	0	11,630
471	STAFF	1,830	0	0	0	(50)	0	1,780
481	GRANTS	27,570	0	0	0	(760)	(5,400)	21,410
482	SUBSCRIPTIONS	840	(70)	0	0	(10)	0	760
493	OTHER PROFESSIONAL SERVICES	558,530	30,440	0	0	(5,050)	59,400	643,320
821	CAPTIAL	201,760	0	0	0	0	(11,310)	190,450
RUNNING EXPENSES SUB TOTAL		1,112,580	40,760	0	0	(10,820)	44,690	1,187,210
911	GOVERNMENT GRANTS	0	(199,840)	0	0	0	0	(199,840)
931	SALES	(246,270)	(11,240)	0	0	2,390	(31,330)	(286,450)
932	FEES AND CHARGES	(599,960)	(63,680)	0	0	5,830	(96,460)	(754,270)
939	OTHER RECEIPTS	(87,500)	1,090	0	0	850	(5,330)	(90,890)
INCOME SUB TOTAL		(933,730)	(273,670)	0	0	9,070	(133,120)	(1,331,450)
DIRECTORATE TOTAL		1,291,130	(25,000)	2,150	(88,750)	(2,020)	(91,730)	1,085,780

Portfolio: Housing

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
A10211	NORTHGATE ROUGH SLEEPER ACCOM	2,670	0	(1,570)	0	(190)	60,520	61,430
A10212	PRIVATE SECTOR SPEECH CALL	(93,250)	0	0	(412,000)	0	256,420	(248,830)
A10213	HOUSING OPTIONS	296,920	75,440	(19,290)	12,560	(90)	(67,440)	298,100
A10215	STRATEGIC HSG (WAS COMMUNITY)	178,260	0	(2,990)	0	(60)	56,890	232,100
A10217	SYRIAN VP RESETTLEMENT SCHEME	0	(37,720)	(610)	0	0	38,330	0
A10219	AFGHAN RESETTLEMENT SCHEME	0	(37,720)	(610)	0	0	38,330	0
A10223	HOMES FOR UKRAINE	0	0	2,200	0	(250)	(1,950)	0
A10224	HOARDING SUPPORT	0	0	0	0	0	0	0
A10225	BARRATT MANAGED PROPERTIES	(10)	0	0	0	10	(1,010)	(1,010)
A10226	ALEXANDER LODGE	(67,460)	(12,890)	(1,380)	0	830	(19,550)	(100,450)
A10227	WELLOW GREEN	(4,530)	12,890	(580)	0	(380)	(8,050)	(650)
A10228	ASYLUM SEEKERS	0	0	0	0	0	(75,500)	(75,500)
A11579	NEWARK TOWN CYCLE RACES	30,900	(30,600)	0	0	(300)	0	0
A11607	ENERGY AND HOME SUPPORT	75,060	0	240	730	0	0	76,030
A11922	COMMISSIONING CONTRIBUTIONS	141,430	0	0	(7,670)	0	(15,030)	118,730
A11940	COMMUNITY GRANT SCHEME	102,250	0	0	0	2,050	0	104,300
NON CAPTIAL SUB TOTAL		662,240	(30,600)	(24,590)	(406,380)	1,620	261,960	464,250
CAPTIAL		49,620	0	0	0	0	1,120	50,740
PORFOLIO TOTAL		711,860	(30,600)	(24,590)	(406,380)	1,620	263,080	514,990

Portfolio: Housing

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

CODE	DESCRIPTION	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
111	SALARIES AND WAGES	890,540	33,400	(38,880)	13,290	0	(46,360)	851,990
113	NATIONAL INSURANCE	99,070	3,360	20,680	0	0	(3,900)	119,210
114	SUPERANNUATION	176,840	6,210	(6,390)	0	0	(8,770)	167,890
EMPLOYEES SUB TOTAL		1,166,450	42,970	(24,590)	13,290	0	(59,030)	1,139,090
211	REPAIRS AND MAINTENANCE	82,600	0	0	0	(810)	(970)	80,820
212	ENERGY COSTS	62,980	0	0	0	0	700	63,680
213	RENT	4,280	0	0	0	(40)	0	4,240
215	WATER SERVICES	27,560	0	0	0	0	0	27,560
216	FIXTURES AND FITTING	11,330	0	0	0	(110)	0	11,220
217	CLEANING AND DOMESTIC	8,240	0	0	0	(80)	0	8,160
219	CONTRIBUTION TO FUNDS	41,200	0	0	0	(400)	0	40,800
315	CAR ALLOWANCES	5,010	0	0	0	(40)	0	4,970
411	EQUIPMENT AND FURNITURE	7,430	0	0	0	(70)	0	7,360
441	GENERAL OFFICE EXPENSES	500	0	0	0	0	0	500
451	CONTRACTUAL	97,500	(73,570)	0	0	1,030	0	24,960
452	OTHER SERVICES	5,420	0	0	0	(50)	46,900	52,270
461	COMMUNICATIONS AND COMPUTING	9,580	0	0	0	0	8,000	17,580
471	STAFF	1,960	(250)	0	0	(20)	0	1,690
481	GRANTS	164,130	0	0	(7,670)	450	(15,030)	141,880
492	CONTRIBS TO FUNDS AND PROVISIONS	15,750	0	0	0	0	0	15,750
493	OTHER PROFESSIONAL SERVICES	344,570	250	0	0	1,790	(37,980)	308,630
612	OTHER TRANSFER PAYMENTS	146,860	0	0	0	0	249,840	396,700
821	CAPTIAL	49,620	0	0	0	0	1,120	50,740
RUNNING EXPENSES SUB TOTAL		1,086,520	(73,570)	0	(7,670)	1,650	252,580	1,259,510
911	GOVERNMENT GRANTS	(272,350)	0	0	0	0	(75,500)	(347,850)
922	CONTRIBUTIONS FROM OTHER LAS	(358,300)	0	0	0	0	170,060	(188,240)
928	RECHARGE NON GF ACCOUNTS	(217,760)	0	0	0	0	27,670	(190,090)
932	FEES AND CHARGES	(50,000)	0	0	0	0	0	(50,000)
933	RENTS	(552,290)	0	0	(247,200)	(30)	(45,200)	(844,720)
939	OTHER RECEIPTS	(90,410)	0	0	(164,800)	0	(7,500)	(262,710)

Portfolio: Housing

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

CODE	DESCRIPTION	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
	INCOME SUB TOTAL	(1,541,110)	0	0	(412,000)	(30)	69,530	(1,883,610)
	DIRECTORATE TOTAL	711,860	(30,600)	(24,590)	(406,380)	1,620	263,080	514,990

Portfolio: Public Protection and Community Relations

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
A10814	LICENSING ADMIN	(40,110)	0	0	14,860	1,920	44,560	21,230
A10816	COMMUNITY SAFETY	57,770	(180)	(4,990)	640	(140)	(9,530)	43,570
A10823	ANTI-SOCIAL BEHAVIOUR	237,580	0	(3,480)	2,420	(210)	560	236,870
A10826	DOMESTIC VIOLENCE	30,860	0	(770)	590	(30)	350	31,000
A10899	INSURANCE	412,980	100	0	7,870	6,930	4,530	432,410
A11104	STREET SCENE STREET CLEANSING	1,057,270	0	3,550	9,120	(630)	(6,120)	1,063,190
A11107	DOG CONTROL	17,400	3,770	0	0	(20)	0	21,150
A11122	SAFETY & RISK MANAGEMENT	63,040	80	0	4,820	(60)	9,310	77,190
A11126	CCTV	233,590	0	620	520	(1,750)	4,860	237,840
A11136	NEIGHBOURHOOD WARDENS	181,490	(3,770)	(1,120)	1,860	(60)	0	178,400
A11138	ENVIRONMENTAL HEALTH	469,870	0	(9,730)	6,420	(290)	14,500	480,770
A11139	COMMUNITY PROTECTION	365,060	0	(5,740)	3,510	(40)	2,370	365,160
A11923	EMERGENCY PLANNING	66,400	0	0	27,040	(60)	0	93,380
NON CAPTIAL SUB TOTAL		3,153,200	0	(21,660)	79,670	5,560	65,390	3,282,160
CAPTIAL		82,900	0	0	0	0	147,060	229,960
PORFOLIO TOTAL		3,236,100	0	(21,660)	79,670	5,560	212,450	3,512,120

Portfolio: Public Protection and Community Relations

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

CODE	DESCRIPTION	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
111	SALARIES AND WAGES	2,118,380	74,700	(53,580)	87,670	(440)	4,790	2,231,520
113	NATIONAL INSURANCE	226,830	10,330	41,790	16,190	0	0	295,140
114	SUPERANNUATION	412,330	14,670	(9,870)	10,930	0	0	428,060
EMPLOYEES SUB TOTAL		2,757,540	99,700	(21,660)	114,790	(440)	4,790	2,954,720
219	CONTRIBUTION TO FUNDS	35,810	500	0	0	(340)	0	35,970
313	CONTRACT HIRE OP LEASE	8,080	0	0	0	(80)	0	8,000
315	CAR ALLOWANCES	21,660	(1,860)	0	0	(210)	0	19,590
411	EQUIPMENT AND FURNITURE	10,070	(1,460)	0	0	(100)	0	8,510
412	MATERIALS	7,350	(1,000)	0	0	(70)	0	6,280
431	CLOTHING AND UNIFORMS	10,790	330	0	0	(100)	0	11,020
441	GENERAL OFFICE EXPENSES	8,060	3,710	0	0	(80)	0	11,690
451	CONTRACTUAL	226,900	(108,690)	0	0	(500)	(9,740)	107,970
452	OTHER SERVICES	108,910	(8,290)	0	0	(1,030)	5,000	104,590
461	COMMUNICATIONS AND COMPUTING	16,250	(850)	0	0	(160)	0	15,240
471	STAFF	1,770	180	0	0	(20)	0	1,930
482	SUBSCRIPTIONS	3,530	850	0	0	(40)	0	4,340
491	INSURANCE	438,850	(1,000)	0	0	6,580	0	444,430
492	CONTRIBS TO FUNDS AND PROVISIONS	197,190	(1,000)	0	0	(1,890)	0	194,300
493	OTHER PROFESSIONAL SERVICES	19,040	5,570	0	0	(180)	0	24,430
821	CAPTIAL	82,900	0	0	0	0	147,060	229,960
RUNNING EXPENSES SUB TOTAL		1,197,160	(113,010)	0	0	1,780	142,320	1,228,250
922	CONTRIBUTIONS FROM OTHER LAS	(32,110)	13,080	0	0	320	0	(18,710)
928	RECHARGE NON GF ACCOUNTS	(257,000)	0	0	(35,120)	(250)	(2,930)	(295,300)
931	SALES	(127,060)	0	0	0	1,230	540	(125,290)
932	FEES AND CHARGES	(302,350)	230	0	0	2,920	73,130	(226,070)
939	OTHER RECEIPTS	(80)	0	0	0	0	(5,400)	(5,480)
INCOME SUB TOTAL		(718,600)	13,310	0	(35,120)	4,220	65,340	(670,850)
DIRECTORATE TOTAL		3,236,100	0	(21,660)	79,670	5,560	212,450	3,512,120

Portfolio: Strategy, Performance and Finance

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
A10104	GILSTRAP INTERPRETATION CENTR	18,380	0	0	0	(100)	13,310	31,590
A10601	ELECTORAL REGISTRATION	236,970	0	(6,750)	0	(820)	0	229,400
A10802	ICT	887,600	7,000	6,570	149,040	(3,450)	29,220	1,075,980
A10803	INTERNAL AUDIT	88,650	0	0	0	0	1,720	90,370
A10804	PAYMENTS & RECEIPTS	(13,100)	0	0	0	0	10,550	(2,550)
A10805	INCOME SECTION	130,860	0	210	0	(100)	18,340	149,310
A10806	BANK CHARGES	156,100	0	0	0	(1,480)	(27,820)	126,800
A10809	CUSTOMER SERVICES	825,420	0	(1,552)	(23,908)	(370)	4,500	804,090
A10810	COMMUNICATIONS	347,610	25,000	(6,746)	21,726	(1,050)	45,060	431,600
A10812	HUMAN RESOURCES	351,030	0	28,700	59,950	(250)	79,850	519,280
A10818	COMMITTEE SECTION	208,950	0	6,180	0	2,640	(3,640)	214,130
A10819	LEGAL SECTION	304,450	0	(8,620)	0	1,240	135,430	432,500
A10832	CENTRAL TELEPHONES	147,400	0	0	0	(1,450)	2,460	148,410
A10833	CENTRAL POSTAGES	51,200	0	0	0	(40)	7,140	58,300
A10841	CENTRAL PERSONNEL EXPENSES	115,140	0	0	24,480	(1,120)	143,600	282,100
A10842	OTHER EMPLOYEE EXPENSES	67,290	0	0	0	(250)	(10,360)	56,680
A10845	INFORMATION GOVERNANCE	96,610	0	6,380	0	10	(200)	102,800
A10864	SENIOR LEADERSHIP TEAM	1,006,360	0	(17,970)	3,740	0	1,570	993,700
A10865	CORPORATE ASSET DEVELOPMENT	483,260	0	2,770	18,900	0	(239,880)	265,050
A10895	FINANCIAL SERVICES	532,100	0	(23,840)	0	0	52,830	561,090
A10896	TRANSFORMATION	381,590	0	(3,610)	0	690	20,430	399,100
A10897	PROCUREMENT	40,740	0	0	0	0	230	40,970
A10898	ADMINISTRATION SERVICES	360,570	0	7,250	(20,190)	1,430	37,540	386,600
A10904	REVENUES	125,680	0	(22,780)	0	4,030	(11,970)	94,960
A10905	RENT ALLOWANCES	(34,220)	0	0	0	340	19,580	(14,300)
A10907	RENT REBATES	221,500	0	0	0	(2,150)	(246,550)	(27,200)
A10908	HOUSING BENEFIT ADMIN	133,000	0	(36,110)	0	3,260	90,070	190,220
A10911	BUSINESS RATES PROPERTY UNIT	8,890	0	680	0	0	(2,830)	6,740
A11574	SHERWOOD YOUTH HOSTEL	(19,230)	0	0	0	200	110	(18,920)
A11810	NEWARK BEACON	13,520	(28,130)	100	0	2,450	(6,340)	(18,400)
A11813	SUTTON ON TRENT WORKSHOPS	(45,040)	0	0	0	(120)	1,370	(43,790)
A11814	CREWE CLOSE BLIDWORTH WORKSHOP	(59,900)	0	0	0	(250)	280	(59,870)
A11815	BOUGHTON WORKSHOPS	(58,750)	0	0	0	590	4,190	(53,970)
A11816	CHURCH FARM WORKSHOPS	(33,040)	0	0	0	(20)	(6,080)	(39,140)
A11817	BILSTHORPE WORKSHOPS	(58,240)	0	0	0	730	880	(56,630)
A11818	BURMA ROAD WORKSHOPS	(21,020)	0	0	0	(20)	(1,390)	(22,430)
A11819	JUBILEE BRIDGE	9,150	0	0	0	0	(610)	8,540
A11821	CLIPSTONE WORKSHOPS	(48,040)	0	0	0	530	350	(47,160)
A11822	BOUGHTON ADVANCE FACTORY	(52,830)	0	0	0	510	1,710	(50,610)
A11823	CLIPSTONE ADVANCED FACTORIES	(47,440)	0	0	0	520	(3,070)	(49,990)

Portfolio: Strategy, Performance and Finance

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COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
A11824	SHERWOOD FOREST CRAFT CENTRE	(14,310)	(1,680)	0	0	490	(7,490)	(22,990)
A11826	CLIPSTONE HOLDING CENTRE	(92,710)	0	0	0	(10)	99,400	6,680
A11828	LEACH WAY BLIDWORTH ADV	(47,610)	0	0	0	520	(2,400)	(49,490)
A11831	CASTLE HOUSE	232,510	(8,560)	1,570	0	(930)	30,330	254,920
A11835	BUTTERMARKE	(98,560)	6,130	90	0	1,490	(970)	(91,820)
A11836	GATEWAY LODGE	(11,570)	0	0	0	110	(990)	(12,450)
A11837	FARRAR CLOSE	17,910	0	0	0	(200)	(89,050)	(71,340)
A11838	ROBIN HOOD WALK(BEAMOND CROSS)	(64,260)	(2,100)	0	0	640	(690)	(66,410)
A11839	OLLERTON OFFICE	5,120	0	0	0	(10)	(11,570)	(6,460)
A11841	CORPORATE PROPERTY	586,130	46,860	(14,420)	0	350	59,610	678,530
A11842	DEVELOPMENT COSTS	0	0	0	0	0	150,000	150,000
A11846	VICAR WATER PROPERTY	53,240	5,970	0	0	(440)	10,240	69,010
A11848	SCONCE & DEVON PROPERTY	65,150	(7,370)	0	0	(380)	(12,730)	44,670
A11849	BRUNEL DRIVE DEPOT PROPERTY	222,610	0	0	0	(1,380)	(36,580)	184,650
A11850	TOM MANN PAVILION PROPERTY	1,550	0	0	0	(20)	(830)	700
A11855	NEWARK CASTLE PROPERTY	113,020	3,190	0	0	(1,070)	(7,640)	107,500
A11856	NCWM PROPERTY	140,610	0	0	0	(540)	(15,690)	124,380
A11857	PALACE THEATRE PROPERTY	196,220	1,400	0	0	(1,090)	30,280	226,810
A11858	RESOURCE CENTRE PROPERTY	32,500	0	0	0	(150)	(860)	31,490
A11861	COMPLIANCE SERVICING	212,740	0	0	0	(2,050)	2,530	213,220
A11886	32 STODMAN STREET	(28,800)	0	0	0	0	28,800	0
A11887	ASI	(40,000)	0	0	0	0	6,000	(34,000)
A11888	ACTIVE4TODAY - PROPERTY NONREC	46,030	0	0	0	0	0	46,030
A11889	LLOYDS BANK OLLERTON	0	0	0	0	0	7,560	7,560
A11901	MEMBERS EXPENSES	409,610	0	0	0	1,410	(15,190)	395,830
A11902	CIVIC EXPENSES	14,240	0	0	0	(170)	0	14,070
A11911	OTHER FINANCIAL TRANSACTIONS	0	0	0	0	0	270	270
A11921	GRANTS AND CONCESSIONS	463,790	0	0	0	0	0	463,790
A12001	PARKING SERVICES ADMIN	231,490	(8,780)	(14,200)	0	(270)	510	208,750
A12011	SURFACE CAR PARKS NEWARK	(477,090)	5,310	0	0	6,510	(69,460)	(534,730)
A12014	NEWARK LORRY PARK	(499,180)	5,840	660	0	1,120	87,650	(403,910)
A12016	SURFACE CAR PARKS NEWARK HOSPI	(100,000)	0	0	0	0	0	(100,000)
A12019	SURFACE CAR PARK OLLERTON	10,070	0	0	0	0	(950)	9,120
A12301	ELECTION EXPENSES	42,740	0	0	0	0	0	42,740
A12401	OTHER PROPERTIES & WSHOP VOIDS	39,680	(18,080)	0	0	100	(4,200)	17,500
A12520	CORPORATE MANAGEMENT	113,940	0	0	0	30	22,350	136,320
A12530	NON DISTRIBUTED COSTS	210,250	0	0	0	0	0	210,250
A15002	CREW LANE DEPOT	(17,970)	0	0	0	220	1,840	(15,910)
A15028	COMBINED SERVICE COSTS	176,440	0	0	0	(1,720)	39,640	214,360
A15029	CORPORATE PRINTERS	22,360	0	0	0	(220)	0	22,140

Portfolio: Strategy, Performance and Finance

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
	NON CAPTIAL SUB TOTAL	9,027,060	32,000	(95,438)	233,738	8,470	461,300	9,667,130
	CAPTIAL	1,447,650	0	0	0	0	(311,460)	1,136,190
	PORFOLIO TOTAL	10,474,710	32,000	(95,438)	233,738	8,470	149,840	10,803,320

Portfolio: Strategy, Performance and Finance

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

CODE	DESCRIPTION	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
111	SALARIES AND WAGES	6,976,370	41,550	(182,919)	233,689	(250)	37,690	7,106,130
112	OTHER SALARIES/WAGES PAYMENTS	22,140	(22,140)	0	0	0	100,000	100,000
113	NATIONAL INSURANCE	794,550	2,010	143,780	28,490	0	17,960	986,790
114	SUPERANNUATION	1,584,330	3,580	(56,299)	43,829	0	7,600	1,583,040
115	OTHER EMPLOYERS CONTRIBUTIONS	38,840	0	0	0	(380)	0	38,460
EMPLOYEES SUB TOTAL		9,416,230	25,000	(95,438)	306,008	(630)	163,250	9,814,420
211	REPAIRS AND MAINTENANCE	872,645	(14,690)	0	0	(4,660)	12,885	866,180
212	ENERGY COSTS	738,770	6,180	0	0	(5,520)	(64,750)	674,680
213	RENT	457,440	0	0	0	(4,000)	3,320	456,760
214	RATES	541,415	7,940	0	0	(320)	26,755	575,790
215	WATER SERVICES	161,265	17,090	0	0	(1,180)	(4,625)	172,550
217	CLEANING AND DOMESTIC	21,045	6,750	0	0	(70)	(1,885)	25,840
218	COMPLIANCE SERVICING	161,470	(3,000)	0	0	(1,550)	4,140	161,060
219	CONTRIBUTION TO FUNDS	506,800	0	0	0	(1,190)	(7,170)	498,440
315	CAR ALLOWANCES	37,740	0	0	0	(90)	(2,420)	35,230
411	EQUIPMENT AND FURNITURE	193,640	0	0	0	(50)	13,140	206,730
412	MATERIALS	6,610	0	0	0	(20)	(210)	6,380
421	CATERING	50,830	0	0	0	(210)	18,960	69,580
431	CLOTHING AND UNIFORMS	5,000	0	0	0	(50)	70	5,020
441	GENERAL OFFICE EXPENSES	221,605	0	0	0	(1,750)	14,235	234,090
451	CONTRACTUAL	743,130	(7,170)	0	0	(3,210)	(55,440)	677,310
452	OTHER SERVICES	452,220	50	0	0	(600)	227,530	679,200
461	COMMUNICATIONS AND COMPUTING	1,489,995	(10,270)	0	0	(8,825)	177,750	1,648,650
471	STAFF	18,580	0	0	0	(60)	(20)	18,500
472	MEMBERS	379,240	0	0	0	1,590	(27,980)	352,850
473	CHAIRMAN	8,470	0	0	0	(120)	0	8,350
481	GRANTS	463,790	0	0	0	0	0	463,790
482	SUBSCRIPTIONS	66,485	12,800	0	0	(55)	4,460	83,690
493	OTHER PROFESSIONAL SERVICES	225,620	(8,680)	0	24,480	(1,480)	204,650	444,590
497	DISCOUNTS	39,560	0	0	0	(380)	(2,970)	36,210
611	HOUSING BENEFITS	19,208,180	0	0	0	(184,910)	(2,461,040)	16,562,230
821	CAPTIAL	1,447,650	0	0	0	0	(311,460)	1,136,190
RUNNING EXPENSES SUB TOTAL		28,519,195	7,000	0	24,480	(218,710)	(2,232,075)	26,099,890

Portfolio: Strategy, Performance and Finance

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911	GOVERNMENT GRANTS	(19,246,690)	0	0	0	184,810	2,328,150	(16,733,730)
922	CONTRIBUTIONS FROM OTHER LAS	(185,890)	0	0	0	1,800	11,090	(173,000)
928	RECHARGE NON GF ACCOUNTS	(3,302,600)	0	0	(83,940)	7,870	(231,360)	(3,610,030)
931	SALES	(53,540)	0	0	0	20	(13,500)	(67,020)
932	FEES AND CHARGES	(2,271,710)	0	0	(12,810)	16,210	287,580	(1,980,730)
933	RENTS	(2,202,645)	0	0	0	15,320	(173,455)	(2,360,780)
939	OTHER RECEIPTS	(197,640)	0	0	0	1,780	10,160	(185,700)
INCOME SUB TOTAL		(27,460,715)	0	0	(96,750)	227,810	2,218,665	(25,110,990)
DIRECTORATE TOTAL		10,474,710	32,000	(95,438)	233,738	8,470	149,840	10,803,320

Portfolio: Sustainable Economic Development

2025/26 General Fund Revenue Base Budget approved by Full Council in March 2024 compared to current 2025/26 Draft Budget (January 2025)

COST CENTRE	CENTRE NAME	2025/26 EST SET IN MARCH	2025/26 REALIGNMENTS	2025/26 SALARY UPLIFT	2025/26 VARIATIONS APPROVED	2025/26 INFLATIONARY CHANGES	REQUESTED CHANGES	FINAL 2025/26 BASE BUDGET
A10813	LAND CHARGES	(17,870)	0	1,260	0	0	(1,050)	(17,660)
A11578	TOWN CENTRE MANAGEMENT	169,750	0	(4,400)	129,820	(250)	1,390	296,310
A11601	GROWTH TECHNICAL SUPPORT	224,140	0	4,640	0	0	(110)	228,670
A11604	DEVELOPMENT MANAGEMENT	405,580	0	(35,370)	0	0	4,100	374,310
A11605	PLANNING POLICY	378,620	0	(21,090)	0	0	3,440	360,970
A11606	BUILDING CONTROL	117,140	0	0	0	0	(3,690)	113,450
A11610	LOCAL DEVELOPMENT FRAMEWORK	55,620	0	0	0	0	5,880	61,500
A11611	COMMUNITY INFRASTRUCTURE LEVY	1,890	0	2,410	0	0	0	4,300
A11615	TREE SERVICES	59,190	0	(610)	0	0	110	58,690
A11617	BIODIVERSITY AND ECOLOGY	61,050	0	(540)	86,310	0	(34,760)	112,060
A11731	STREET NAMING	29,450	0	(5,600)	0	0	2,850	26,700
A11851	ECONOMIC GROWTH	384,410	0	530	680	(770)	0	384,850
NON CAPTIAL SUB TOTAL		1,868,970	0	(58,770)	216,810	(1,020)	(21,840)	2,004,150
CAPTIAL		6,480	0	0	0	0	(3,340)	3,140
PORFOLIO TOTAL		1,875,450	0	(58,770)	216,810	(1,020)	(25,180)	2,007,290

Portfolio: Sustainable Economic Development

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111	SALARIES AND WAGES	2,063,760	0	(77,190)	37,130	0	(25,590)	1,998,110
113	NATIONAL INSURANCE	240,170	0	37,500	4,280	0	(3,300)	278,650
114	SUPERANNUATION	409,550	0	(19,080)	6,910	0	(5,020)	392,360
EMPLOYEES SUB TOTAL		2,713,480	0	(58,770)	48,320	0	(33,910)	2,669,120
214	RATES	80	0	0	0	0	0	80
219	CONTRIBUTION TO FUNDS	5,570	0	0	0	0	(120)	5,450
315	CAR ALLOWANCES	15,210	(500)	0	0	0	10	14,720
411	EQUIPMENT AND FURNITURE	50	0	0	0	0	340	390
412	MATERIALS	15,000	(15,000)	0	0	0	0	0
431	CLOTHING AND UNIFORMS	980	0	0	0	0	90	1,070
441	GENERAL OFFICE EXPENSES	84,210	(17,360)	0	0	(270)	1,500	68,080
451	CONTRACTUAL	149,140	0	0	121,800	(30)	(4,360)	266,550
452	OTHER SERVICES	377,310	(135,000)	0	0	(420)	4,380	246,270
461	COMMUNICATIONS AND COMPUTING	23,610	0	0	0	0	80	23,690
471	STAFF	10,590	(2,000)	0	0	40	3,430	12,060
481	GRANTS	2,000	0	0	0	0	0	2,000
482	SUBSCRIPTIONS	9,100	100	0	0	0	160	9,360
492	CONTRIBS TO FUNDS AND PROVISIONS	156,850	(130,000)	0	0	(240)	0	26,610
493	OTHER PROFESSIONAL SERVICES	112,170	(1,310)	0	0	(100)	(650)	110,110
821	CAPTIAL	6,480	0	0	0	0	(3,340)	3,140
RUNNING EXPENSES SUB TOTAL		968,350	(301,070)	0	121,800	(1,020)	1,520	789,580
911	GOVERNMENT GRANTS	(397,760)	301,070	0	46,690	0	0	(50,000)
928	RECHARGE NON GF ACCOUNTS	(27,270)	0	0	0	0	450	(26,820)
931	SALES	(420)	0	0	0	0	220	(200)
932	FEES AND CHARGES	(1,319,020)	0	0	0	0	(4,070)	(1,323,090)
939	OTHER RECEIPTS	(61,910)	0	0	0	0	10,610	(51,300)
INCOME SUB TOTAL		(1,806,380)	301,070	0	46,690	0	7,210	(1,451,410)
DIRECTORATE TOTAL		1,875,450	0	(58,770)	216,810	(1,020)	(25,180)	2,007,290

PORTFOLIO: SUSTAINABLE ECONOMIC DEVELOPMENT

PART A - PLANNING STATUTORY CHARGES

Planning

List of Statutory and Discretionary Fees and Charges

In addition to the statutory planning fees listed below, developments may also be liable to pay a Community Infrastructure Levy (CIL) charge – please see Part B - Planning Discretionary Charges.

Payment can be made by debit or credit card using either our on-line service at <https://www.newark-sherwooddc.gov.uk/paymentstothecouncil/> (available 24 hours a day, 365 days a year), by BACS (please email planning@newark-sherwooddc.gov.uk to inform payment has been made, including application reference (if known), amount and site address) or by telephoning us on 01636 650000. Please note, we no longer accept payments by cheque.

Further details of all the above is available on our website at <https://www.newark-sherwooddc.gov.uk/paymentstothecouncil>

Please note that should a planning application be withdrawn after submission and prior to confirmation of it being a valid application, an administrative fee will be charged as set out in Part B - Discretionary Charges - the "Invalid Planning Application and Pre Application Advice Charges" Section. Should an application be withdrawn after confirmation is provided of it being valid, there is no refund of the application fee.

STATUTORY PLANNING FEES

Fees for Planning Applications

Planning Fees in England are set nationally by the Government and are detailed in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site visits) (England) Regulations 2012, as amended. In this guidance, this is referred to as the "2012 Fees Regulations".

A general increase to the planning fees was introduced by the <https://www.legislation.gov.uk/ukxi/2023/1197/contents/made>

The above Regulations introduced an automatic, annual increase. This will increase planning fees annually, on 1 April each year, starting on 1 April, 2025. As informed on .GOV.UK (refer to <https://www.gov.uk/guidance/fees-for-planning-applications>), all planning fees will be increased by the rate of inflation, as measured by the Consumer Prices Index from the preceding September. The increase will be capped at 10%, even if the inflation rate is higher. The fees will not be changed if there is negative inflation (deflation). It is expected that the schedule of new fees will be published in advance of April each year, from April 2025.

Previous 2023/24 £	Current 2024/25 £	Net £	Proposed 2025/26 Vat £	Gross £	VAT Code
Category of Development					
I. Operations					
1. The erection of dwellinghouses (other than development in category 6):					
Where the application is for outline planning permission and:					
	a) the site area is less than 0.5 hectare, charge for each				
578.00	0.1 hectare (or part thereof) of the site area;	578.00	-	578.00	N
	b) the site area is at least 0.5 hectare but does not exceed				
624.00	2.5 hectares, charge for each 0.1 hectare (or part thereof) of the site area;	624.00	-	624.00	N
	c) the site area exceeds 2.5 hectares; and an additional				
11,432.00	£186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.	15,433.00	-	15,433.00	N

VAT Code Key:

A - Standard Rated

E - Exempt

N - Non Business / Outside the Scope

Z - Zero Rated

Previous 2023/24	Current 2024/25		Net	Vat	Gross	VAT
£	£		£	£	£	Code
402.00	503.00	(2) Where the application is for permission in principle charge for each 0.1 hectare of the site area;	578.00	-	578.00	N
		(3) in other cases:				
		a) where the number of dwellinghouses to be created by the development is less than 10, charge for each dwellinghouse;	624.00	-	624.00	N
462.00	578.00	b) where the number of dwellinghouses to be created by the development is 10 or more but not more than 50, charge for each dwellinghouse;				
		c) where the number of dwellinghouses to be created by the development exceeds 50, £30,860; and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.	30,860.00	-	30,860.00	N
		2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7).				
		(1) Where the application is for outline planning permission and:				
		a) the site area is less than 1 hectare, charge for each 0.1 hectare (or part thereof) of the site area;	578.00	-	578.00	N
		b) the site area is at least 1 hectare but does not exceed 2.5 hectares, charge for each 0.1 hectare (or part thereof) of the site area;	624.00	-	624.00	N
		c) the site area exceeds 2.5 hectares; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500;	15,433.00	-	15,433.00	N
		(2) Where the application is for permission in principle Charge for each 0.1ha (or part thereof) of the site area.	12,860.83	-	503.00	N
		(3) in other cases:				
		a) where no floor space* is to be created by the development;	293.00	-	244.17	N
		b) where the area of gross floor space to be created by the development does not exceed 40 square metres;	293.00	-	244.17	N
		c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but is less than 1000 square metres; for each 75 square metres (or part thereof);	578.00	-	578.00	N
		d) where the area of the gross floor space to be created by the development is at least 1000 square metres but does not exceed 3750 square metres, £624 for each 75 square metres (or part thereof)	624.00	-	624.00	N
		e) where the area of gross floor space to be created by the development exceeds 3750 square metres; and an additional £186 for each 75 square metres (or part thereof) in excess of	30,680.00	-	30,680.00	N

* Please note "floor Space" is measured to the outside wall.

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26 Net £	Vat £	Gross £	VAT Code
		3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).				
	578.00	(1) Where the application is for outline planning permission and: (or part thereof) of the site area;	578.00	-	578.00	N
	624.00	(b) the site area is at least 1 hectare but does not exceed 2.5 hectares; for each 0.1 hectare (or part thereof) of the site area	624.00	-	624.00	N
	15,433.00	(c) the site area exceeds 2.5 hectares; and an additional £186 for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.	15,433.00	-	15,433.00	N
	503.00	(2) where the application is for permission in principle charge for each 0.1ha (or part thereof) of the site area.	503.00	-	503.00	N
	120.00	(3) in any other case: (a) where the area of gross floor space to be created by the development does not exceed 465 square metres;	120.00	-	120.00	N
	578.00	(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres;	578.00	-	578.00	N
	578.00	(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but is less than 1000 square metres charge and an additional £578 for each 75 square metres (or part thereof) in excess of 540 square metres;	578.00	-	578.00	N
	624.00	(d) where the area of gross floor space to be created by the development is at least 1000 square metres but does not exceed 4215 square metres, charge and an additional £624 for each 75 square metres (or part thereof) in excess of 1000 square metres;	624.00	-	624.00	N
	30,860.00	(e) where the area of gross floor space to be created by the development is at least 4215 square metres, charge and an additional £186 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum total of £405,000.	30,860.00	-	30,860.00	N
		4. The erection of glasshouses on land used for the purposes of agriculture.				
	120.00	(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres;	120.00	-	120.00	N
	3,225.00	(2) where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres;	3,225.00	-	3,225.00	N
	3,483.00	(3) where the area of gross floor space to be created by the development is 1000 square metres or more;	3,483.00	-	3,483.00	N

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26 Net £	Vat £	Gross £	VAT Code
		5. The erection, alteration or replacement of plant or machinery.				
	578.00	(1) Where the site area does not exceed 5 hectares, charge for each 0.1 hectare (or part thereof) of the site area;	578.00	-	578.00	N
	624.00	(2) Where the site area is at least 1 hectare but does not exceed 5 hectares charge for each 0.1 hectare (or part thereof) of the site area.	624.00	-	624.00	N
	30,860.00	(3) Where the site area exceeds 5 hectares; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £405,500.	30,860.00	-	30,860.00	N
		6. The enlargement, improvement or other alteration of existing dwelling houses.				
	258.00	(1) Where the application relates to a single dwellinghouse;	258.00	-	258.00	N
	509.00	(2) Where the application relates to two or more dwellinghouses;	509.00	-	509.00	N
		7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.				
206.00	258.00		258.00	-	258.00	N
		8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.				
234.00	293.00		293.00	-	293.00	N
		9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.				
	686.00	(1) Where the site area does not exceed 7.5 hectares, charge for each 0.1 hectare (or part thereof) of the site area;	686.00	-	686.00	N
	51,935.00	(2) where the site area exceeds 7.5 hectares and an additional £204 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £405,500.	51,935.00	-	51,935.00	N
		10. The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.				
	347.00	(1) Where the site area does not exceed 15 hectares, charge for each 0.1 hectare (or part thereof) of the site area,	347.00	-	347.00	N
	52,002.00	(2) Where the site area exceeds 15 hectare charge and an additional £204 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £105,000.	52,002.00	-	52,002.00	N

Previous 2023/24 £	Current 2024/25 £	Proposed 2025/26 Net £	Vat £	Gross £	VAT Code
		11. The carrying out of any operations not coming within any of the above categories.			
		1. In the case of operations for the winning and working of minerals:			
		(a) where the site area does not exceed 15 hectares charge for each 0.1 hectare (or part thereof) of the site;			
	316.00	316.00	-	316.00	N
		(b) where the site area exceeds 15 hectares charge and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of			
	47,161.00	47,161.00	-	47,161.00	N
		2. In any other case charge for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of			
	293.00	293.00	-	293.00	N
II. Uses of Land					
		12. The change of use of a building to use as one or more separate dwellinghouses.			
		1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:			
		(a) where the change of use is fewer than 10 dwellinghouses, charge for each additional dwellinghouse;			
	578.00	578.00	-	578.00	N
		(b) where the change of use at least 10 but no more than 50 dwellinghouses, charge for each additional dwellinghouse;			
	624.00	624.00	-	624.00	N
		(c) where the change of use is to use more than 50 dwellinghouses charge and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000;			
	30,860.00	30,860.00	-	30,860.00	N
		(2) in all other cases:			
		(a) where the change of use is to use as 10 dwellinghouses charge for each dwellinghouse;			
	578.00	578.00	-	578.00	N
		(b) where the change of use is to use at least 10 dwellinghouses but no more than 50 dwellinghouses, charge for each dwellinghouse;			
	624.00	624.00	-	624.00	N
		(c) where the change of use is to use as more than 50 dwellinghouses charge, and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.			
	30,860.00	30,860.00	-	30,860.00	N
		13. The use of land for:			
		a) the disposal of refuse or waste materials;			
		b) the deposit of material remaining after minerals have been extracted from land; or			
		(1) Where the site area does not exceed 15 hectares, charge for each 0.1 hectare (or part thereof) of the site area;			
	316.00	316.00	-	316.00	N
		(2) where the site area exceeds 15 hectares charge and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of			
	47,161.00	47,161.00	-	47,161.00	N
		14. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).			
	462.00	578.00	-	578.00	N

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26		Gross £	VAT Code
			Net £	Vat £		
III. Scale of Fees in Respect of Applications for Consent to Display Advertisements						
132.00	165.00	1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters: a) the nature of the business or other activity carried on the premises; b) the goods sold or the services provided on the premises; or c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	165.00	-	165.00	N
132.00	165.00	2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	165.00	-	165.00	N
462.00	578.00	3. All other advertisements.	578.00	-	578.00	N
Lawful Development Certificate (LDC)						
		LDC – Section 191(1)(a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out.			Same as Full for that use or operation	
234.00	293.00	LDC – Section 191(1) (c) application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed on a planning permission. Existing Use LDC - lawful not to comply with a particular condition	293.00	-	293.00	N
		LDC – Section 192(1)(a) or (b) application for a certificate to state that a proposed use or development would be lawful. (Half the normal planning fee if submitting a new application for that use or operation).				
Prior Approval (under Permitted Development)						
334.00	418.00	Construction of new dwellinghouses (Classes ZA,AA,AB,AC,AD and A of Part 20) : Fewer than 10 (as specified in the written statement) FOR EACH DWELLINGHOUSE	418.00	-	418.00	N
334.00	451.00	and A of Part 20): At least 10 dwellinghouses bur no more	451.00	-	451.00	N

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26 Net £	Vat £	Gross £	VAT Code
16525.00	22309.00	Construction of new dwellinghouses (Classes ZA,AA,AB,AC,AD and A of Part 20): More than 50 dwellinghouses (as specified in the written statement) Charge and an additional £135 for each dwellinghouse in excess of 50 subject to a maximum fee of £405,000	22,309.00	-	22,309.00	N
96.00	120.00	Additional storeys on a home (Class AA of Part 1) Enlargement of a dwellinghouse (which exceeds the limits in paragraph A.1(f) of Part 1 Class A of Schedule 2 (Class A of Part 1)	120.00	-	120.00	N
96.00	120.00	Agricultural and Forestry buildings & operations (Class A of Part 16)	120.00	-	120.00	N
96.00	120.00	Demolition of buildings (Class B of Part 11)	120.00	-	120.00	N
462.00	578.00	Communications (Class A of Part 16) Amusement arcade or centre or casino to dwellinghouse (Class N Part 3) or £258 if it includes building operations in connection with the change of use	578.00	-	578.00	N
	120.00	Commercial, business and service or betting office or pay day loan shop to mixed use (Class G of Part 3) Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School (Class S of Part 3)	120.00	-	120.00	N
	96.00	Agricultural buildings to a flexible commercial use (Class R of Part 3)	120.00	-	120.00	N
	120.00	Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class 3) (Class Q of Part 3) or £258 if it includes building operations in connection with the change of use	120.00	-	120.00	N
	125.00	Commercial, business and service uses (Class E of Schedule 2) to dwellinghouses (Class MA of Part 3) - CHARGE FOR EACH PROPOSED DWELLING HOUSE Launderette, betting office, pay day loan shop, hot food takeaway or mixed use of a dwelling with any of these uses to a dwellinghouse (Class M of Part 3) or £258 if it includes building operations in connection with the change of use	125.00	-	125.00	N
	120.00	Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3) (Class N of Part 3)	120.00	-	120.00	N
	120.00	Moveable structures for historic visitor attractions and listed pubs, restaurants etc. (Class BB of Part 4)	120.00	-	120.00	N
	120.00	Solar in a conservation area on a flat roof (Class A of Part 14)	120.00	-	120.00	N
	120.00	Solar in a conservation area when stand-alone nearer to highway than dwellinghouse or block of flats (Class B of Part 14) or non-domestic premises (Class K of Part 14) Solar canopy on non-domestic off street parking (Class OA of Part 14)	120.00	-	120.00	N
	120.00	Temporary state-funded school on previously vacant commercial land (Class CA of Part 4)	120.00	-	120.00	N
	120.00	Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop (Class M of Part 7)	120.00	-	120.00	N
	120.00	Erection, extension or alteration of a university building (Class M of Part 7)	120.00	-	120.00	N

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26 Net £	Vat £	Gross £	VAT Code
		Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use (Class E of Part 4)	120.00	-	120.00	N
		Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings (Class J(c) of Part 14)	120.00	-	120.00	N
		Temporary recreational campsites (Class BC of Part 4)	120.00	-	120.00	N
		Change of use from hotel, residential institutions, secure residential institutions or commercial, business or service (Class E of Schedule 2) to state funded school (Class T of Part 3)	120.00	-	120.00	N
Reserved Matters						
462.00	578.00	Application for approval of reserved matters following outline approval In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578	578.00	-	578.00	N
Approval/Variation/Discharge of Condition						
234.00	293.00	Application for removal or variation of a condition following grant of planning permission	293.00	-	293.00	N
		Request to discharge one or more planning conditions or for confirmation of compliance with one or more planning conditions. (No charge is made for requests relating to Listed Building Consent or Tree Works Consent).				
34.00	43.00	Per request for Householder	43.00	-	43.00	N
116.00	145.00	otherwise	145.00	-	145.00	N
Application for a non-material amendment following a grant of planning permission or permission in principle						
34.00	43.00	Applications in respect of householder developments	43.00	-	43.00	N
234.00	293.00	Applications in respect of other developments	293.00	-	293.00	N
Hazardous substances consents						
400.00	400.00	For proposals involving the presence of a substance in excess of twice the controlled quantity	400.00	-	400.00	N
250.00	250.00	For applications where no one substance exceeds twice the controlled quantity	250.00	-	250.00	N
200.00	200.00	An application for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land	200.00	-	200.00	N
Certificates of Appropriate Alternative Development						
234.00	293.00	Applications in respect of certificates of appropriate alternative development	293.00	-	293.00	N

Concessions

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is Application types where no current fee is required:

- Listed Building Consent
- Planning applications for relevant demolition in a Conservation Area
- Works to Trees covered by a Tree Preservation Order or in a Conservation Area
- Hedgerow removal notice

Previous 2023/24 £	Current 2024/25 £	Proposed 2025/26		Gross £	VAT Code
		Net £	Vat £		

Exemptions from payment (removed from legislation but remain valid as per below)

An application that is the first and only revision of a previous application of the same type, for development of the same character or

- the Local Authority receiving the previous application if it was withdrawn; or
- the previous application being granted or refused; or
- the determination period of the previous application expiring, where that application was validated, not determined, and then appealed on the grounds of non-determination.

and, in all cases, where that relevant 12-month period started no later than 5th December 2023.

An application that is the first and only revision of a previous application, for display advertisement(s) of the same description, on the same site(s) or part(s) of the site(s), by the same applicant, where it will be received by the Local Authority within 12 months of:

- the Local Authority receiving the previous application if it was withdrawn; or
 - the previous application being refused;
- started no later than 5th December 2023

Exemptions from payment

An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:

Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or

Facilities designed to secure that person's greater safety, health or comfort.

An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.

If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site,

Reductions to payments and fees for cross boundary applications

578.00	If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings	578.00	-	578.00	N
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If the application is being made on behalf of a parish or community council, then the fee is 50% (with the exception of submissions for discharge of conditions where the full fee is payable).

578.00	If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%. In respect of reserved matters, you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is:	578.00	-	578.00	N
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If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%.

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.

Previous 2023/24 £	Current 2024/25 £	Proposed 2025/26		Gross £	VAT Code
		Net £	Vat £		
Fees for cross boundary applications					
578.00		578.00	-	578.00	N
	<p>Where an application cross one or more local or district planning authorities.</p> <ul style="list-style-type: none"> The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless The 'total' fee (the sum total of each separately calculated fee for each part of the development within each authority's boundary) is smaller. In which case this 'total' fee is the fee due <p>In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary.</p>				

PART B - PLANNING DISCRETIONARY CHARGES

Planning

Newark and Sherwood's Planning Development and Planning Policy business units produce a variety of documents, many of which can be obtained free of charge, however on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			VAT Code
			Net £	Vat £	Gross £	
		Pre Application Advice				
1,650.00	1,730.00	Category A - PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL	1,483.33	296.67	1,780.00	A
2,055.00	2,160.00	CATEGORY B – LARGE SCALE MAJOR DEVELOPMENT	1,854.17	370.83	2,225.00	A
1,555.00	1,635.00	CATEGORY C – MAJOR DEVELOPMENT	1,404.17	280.83	1,685.00	A
1,050.00	1,100.00	CATEGORY D – SMALL SCALE MAJOR DEVELOPMENT	941.67	188.33	1,130.00	A
620.00	650.00	CATEGORY E – SMALL SCALE OTHER DEVELOPMENT	558.33	111.67	670.00	A
220.00	230.00	CATEGORY F – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT	195.83	39.17	235.00	A
1,370.00	1,440.00	CATEGORY G – WIND TURBINES	1,237.50	247.50	1,485.00	A
70.00	74.00	CATEGORY H – HOUSEHOLDER APPLICATIONS	63.33	12.67	76.00	A
	Bespoke fee	CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES OR REQUIRES A FEE TO BE AGREED WITH THE BUSINESS MANAGER - PLANNING DEVELOPMENT			Bespoke fee	A
	Bespoke fee	CATEGORY K - FOLLOW-UP ADVICE - Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.			Bespoke fee	A
4,720.00	5,000.00	CATEGORY L - ANNUAL FEE FOR PRE-APPLICATION ADVICE FOR MAJOR LANDOWNERS	4,291.67	858.33	5,150.00	A

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26		Gross £	VAT Code
			Net £	Vat £		
535.00	560.00	CATEGORY M - PRE-APPLICATION PROPOSALS PRESENTED BY THE APPLICANT/DEVELOPER PRIOR TO SUBMISSION OF A PLANNING APPLICATION OR APPLICATIONS PRESENTED PRIOR TO DETERMINATION.	479.17	95.83	575.00	A
		The fee is £575 unless a Planning Performance Agreement has been entered into and includes this cost.				
	0.00	CATEGORY N - EMPTY PROPERTIES (DWELLINGHOUSES)	-	-	-	
110.00	115.00	CATEGORY O - VARIATIONS OR MODIFICATIONS TO A SECTION 106 PLANNING OBLIGATION	98.75	19.75	118.50	A
		CATEGORY P – Listed Buildings and Conservation Areas				A
		CATEGORY Q – Advice regarding Conditions on Applications Requiring Approval				A
			See detailed charging document for further details			
			Based on the equivalent hourly rate (or part thereof) of the relevant officer dealing with the enquiry. Hourly rates are set out on the next page.			

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned, less 5% or £5 administration cost, whichever is the greater.

Role and hourly rate						
Role						
130.00	137.00	Business Manager	117.50	23.50	141.00	A
90.00	65.00	Senior Planner / Planning Technical Support Manager/Ecologist Lead	55.83	11.17	67.00	A
83.00	87.00	Tree/Landscape Officer	75.00	15.00	90.00	A
77.00	95.00	Conservation/Planning Officer/Ecologist	81.67	16.33	98.00	A
74.00	78.00	Infrastructure & Section 106 Officer	66.67	13.33	80.00	A
65.00	68.00	Trainee Planning Officer	58.33	11.67	70.00	A
43.00	45.00	Support Officer	38.33	7.67	46.00	A
43.00	45.00	Householder Development	38.75	7.75	46.50	A
125.00	131.00	Confirmation that a planning Enforcement Notice has been complied with (including Listed Building, Breach of Condition etc.)	112.50	22.50	135.00	A
20.00	21.00	Storage of Advertisements removed from Land following failure to comply with the Advertisement Regulations.	17.92	3.58	21.50	A

Invalid Planning Application and Pre Application Advice Charges

Following the first validation check, should an applicant or agent withdraw or fail to provide missing information within the relevant timescales as set out in the invalid letter, the service will mark the submission as closed and return any fees, less the cost shown below: (process cost-recovery):

10% of the fee, subject to a minimum of £220 for Major Developments*;

10% of the fee, subject to a minimum of £54 for Minor Developments*;

10% of the fee, subject to a minimum of £27 (for Other Developments (includes Householders and those applications which do not fall

5% of the fee, subject to a minimum of £27 for pre-application advice

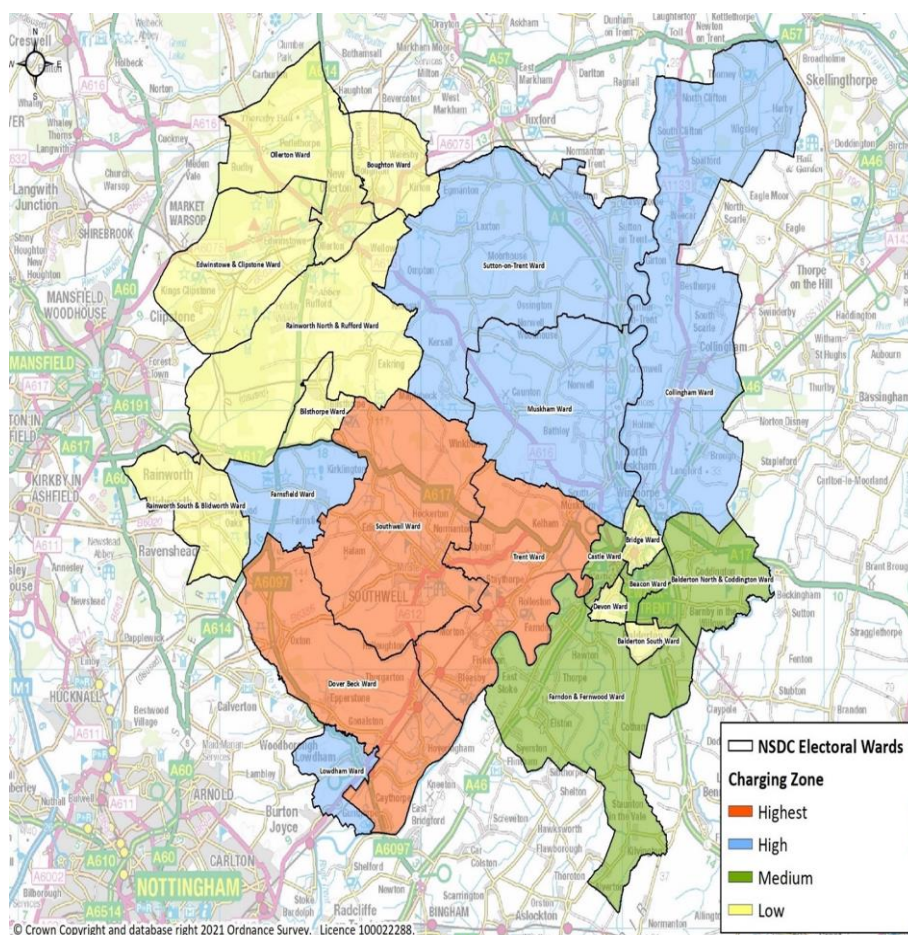
*Applications submitted as a variation of condition will be subject to 10% of the fee

The major, minor and other categories of developments are those as set out within the Government's classification of development types. What constitutes a major development is set out within the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26		Gross £	VAT Code
			Net £	Vat £		
		Fees for monitoring of planning obligations				
370.00	390.00	Financial Obligations - per obligation	333.33	66.67	400.00	A
	575.00	Physical Obligation - per obligation	495.83	99.17	595.00	A
		Biodiversity Net Gain				
1,350.00	3,420.00	>10 ha	2,933.33	586.67	3,520.00	A
	3,325.00	more than 5 and up to 10 ha	2,854.17	570.83	3,425.00	A
	3,040.00	More than 1 and up to 5 ha	2,608.33	521.67	3,130.00	A
	2,945.00	<1 ha	2,541.67	508.33	3,050.00	A
		Legal Agreements / S106 Planning Obligations				
75.00	80.00	Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property	68.75	13.75	82.50	A
		Request for confirmation of compliance with a				
75.00	80.00	(£80 + £80 per hour for every additional hour spent on the research).	68.75	13.75	82.50	A
100.00	105.00	Request for confirmation of compliance with a	90.00	18.00	108.00	A
150.00	157.00	Request for confirmation of compliance with S106 Agreements through submission of details to comply or for subsequent requests to confirm requirements have been met.	135.00	27.00	162.00	A
		Biodiversity Net Gain				
Where development requires biodiversity net gain to be provided, the Council is able to provide advice to developers as part of pre-application engagement. Additionally, landowners looking to advance their land for off-site biodiversity units may wish to seek advice from the Council. The following charges will apply to such requests.						
		Services Provided:				
2,000.00		Sites greater than 20 hectares	1,729.17	345.83	2,075.00	A
1,700.00		Sites more than 10 and up to 20 ha	1,458.33	291.67	1,750.00	A
1,450.00		Sites more than 5 and up to 10 ha	1,241.67	248.33	1,490.00	A
1,150.00		Sites <5ha	1,000.00	200.00	1,200.00	A
		HABITAT BANKS. (Providers of off-site biodiversity units)				
2000.00		>20 ha	1,729.17	345.83	2,075.00	A
1700.00		more than 10 and up to 20 ha	1,458.33	291.67	1,750.00	A
1450.00		more than 5 and up to 10 ha	1,241.67	248.33	1,490.00	A
1150.00		<5 ha	1,000.00	200.00	1,200.00	A

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			VAT Code
			Net £	Vat £	Gross £	
Community Infrastructure Levy (CIL)						
Commercial						
0.00	0.00	Non- residential uses (except retail)			-	
100.00	100.00	Retail (A1-A5)	100.00	-	100.00	N
Residential						
0.00	0.00	Apartments (All Zones)	-	-	-	N
0.00	0.00	Housing Low Zone 1	-	-	-	N
45.00	45.00	Housing Medium Zone 2	45.00	-	45.00	N
70.00	70.00	Housing High Zone 3	70.00	-	70.00	N
100.00	100.00	Housing Very High Zone 4	100.00	-	100.00	N

Community Infrastructure Levy Zones - Residential



Policy Documents

Electronic pdf based documents can normally be obtained free from our website

Document name

15.00	15.00	Amended Core Strategy (Adopted March 2019)	15.00	-	15.00	Z
15.00	15.00	Allocations & Development Management DPD	15.00	-	15.00	Z
22.00	22.00	Policies Map (also known as the Proposals Map)	22.00	-	22.00	Z
No Charge	No Charge	Supplementary Planning Documents and Statement of Community Involvement			No Charge	

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PART C - LAND CHARGES

Planning

Types of searches

Form LLC1

Form LLC1 consists of a search of the local land charges register and reveals if there are any outstanding charges such as financial ones where money is owed to the council when work has been carried out on the property or land.

NSDC joined the digital Local Land Charges service managed by HM Land Registry (HMLR) in October 2021 and that service now provides LLC1 search responses. You can access HMLR new digital service through your portal account, Business Gateway or on GOV.UK.

Form CON29 and CON29O

Form Con29 is a questionnaire and contains a series of standard questions covering information from various council departments. It contains Part 1 standard questions, known as Con29(R) revealing any road proposals or schemes, compulsory purchase orders, enforcement actions, building regulations or planning applications and formal/informal notices.

Con29O contains a series of further, optional questions and may be submitted as stand alone or with Con29. As with CON29, the questions cover various information from various council departments, including for example Houses in Multiple Occupation, Noise Abatement and Hazardous Substance Consents.

Most searches consist of both LLC1 and Con29, often referred to as a full search.

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26 Net £	Vat £	Gross £	VAT Code
112.00	127.00	CON29 Residential Searches - Local Land Charges Act 1975	109.17	21.83	131.00	A
148.00	164.00	CON29 Commercial Searches - Local Land charges Act 1975	140.83	28.17	169.00	A
50.00	60.00	Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it) Form CON29O Enquiry 22 Common Lands & Village Greens Q22 (Q22.1 to Q22.3) - includes NSDC fee plus NCC recharge	52.50	10.50	63.00	A

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Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
14.00	15.00	CON29 O - optional questions (excludes requests for Q22)	12.92	2.58	15.50	A
		There is no charge for answering Q21 as we simply advise of the organisation(s) you should contact for further details. Form CON290 cost for each question (Enquiries Q4 to Q21). There is no charge for answering Q21 as we simply advise of the organisation/s you should contact for further details.				
25.00	26.50	Solicitor's Individual Questions Local Land Charges Act 1975	22.92	4.58	27.50	A
13.00	14.00	Additional Parcels - CON29 - Local Land Charges Act 1975 (additional cost to CON29 Commercial and Residential Search)	12.08	2.42	14.50	A
95.00	100.00	Light Obstruction Notice – Registration Fee Rights of Ligh Act 1959	85.83	17.17	103.00	A
71.00	80.00	Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations excluding Q22 (Q22.1 to Q22.3).	67.50	13.50	81.00	A
114.00	140.00	Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations including Q22 (Q22.1 to Q22.3)	120.00	24.00	144.00	A
	8.00	Charge for withdrawn request for Q22 (Q22.1 to Q22.3) only - if not issued to external answering organisations	10.42	2.08	12.50	A

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Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
CON29 Individual Request Charges - RESIDENTIAL						
19.97	21.00	1.1 a-i	17.92	3.58	21.50	A
13.67	14.50	1.1 j-l	12.50	2.50	15.00	A
9.39	10.00	1.2	8.58	1.72	10.30	A
3.02	3.50	3.1	2.92	0.58	3.50	A
3.97	4.50	3.3	3.75	0.75	4.50	A
3.97	4.50	3.7	3.75	0.75	4.50	A
3.02	3.50	3.8	2.92	0.58	3.50	A
3.02	3.50	3.9	2.92	0.58	3.50	A
11.59	13.00	3.1	11.25	2.25	13.50	A
3.02	3.50	3.11	2.92	0.58	3.50	A
6.11	6.50	3.12	5.42	1.08	6.50	A
3.97	4.50	3.13	3.75	0.75	4.50	A
3.97	4.50	3.14	3.75	0.75	4.50	A
7.18	7.50	3.15	6.25	1.25	7.50	A
CON29 Individual Request Charges - COMMERCIAL						
33.14	35.00	1.1 a-i	30.00	6.00	36.00	A
21.86	23.00	1.1 j-l	19.58	3.92	23.50	A
9.39	10.00	1.2	8.33	1.67	10.00	A
3.02	3.50	3.1	2.92	0.58	3.50	A
6.24	6.50	3.3	5.42	1.08	6.50	A
6.24	6.50	3.7	5.42	1.08	6.50	A
3.02	3.50	3.8	2.92	0.58	3.50	A
3.02	3.50	3.9	2.92	0.58	3.50	A
11.59	13.00	3.1	10.83	2.17	13.00	A
3.02	3.50	3.11	2.92	0.58	3.50	A
8.82	9.50	3.12	7.92	1.58	9.50	A
6.24	6.50	3.13	5.42	1.08	6.50	A
6.24	6.50	3.14	5.42	1.08	6.50	A
8.69	9.00	3.15	7.50	1.50	9.00	A

Notes:

- 1. The service is unable to provide a refund if a request for Q22 (Q22.1 to Q22.3) only has been issued to external answering organisations to complete.**
- 2. Copy of documents - please refer to 'Part E - Departmental Service Charges'.**
- 3. Should the search extent area exceed 2 square kilometres, additional charges may be incurred. The service will inform customers at the time of receipt and no further works will be undertaken until confirmation of additional charge agreed.**

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PART D - STREET NAMING AND NUMBERING

Planning

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			VAT Code
			Net £	Vat £	Gross £	
Charges are not subject to VAT						
Service						
33.00	34.50	Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	36.00	0.00	36.00	N
	137.00	Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification. Fee per Plot and including admin fee of £35.00	144.00	0.00	144.00	N
	137.00	Amendment to approved naming and numbering scheme due to change in approved street name (after consultation) per property for up to 10 properties £18 for every additional property thereafter	144.00	0.00	144.00	N
	137.00	Rename or numbering of street including notification plus £37 per property for up to 10 properties affected by change, £18 for every additional property thereafter affected by change	144.00	0.00	144.00	N
0.00	No Charge	Resubmission of renaming or numbering of street including notification following objection	0.00	0.00	0.00	N
27.00	28.50	Providing written confirmation of a single postal address	30.00	0.00	30.00	N

Terms and Conditions:

1. All requests must be completed on the appropriate form which is available on our website.
2. All fees must be paid prior to our notification and/or written confirmation being issued.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.
6. All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Council's 'Street Naming and Numbering Guidance and Policy'.
7. Any queries or complaints should be directed through the corporate customer feedback procedure.

* Includes naming of a building and all affected properties (e.g., block of flats).

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PART E - DEPARTMENTAL SERVICE CHARGES

Planning

The charges listed below are based on cost recovery only. Therefore, if a matter subsequently transpires to be particularly complex and time consuming, the Council reserves the right to request additional payment based on an hourly charge as set out in Part B- Discretionary Charges. The charge will be dependent on the qualification of the officer undertaking the task. We recommend, where possible, that we provide these documents electronically rather than hard copy. Electronic copies will be available free of charge via our website.

Previous 2023/24	Current 2024/25		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
COPYING CHARGES						
10.00	11.00	Copy of a Planning Decision notice 2003 onwards	11.25	2.25	13.50	A
25.00	26.00	Copy of a Planning Decision notice prior to 2003	26.67	5.33	32.00	A
10.00	11.00	Copies of TPOs, Enforcement Notices and Legal Agr	11.25	2.25	13.50	A
COPIES OF ANY OTHER DOCUMENTS						
(All are with a minimum charge of £5)						
0.10	0.15	Black and white copy (A4)	0.21	0.04	0.25	A
0.20	0.25	Black and white copy (A3)	0.29	0.06	0.35	A
1.00	1.10	Black and white copy (A2)	1.25	0.25	1.50	A
2.00	2.25	Black and white copy (A1)	2.50	0.50	3.00	A
4.00	4.25	Black and white copy (A0)	4.58	0.92	5.50	A
0.20	0.25	Colour copying (A4)	0.29	0.06	0.35	A
0.40	0.50	Colour copying (A3)	0.54	0.11	0.65	A
		Colour copying (A2 and larger) - no facility to provide colour copies at A2 or larger				

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PORTFOLIO: HERITAGE, CULTURE AND THE ARTS

Heritage & Culture

Previous 2023/24	Current 2024/25		Proposed 2025/26			
£	£		Net	Vat	Gross	VAT Code
			£	£	£	
		PALACE THEATRE HIRE				
		Full Theatre: 602 seats (With Stage & Dressing Rooms as Equipped)				
		COMMERCIAL USE				
1,908.00	1,908.00	Per day with one performance - week days	1,695.00	339.00	2,034.00	A
2,544.00	2,544.00	Per day with one performance - weekends	2,295.00	459.00	2,754.00	A
3,498.00	3,498.00	Per day with two performances - weekdays	2,995.00	599.00	3,594.00	A
4,140.00	4,140.00	Per day with two performances - weekends	3,650.00	730.00	4,380.00	A
11,772.00	11,772.00	Week Hire: Monday-Saturday	10,250.00	2,050.00	12,300.00	A
		NON-PROFIT MAKING/CHARITY/LOCAL				
1,284.00	1,284.00	Per day with one performance - week days	1,070.00	214.00	1,284.00	A
1,896.00	1,896.00	Per day with one performance - weekends	1,580.00	316.00	1,896.00	A
1,956.00	1,956.00	Per day with two performances - weekdays	1,630.00	326.00	1,956.00	A
2,568.00	2,568.00	Per day with two performances - weekends	2,140.00	428.00	2,568.00	A
2,568.00	2,568.00	Conference: Full Theatre	2,700.00	540.00	3,240.00	A
		THEATRE HIRE Supplementary Charges; Per Hour (Not including staffing)				
97.80	97.80	Technical/Dress; Commercial Hires	81.50	16.30	97.80	A
82.80	82.80	Technical/Dress; Non Profit /Charity	67.00	13.40	80.40	A
82.80	82.80	General Rehearsals (No lights); Commercial Hires	69.00	13.80	82.80	A
67.80	67.80	General Rehearsals (No lights); Non Profit/Charity	56.50	11.30	67.80	A
28.20	28.20	Get In/Fit Up/Get Out; Commercial Hires	23.50	4.70	28.20	A
24.00	24.00	Get In/Fit Up/Get Out; Non Profit/Charity	20.00	4.00	24.00	A
		STAFFING RECHARGES; Per hour				
42.00	42.00	Technical Manager - Weekdays*	38.00	7.60	45.60	A
48.00	48.00	Technical Manager - Weekends**	43.00	8.60	51.60	A
32.40	32.40	Technical Officer - Weekdays*	30.00	6.00	36.00	A
37.20	27.20	Technical Officer - Weekends**	34.00	6.80	40.80	A
22.80	22.80	Technical Assistant - Weekdays*	22.00	4.40	26.40	A
27.60	27.60	Technical Assistant - Weekends**	26.00	5.20	31.20	A
		* Plus 20% on all rates for hours worked between 23:30 and 06:00 hours				
		** Plus 20% on all rates for hours worked between 23:30 and 06:00 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 23:30 and 06:00 hours				
		TICKET HANDLING FEE				
1.50	2.00	Per Ticket - applicable to all professional productions	1.67	0.33	2.00	A
0.50-1.50	0.50-1.50	Per Ticket - applicable to all amateur productions, dependent on overall ticket price	1.67	0.33	2.00	A
		PALACE MEMBERSHIP SCHEME				
11.00	11.00	Single membership	10.00	2.00	12.00	A
18.50	18.50	Couple's membership	15.83	3.17	19.00	A
8.00	8.00	Junior membership	6.67	1.33	8.00	A

Previous 2023/24	Current 2024/25		Proposed 2025/26			
£	£		Net	Vat	Gross	VAT Code
			£	£	£	
		NATIONAL CIVIL WAR CENTRE- NEWARK MUSEUM				
		DAY TICKETS				
8.00	8.00	Adult	7.08	1.42	8.50	A
7.00	7.00	Concession	6.25	1.25	7.50	A
FREE	FREE	Children under 5	FREE	0.00	FREE	A
N/A	4.00	NEW: Young Person (age 5-24)	FREE	0.00	FREE	A
-	-	Newark and Sherwood Resident	FREE	0.00	FREE	A
15.95	15.95	Annual Pass - Adult	13.29	2.66	15.95	A
13.95	13.95	Annual Pass - Concession	11.62	2.33	13.95	A
		Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness				
		GROUPS				
	10% Discount	Group Visit (10 or more paying)	ENQUIRE	ENQUIRE	ENQUIRE	A
-	-	Mini Museum	FREE	FREE	FREE	A
15.00	15.00	After-hours Evening Guided Visit:	16.66	3.34	20.00	A

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PORTFOLIO: HERITAGE, CULTURE AND THE ARTS

Heritage & Culture

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26		Gross £	VAT Code
			Net £	Vat £		
		Object Handling Session (on top of day group rate)				
5.00	5.00	This is for groups who are looking for a hands-on experience.	5.00	1.00	6.00	A
		Volunteer-led Town/Civil War Tour. Price per head.	5.00	1.00	6.00	A
6.00	6.00	Commercial: Town Tour	5.00	1.00	6.00	A
6.00	6.00	Commercial: Castle Tour	5.00	1.00	6.00	A
		MISCELLANEOUS CHARGES				
198.00	198.00	After Dinner Speaking	200.00	40.00	240.00	A
		ROOM HIRE				
		Community Space (Per Hour)*				
		AV Equipment Included (Projector, Screen & Lectern)				
0.00	0.00	Community Hire (Limited Hours)	0.00	0.00	0.00	A
24.00	24.00	Charity	22.50	4.50	27.00	A
30.00	30.00	Educational/Training/Meetings	27.50	5.50	33.00	A
44.40-62.40		Event Rate	37.50	7.50	45.00	A
		Byron Room (Per Hour)*				
0.00	0.00	Community Hire (Limited Hours)	0.00	0.00	0.00	A
24.00	24.00	Charity	22.50	4.50	27.00	A
30.00	30.00	Educational/Training/Meetings	27.50	5.50	33.00	A
44.40-62.40		Event Rate (price from)	37.50	7.50	45.00	A
		Workshops - to be paid in advance when booking. Price by request				
	15.50-25.00		ENQUIRE	ENQUIRE	ENQUIRE	
		Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required. Price from £18/hr inc VAT	15.00	3.00	18.00	A
		Tudor Hall				
102.00	102.00	Hourly Rate; (Max 3 hour Hire)	75.00	15.00	90.00	A
474.00	474.00	Day Rate for Meetings/Charity/Community	332.50	66.50	399.00	A
714.00	714.00	Corporate	520.83	104.17	625.00	A
795.00	954.00	Event Rate	829.17	165.83	995.00	A
-	-	- Wedding Rate (price from)	2000.00	400.00	2400.00	A
-	-	- Community Hire (price from £0/hr limited hours)	ENQUIRE	ENQUIRE	ENQUIRE	A
		Photocopying				
1.00	1.00	A4	0.83	0.17	1.00	A
1.50	1.50	A3	1.25	0.25	1.50	A
		Scan Orders Including VAT; Postage is extra.				
7.50	7.50	A4	6.25	1.25	7.50	A
8.50	8.50	A3	7.05	1.41	8.46	A

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26		Gross £	VAT Code
			Net £	Vat £		
20.00	20.00	Microfiche Copies	25.00	5.00	30.00	A
10.00	10.00	Own Camera; Time processing charges	8.33	1.67	10.00	A
		It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.				
16.00	16.00	Digital Reprographics	13.33	2.67	16.00	A
		Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.				
		Publication (Per image)				
150.00	150.00	Commercial Organisations	125.00	25.00	150.00	A
25.00	25.00	Local Authority, Voluntary or Charitable Organisations	20.83	4.17	25.00	A
150.00	150.00	Corporate Products (Annual reports, TV)	125.00	25.00	150.00	A
150.00	150.00	Commercial Products (Cards, Calendars etc)	125.00	25.00	150.00	A
		Long Term Archaeological Storage at Museum Resource Centre;				
250.00	250.00	per box	270.83	54.17	325.00	A
		Issuing of Accession Number	20.83	4.17	25.00	A
16.50	16.50	Loans Box Fines (Late return)	13.75	2.75	16.50	A

Other Income

VAT Code Key:
A - Standard Rated
E - Exempt
N - Non Business / Outside the Scope
Z - Zero Rated

PORTFOLIO: HERITAGE, CULTURE AND THE ARTS

Heritage & Culture

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26 Net £	Vat £	Gross £	VAT Code
	Price by Request	Out of District Schools Travel Expenses*	ENQUIRE	ENQUIRE	ENQUIRE	A
		*Price by request - We will consider outreach for schools on a case by case basis and price accordingly.				
25.00	25.00	Discovery Box; Cost per hire for 2 week period	20.83	4.17	25.00	A
		Education programme at NCWC KS1-KS3 Students				
4.50	4.50	Two facilitated activities - Half day visit (2-2.5hrs); per person	4.50	0.00	4.50	E
7.00	7.00	Three facilitated activities - Full day visit; per person	7.00	0.00	7.00	E
8.00	8.00	Four facilitated activities - Full day visit; per person	8.00	0.00	8.00	E
		KS5, FE & HE Students				
8.00	8.00	Full day visit; Price (from) per head	7.00	0.00	7.00	E
Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26 Net £	Vat £	Gross £	VAT Code
		NEWARK CASTLE				
		Guided Tours				
6.00	6.00	Adult	6.67	1.33	8.00	A
		Residents of Newark & Sherwood District	3.33	0.67	4.00	A
3.00	3.00	Children & Students up to 25 years	FREE	FREE	FREE	A
		Guided Tours (upto 25 years - FREE)	3.33	0.67	4.00	A
		Hire of Gardens				
250.00	250.00	Charity (Plus staffing, security & other ancillary charges)	200.00	40.00	240.00	A
830.00	850.00	Commercial (per day)	708.33	141.67	850.00	A
		Hire of Castle				
		For Events. Price (from) per hour plus staffing, security and other				
	50.00	ancillary charges (dependant on number of spaces required)	66.67	13.33	80.00	A
		Hire of Gardens for Weddings				
		Bandstand October-March				
500.00	550.00	Monday-Thursday	458.33	91.67	550.00	A
550.00	600.00	Fridays & Sundays	500.00	100.00	600.00	A
600.00	650.00	Saturdays	541.67	108.33	650.00	A
		Bandstand April-September				
550.00	600.00	Monday-Thursday	500.00	100.00	600.00	A
600.00	650.00	Fridays & Sundays	541.67	108.33	650.00	A
650.00	750.00	Saturdays	625.00	125.00	750.00	A
		Undercroft October-March				
600.00	700.00	Monday-Thursday	583.33	116.67	700.00	A
658.00	758.00	Fridays & Sundays	631.67	126.33	758.00	A
715.00	815.00	Saturdays	679.17	135.83	815.00	A
		Undercroft April-September				
658.00	758.00	Monday-Thursday	631.67	126.33	758.00	A
715.00	815.00	Fridays & Sundays	679.17	135.83	815.00	A
775.00	875.00	Saturdays	729.17	145.83	875.00	A
		Education Programme				
	3.25-5.00	Half day visit price (from) per head	3.25	0.00	3.25	E
	4.50-7.50	Full day visit price (from) per head (prices will be uplifted dependant on development of professional service and associated resources)	4.50	0.00	4.50	E
		Use of Castle for commercial photography/filming	166.67	33.33	200.00	A
		Use of Castle Gardens for wedding photographs - professional photographers only	83.33	16.67	100.00	A

PORTFOLIO: PUBLIC PROTECTION AND COMMUNITY RELATIONS

Communities & Environment : Public Protection

Previous 2023/24	Current 2024/25		Proposed 2025/26			VAT Code
			Net	Vat	Gross	
£	£		£	£	£	
GAMBLING ACT 2005 (STATUTORY)						
Family Entertainment Centre						
100.00	100.00	Transitional	100.00	0.00	100.00	N
300.00	300.00	New	300.00	0.00	300.00	N
300.00	300.00	Renewal	300.00	0.00	300.00	N
25.00	25.00	Change of name	25.00	0.00	25.00	N
15.00	15.00	Copy permit	15.00	0.00	15.00	N
Prize Gaming Permits						
100.00	100.00	Transitional	100.00	0.00	100.00	N
300.00	300.00	New	300.00	0.00	300.00	N
300.00	300.00	Renewal	300.00	0.00	300.00	N
25.00	25.00	Change of name	25.00	0.00	25.00	N
15.00	15.00	Copy permit	15.00	0.00	15.00	N
Gaming Machines in Alcohol Licenced Premises						
50.00	50.00	Gaming Machine Notification - up to 2 machines	50.00	0.00	50.00	N
150.00	150.00	Gaming Machine Permit (New Operator) - 2+ machines	150.00	0.00	150.00	N
100.00	100.00	Gaming Machine Permits - Variation	100.00	0.00	100.00	N
50.00	50.00	Gaming Machine Permits - Annual Fee	50.00	0.00	50.00	N

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			VAT Code
			Net £	Vat £	Gross £	
Club Gaming and Club Machine Permits						
100.00	100.00	Club Gaming & Machine Permits - Fast Track	100.00	0.00	100.00	N
200.00	200.00	Club Gaming & Machine Permits - New Application	200.00	0.00	200.00	N
200.00	200.00	Club Gaming & Machine Permits - Renewal	200.00	0.00	200.00	N
100.00	100.00	Club Gaming & Machine Permits - Variation	100.00	0.00	100.00	N
50.00	50.00	Annual Fee	50.00	0.00	50.00	N
		Copy of Permit	15.00	0.00	15.00	N
		Temporary use Notice	100.00	0.00	100.00	N
Small society Lottery						
40.00	40.00	Exempt Lotteries – Registration Fee	40.00	0.00	40.00	N
20.00	20.00	Exempt Lotteries – Annual Fee	20.00	0.00	20.00	N

PORTFOLIO: PUBLIC PROTECTION AND COMMUNITY RELATIONS

Communities & Environment : Public Protection

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
GAMBLING ACT 2005 (DISCRETIONARY)						
BINGO						
1,260.00	1,260.00	New application	1260.00	0.00	1260.00	N
840.00	880.00	Application for reinstatement of licence	880.00	0.00	880.00	N
1,260.00	1,320.00	Application for provisional statement	1320.00	0.00	1320.00	N
680.00	710.00	Application to convert provisional statement	710.00	0.00	710.00	N
1,050.00	1,100.00	Application to Vary licence	1100.00	0.00	1100.00	N
160.00	170.00	Application to transfer licence	170.00	0.00	170.00	N
65.00	50.00	Notification of Change	50.00	0.00	50.00	N
60.00	30.00	Copy of Licence	30.00	0.00	30.00	N
540.00	570.00	Annual Fee	570.00	0.00	570.00	N
ADULT GAMING CENTRE						
1,260.00	1,000.00	New application	1000.00	0.00	1000.00	N
840.00	880.00	Application for reinstatement of licence	880.00	0.00	880.00	N
1,260.00	1,260.00	Application for provisional statement	1260.00	0.00	1260.00	N
680.00	710.00	Application to convert provisional statement	710.00	0.00	710.00	N
1,050.00	1,000.00	Application to Vary licence	1000.00	0.00	1000.00	N
160.00	170.00	Application to transfer licence	170.00	0.00	170.00	N
65.00	50.00	Notification of Change	50.00	0.00	50.00	N
65.00	30.00	Copy of Licence	30.00	0.00	30.00	N
540.00	570.00	Annual Fee	570.00	0.00	570.00	N
FAMILY ENTERTAINMENT CENTRE						
950.00	1,000.00	New application	1000.00	0.00	1000.00	N
500.00	530.00	Application for reinstatement of licence	570.00	0.00	570.00	N
1,200.00	1,260.00	Application for provisional statement	1260.00	0.00	1260.00	N
650.00	680.00	Application to convert provisional statement	680.00	0.00	680.00	N
830.00	870.00	Application to Vary licence	870.00	0.00	870.00	N
100.00	110.00	Application to transfer licence	110.00	0.00	110.00	N
60.00	50.00	Notification of Change	50.00	0.00	50.00	N
50.00	30.00	Copy of Licence	30.00	0.00	30.00	N
540.00	570.00	Annual Fee	570.00	0.00	570.00	N

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Z - Zero Rated

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
BETTING PREMISES (excl. tracks)						
950.00	1,000.00	New application	1050.00	0.00	1050.00	N
500.00	530.00	Application for reinstatement of licence	840.00	0.00	840.00	N
1,200.00	1,260.00	Application for provisional statement	1260.00	0.00	1260.00	N
650.00	680.00	Application to convert provisional statement	680.00	0.00	680.00	N
830.00	870.00	Application to Vary licence	1000.00	0.00	1000.00	N
100.00	110.00	Application to transfer licence	160.00	0.00	160.00	N
60.00	50.00	Notification of Change	50.00	0.00	50.00	N
50.00	30.00	Copy of Licence	30.00	0.00	30.00	N
540.00	570.00	Annual Fee	570.00	0.00	570.00	N
BETTING ON TRACK						
1,000.00	1,050.00	New application	1050.00	0.00	1050.00	N
800.00	840.00	Application for reinstatement of licence	840.00	0.00	840.00	N
1,200.00	1,260.00	Application for provisional statement	1260.00	0.00	1260.00	N
650.00	680.00	Application to convert provisional statement	680.00	0.00	680.00	N
1,100.00	1,160.00	Application to Vary licence	1160.00	0.00	1160.00	N
150.00	160.00	Application to transfer licence	160.00	0.00	160.00	N
60.00	50.00	Notification of Change	50.00	0.00	50.00	N
50.00	30.00	Copy of Licence	30.00	0.00	30.00	N
540.00	570.00	Annual Fee	570.00	0.00	570.00	N

These fees are set at the discretion of the local Authority within a framework on minimum and maximums set in statutory regulations

PORTFOLIO: PUBLIC PROTECTION AND COMMUNITY RELATIONS

Communities & Environment : Public Protection

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
LICENSING						
85.00	90.00	Hypnotism - Grant. Occasional for specific dates	90.00	0.00	90.00	N
3,600.00	3,780.00	Sex Establishment - Grant/Renewal (up to 1 year)	3780.00	0.00	3780.00	N
Vehicle Licences						
235.00	250.00	Vehicle Application Hackney Carriage Licence Annual Fee	250.00	0.00	250.00	N
185.00	190.00	Vehicle Application Private Hire Licence Annual Fee	190.00	0.00	190.00	N
125.00	130.00	Vehicle Application Ambulance Licence Annual Fee	130.00	0.00	130.00	N
150.00	160.00	Hackney Carriage/Taxi Driver (up to 3 years)	160.00	0.00	160.00	N
230.00	3,240.00	Hackney Carriage/Taxi Driver New applicants	240.00	0.00	240.00	N
55.00	60.00	Hackney Carriage/Taxi Driver Licence persons over 65/Annual	60.00	0.00	60.00	N
120.00	130.00	Ambulance Driver (3 Years)	130.00	0.00	130.00	N
40.00	40.00	Ambulance Driver persons over 65/Annual	40.00	0.00	40.00	N
120.00	130.00	Ambulance Driver New applicants	110.00	0.00	110.00	N
Private Hire Operators (5 years)						
356.00	380.00	Private Hire Operator (5 years) Licence Fee	380.00	0.00	380.00	N
35.00	40.00	Private Hire Operator Licence per vehicle	40.00	0.00	40.00	N
Ambulance Operators (5 years)						
365.00	380.00	Ambulance Operator (5 years) New/Renewal	380.00	0.00	380.00	N
35.00	40.00	Ambulance Operator Licence per Vehicle	40.00	0.00	40.00	N
45.00	45.00	Knowledge Test (one off)	45.00	0.00	45.00	N
50.00	50.00	Replacement Driver Badge	30.00	0.00	30.00	N
55.00	60.00	Replacement Plate Hackney Carriage	50.00	0.00	50.00	N
		Replacement Plate Private Hire	50.00	0.00	50.00	N
85.00	90.00	Transfer of Plate Hackney Carriage (No replacement plate to be issued)	60.00	0.00	60.00	N
		Transfer of Plate Private Hire (No replacement plate to be issued)	60.00	0.00	60.00	N
75.00	80.00	Temporary Plate/Transfer of Plate Hackney Carriage (including Plates and magnetic roundals)	90.00	0.00	90.00	N
15.00	15.00	Temporary Plate/Transfer of Plate Private Hire (including Plates and magnetic roundals)	90.00	0.00	90.00	N
		Temporary Plate/Transfer of Plate Hackney Carriage (including Plates and stick on roundals)	80.00	0.00	80.00	N
		Temporary Plate/Transfer of Plate Private Hire (including Plates and stick on roundals)	80.00	0.00	80.00	N
10.00	10.00	Temporary & Permanent magnetic roundals Additional stick on Roundels	20.00	0.00	20.00	N
		10.00	10.00	0.00	10.00	N
VEHICLE TEST - TAXI INSPECTION (Bi-annual, once every 6 months)						
50.00	52.50	Without MOT	52.50	0.00	52.50	N
60.00	63.00	With MOT	63.00	0.00	63.00	N

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PORTFOLIO: PUBLIC PROTECTION AND COMMUNITY RELATIONS

Communities & Environment : Public Protection

Previous 2023/24	Current 2024/25		Proposed 2025/26			VAT Code
			Net £	Vat £	Gross £	
LICENSING ACT 2003 (STATUTORY)						
Variable	Variable	Premises licence - Application	ENQUIRE	ENQUIRE	ENQUIRE	N
Variable	Variable	Premises Licence – Annual Fee	ENQUIRE	ENQUIRE	ENQUIRE	N
Variable	Variable	Premises Licence - additional fee for large event	ENQUIRE	ENQUIRE	ENQUIRE	N
Variable	Variable	Premises Licence - Full Variation	ENQUIRE	ENQUIRE	ENQUIRE	N
The above fee's payable depend on the rateable value of the premises which are prescribed / set nationally.						
89.00	90.00	Premises Licence - Minor Variation	89.00	0.00	89.00	N
37.00	40.00	Personal Licence	37.00	0.00	37.00	N
21.00	20.00	Temporary event Notice	21.00	0.00	21.00	N

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PORTFOLIO: PUBLIC PROTECTION AND COMMUNITY RELATIONS

Communities & Environment: Public Protection

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
ENVIRONMENTAL HEALTH						
		Animal Boarding Establishments				
250.00	260.00	New/Renewal (annual)	419.00	0.00	419.00	N
		Home Boarding				
200.00	200.00	New/Renewal (annual)	281.00	0.00	281.00	N
		Dog Day Care				
175.00	180.00	New/Renewal (annual)	327.00	0.00	327.00	N
		Dangerous Wild Animals				
250.00	260.00	Dangerous Wild Animals (plus Vet fees)	120.00	0.00	120.00	N
		Performing Animals				
		Performing Animals	281.00	0.00	281.00	N
		Dog Breeding; Annual Licence				
220.00	230.00	New/Renewal - Includes Compliance & Inspection Fee	419.00	0.00	419.00	N
		Riding Establishments; Annual Licence				
220.00	230.00	New/Renewal - Includes Compliance & Inspection Fee	419.00	0.00	419.00	N
		Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi- permanent tattooing				
135.00	140.00	Annual Licence; Per person	150.00	0.00	150.00	N
		Annual Licence; Premises*				
		Where the premises already hold a licence the charge is	150.00	0.00	150.00	N
125.00	130.00	£125 per additional treatment				
		Tattoo Hygiene Rating scheme	150.00	0.00	150.00	N
		Revisit Tattoo Hygiene Rating Scheme	106.00	0.00	106.00	N
		Massage & Special Treatment; Annual Licence				
200.00	210.00	New/Renewal (annual)	199.00	0.00	199.00	N
		Sun beds				
		New/Renewal (annual)	222.00	0.00	222.00	N
		Lasers; Annual Licence				
540.00	570.00	New	512.00	0.00	512.00	N
200.00	210.00	Renewal	300.00	0.00	300.00	N
245.00	260.00	Transfer	282.00	0.00	282.00	N

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
Zoo's; First Licence valid for 4 years; Renewal valid for 6 years						
560.00	590.00	Initial Inspection	566.00	0.00	566.00	N
430.00	450.00	Renewal	497.00	0.00	497.00	N
415.00	440.00	Periodic 3 year inspection	497.37	0.00	497.37	N
210.00	220.00	Transfer	285.50	0.00	285.50	N
Pet Shops; Annual Licence						
200.00	210.00	New/Renewal - Includes Compliance & Inspection Fee	442.75	0.00	442.75	N
190.00	200.00	Re-rating of Animal licence establishment	285.50	0.00	285.50	N
190.00	200.00	Transfer of Animal licence establishment	285.50	0.00	285.50	N
80.00	80.00	Variation of Animal licence establishment	28.00	0.00	28.00	N
High Hedges ; One off						
250.00	260.00	1st stage	260.00	0.00	260.00	N
420.00	440.00	2nd stage	440.00	0.00	440.00	N
Licence Application for House in Multiple Occupation; One off						
750.00	790.00	Single application	790.00	0.00	790.00	N
570.00	600.00	Multiple applications at same time	600.00	0.00	600.00	N
55.00	60.00	Variation of licence	60.00	0.00	60.00	N
Scrap Metal Dealer; Licence valid for 3 years						
390.00	410.00	Site Licence	410.00	0.00	410.00	N
165.00	170.00	Collectors Licence	170.00	0.00	170.00	N
Mobile Homes Act 2014						
400.00	420.00	Application fee	420.00	0.00	420.00	N
10.00	10.00	Plus, per additional unit (Depends on total number of pitcl	10.00	0.00	10.00	N
10.00	10.00	Annual Fee (Per Pitch)	10.00	0.00	10.00	N
180.00	190.00	Transfer/amendment of licence	190.00	0.00	190.00	N
150.00	160.00	Depositing Site rules	160.00	0.00	160.00	N
300.00	320.00	Fit and Proper person application fee	320.00	0.00	320.00	N
Certificates, Authorisation & Register Copies						
		Food Hygiene Rating Scheme (FHRS) Re-inspection	176.00	0.00	176.00	N
40.00	40.00	Export Health Certificate	40.00	0.00	40.00	N
280.00	290.00	Condemnation Certificate	290.00	0.00	290.00	N
Environmental Site Reports						
140.00	150.00	Environmental Site Reports Home Buyer Version	150.00	0.00	150.00	N
400.00	420.00	Environmental Site Reports Detailed version	420.00	0.00	420.00	N
150.00	160.00	Housing immigration check	160.00	0.00	160.00	N
Private Water Supplies						
		Risk Assessment (Hourly rate x time spent)				
Hourly rate		Investigation*	Hourly rate			
25.00	30.00	Domestic Supplies (Reg 10)	60.00	0.00	60.00	N
		Check Monitoring (Commercial supplies); Plus Analysis				
50.00	50.00	Cost	60.00	0.00	60.00	N
		Audit Monitoring (Commercial supplies); Plus Analysis				
50.00	50.00	Cost	60.00	0.00	60.00	N

PORTFOLIO:CLIMATE AND THE ENVIRONMENT

Communities & Environment; Environmental Services

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
WASTE & RECYCLING						
Trade Waste, Recycling & Garden Bins						
Disposal costs are provided by Nottinghamshire County Council (disposal authority) and will be added to NSDCs Fee						
REFUSE						
Collection Charge						
Bin Size						
2.50	2.65	140L	2.80	0.00	2.80	N
3.15	3.30	240L	3.50	0.00	3.50	N
3.95	4.15	360L	4.40	0.00	4.40	N
5.90	6.20	660L	6.50	0.00	6.50	N
8.80	9.25	1100L	9.70	0.00	9.70	N
2.00	2.10	Pre-Paid Sacks	2.20	0.00	2.20	N
2.50	2.65	Clinical	2.80	0.00	2.80	N
Disposal Charge					SET BY NCC	
RECYCLING						
Collection Charge						
Bin Size						
2.50	2.65	140L	2.80	0.00	2.80	N
3.15	3.30	240L	3.50	0.00	3.50	N
3.95	4.15	360L	4.40	0.00	4.40	N
5.90	6.20	660L	6.50	0.00	6.50	N
8.80	9.25	1100L	9.70	0.00	9.70	N
N/A	N/A	Pre-Paid Sacks	N/A	N/A	N/A	N
N/A	N/A	Clinical	N/A	N/A	N/A	N
Disposal Charge					SET BY NCC	
Trade Waste contract charges						
44.00	46.00	Alteration Fee	38.33	7.67	46.00	A
		Access Fee (Maximum) 5 – 10% of total cost dependent on site	ENQUIRE	ENQUIRE	ENQUIRE	
Domestic Garden Bins						
35.00	37.00	Price per bin	38.00	0.00	38.00	N

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
Cost of bin for new properties						
Bin Size						
34.00	36.00	140L	43.00	0.00	43.00	N
34.00	36.00	240L	43.00	0.00	43.00	N
50.00	52.50	360L	63.00	0.00	63.00	N
310.00	325.50	660L	375.40	0.00	375.40	N
330.00	346.50	1100L	416.00	0.00	416.00	N
70.00	73.50	Developers delivery charge (per load)	88.00	0.00	88.00	N
Bulky Waste Charges						
Domestic Bulky Waste						
13.00	14.00	First Item	14.00	0.00	14.00	N
7.00	7.50	Subsequent item	7.50	0.00	7.50	N
Electrical Items						
13.00	14.00	First Item	14.00	0.00	14.00	N
7.00	7.50	Subsequent item	7.50	0.00	7.50	N
70.00	74.00	Large Items which are not covered by the above charges, per hour	74.00	0.00	74.00	N
Commercial Fridges						
105.00	110.25	Per Unit	112.00	0.00	112.00	N
108.00	113.40	Collection and Transport	116.00	0.00	116.00	N
Cleansing Services Hours						
70.00	73.50	1 hour	62.50	12.50	75.00	A
105.00	110.00	1.5 hours	93.33	18.67	112.00	A
140.00	147.00	2 hours	125.00	25.00	150.00	A
210.00	220.50	3 hours	187.50	37.50	225.00	A
280.00	294.00	4 hours	250.00	50.00	300.00	A
350.00	367.50	5 hours	312.50	62.50	375.00	A
Emptying bins (cost per empty of bin)						
1.10	1.20	Litter bins	1.20	0.00	1.20	N
2.20	2.30	Dog Bins	2.30	0.00	2.30	N
Vehicle Workshop Services						
45.00	45.00	MOT's	45.00	0.00	45.00	N
60.00	65.00	Air Conditioning re-gas	54.17	10.83	65.00	A
45.00	45.00	External Servicing of vehicles, per hour	37.50	7.50	45.00	A

PORTFOLIO: HEALTH, WELLBEING AND LEISURE

Communities & Environment; Enviromental Services

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
PARKS & AMENITIES						
Forest School Sessions						
10.00	10.50	Ranger-led, per session	10.00	0.00	10.00	E
3.00	3.00	Self-led, per person	3.00	0.00	3.00	E
School sessions						
100.00	105.00	Ranger-led: annual	105.00	0.00	105.00	E
25.00	26.25	Ranger-led: one-off	26.25	0.00	26.25	E
40.00	42.00	Schools-led: annual	42.00	0.00	42.00	E
10.00	10.50	Schools-led: one-off	10.00	0.00	10.00	E
N/A	200.00	Memorial Rose and Plaque	200.00	0.00	200.00	N

PORTFOLIO: STRATEGY, PERFORMANCE AND FINANCE

Resources & Deputy Chief Executive

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
PUBLIC CONVENIENCES						
PUBLIC CONVENIENCE						
0.20	0.20	Gilstap Centre	0.20	-	0.20	N

PORTFOLIO: STRATEGY, PERFORMANCE AND FINANCE

Resources & Deputy Chief Executive

Previous 2023/24	Current 2024/25		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
NEWARK CAR PARKS						
INNER TOWN						
London Road, Baldertongate, Town Wharf, Appletongate						
Duration						
0.50	0.50	30 minutes	FREE	FREE	FREE	
1.00	1.00	1 hour	0.83	0.17	1.00	A
1.50	1.50	2 hours	1.42	0.28	1.70	A
2.50	2.50	2-3 hours	2.25	0.45	2.70	A
4.50	4.50	3-4 hours	3.92	0.78	4.70	A
7.50	7.50	Over 4 hours	6.67	1.33	8.00	A
1.00	1.00	After 6pm (Evening Charge)	0.83	0.17	1.00	A
Riverside (former Tolney Lane), Riverside Arena						
Duration						
1.00	1.00	1 hour	0.83	0.17	1.00	A
1.50	1.50	2 hours	1.42	0.28	1.70	A
2.00	2.00	2-4 hours	1.83	0.37	2.20	A
3.00	3.00	4-5 hours	2.67	0.53	3.20	A
3.50	3.50	5 hours and above	3.08	0.62	3.70	A
Riverside (former Tolney Lane), Riverside Arena						
Duration						
	NA	0-2 hours	2.50	0.50	3.00	A
	NA	2-4 hours	3.33	0.67	4.00	A
	NA	5 hours and above	4.17	0.83	5.00	A
Castle House						
Duration						
0.50	0.50	30 minutes	0.42	0.08	0.50	A
1.00	1.00	1 hour	0.83	0.17	1.00	A
1.50	1.50	2 hours	1.42	0.28	1.70	A
2.00	2.00	2-4 hours	1.83	0.37	2.20	A
3.00	3.00	4-5 hours	2.67	0.53	3.20	A
3.50	3.50	5 hours and above	3.08	0.62	3.70	A
Dedicated Motorcycle Bays Newark						
Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.						
SEASON TICKETS INNER TOWN						
Duration						
90.00	90.00	Per month	79.17	15.83	95.00	A
200.00	200.00	Per quarter	185.42	37.08	222.50	A
740.00	740.00	Per year (7 days per week)	650.00	130.00	780.00	A
SEASON TICKETS OUTER TOWN						
Duration						
60.00	60.00	Per month	51.67	10.33	62.00	A
130.00	130.00	Per quarter	112.50	22.50	135.00	A
370.00	370.00	Per year (Monday - Friday only)	333.33	66.67	400.00	A
470.00	470.00	Per year (7 days per week)	412.50	82.50	495.00	A
CONTRACT CAR PARK RATES						
Barnby Gate						
220.00	220.00	Per Quarter	195.83	39.17	235.00	A
840.00	840.00	Per Annum	758.33	151.67	910.00	A
The Palace						

VAT Code Key:

A - Standard Rated

E - Exempt

N - Non Business / Outside the Scope

Z - Zero Rated

680.00	680.00	Per annum Pelham Street	616.67	123.33	740.00	A
580.00	580.00	Per Annum River Side View (Residents/Season Tickets)	508.33	101.67	610.00	A
		Per Annum	166.67	33.33	200.00	A

Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.

LORRY PARKING

20.50	22.00	Lorry Parking - Fixed Charge	19.17	3.83	23.00	A
23.50	25.00	Lorry Parking (with meal voucher)	23.33	4.67	28.00	A
5.00	5.00	Coaches - (with meal voucher)	6.67	1.33	8.00	A

VAT Code Key:

A - Standard Rated

E - Exempt

N - Non Business / Outside the Scope

Z - Zero Rated

PORTFOLIO: STRATEGY, PERFORMANCE AND FINANCE

Resources & Deputy Chief Executive

Previous 2023/24	Current 2024/25		Proposed 2025/26			
			Net	Vat	Gross	VAT
£	£		£	£	£	Code
CASTLE HOUSE - CIVIC SUITE HIRE & PARTNERS' DESK USAGE						
ROOM HOURLY CHARGE- No Webcasting						
16.00	16.00	G2	16.00	3.20	19.20	A
16.00	16.00	G3	16.00	3.20	19.20	A
26.00	26.00	Civic 1	26.00	5.20	31.20	A
26.00	26.00	Civic 2	26.00	5.20	31.20	A
16.00	16.00	Civic 3	16.00	3.20	19.20	A
16.00	16.00	Civic 4	16.00	3.20	19.20	A
42.00	42.00	Civic 1 + 2	42.00	8.40	50.40	A
26.00	26.00	Civic 3 + 4	26.00	5.20	31.20	A
42.00	42.00	Civic 2+3+4	42.00	8.40	50.40	A
68.00	68.00	Civic 1+2+3+4	68.00	13.60	81.60	A
Desk Charge						
Various	Various	Per Desk				

VAT Code Key:

A - Standard Rated

E - Exempt

N - Non Business / Outside the Scope

Z - Zero Rated

PORTFOLIO: STRATEGY, PERFORMANCE AND FINANCE

Resources & Deputy Chief Executive

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			VAT Code
			Net £	Vat £	Gross £	
NEWARK BEACON						
Cafferata Suite; Maximum Capacity 70 (theatre style)						
264.00	264.00	Full day	225.00	45.00	270.00	A
164.40	164.40	Half Day	140.00	28.00	168.00	A
44.40	44.40	Hourly Rate	38.00	7.60	45.60	A
Gresham; Maximum Capacity 20						
139.20	139.20	Full day	130.00	26.00	156.00	A
87.60	87.60	Half Day	79.00	15.80	94.80	A
25.20	25.20	Hourly Rate	25.00	5.00	30.00	A
Friary; Maximum Capacity 16						
139.20	139.20	Full day	116.00	23.20	139.20	A
87.60	87.60	Half Day	73.00	14.60	87.60	A
25.20	25.20	Hourly Rate	21.00	4.20	25.20	A
11C (or other office depending on occupancy) Maximum Capacity 4						
87.60	87.60	Full day	73.00	14.60	87.60	A
32.40	32.40	Half Day	30.00	6.00	36.00	A
13.20	13.20	Hourly Rate	11.00	2.20	13.20	A

Discounts may be applied to approved charitable organisations or where a package of bookings are made together at the discretion of the Senior Leadership Team, with final approval by the Section 151

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PORTFOLIO: STRATEGY, PERFORMANCE AND FINANCE

Resources & Deputy Chief Executive

Previous 2023/24 £	Current 2024/25 £		Net £	Vat £	Gross £	VAT Code
NON PAYMENT OF COUNCIL TAX/NNDR						
		Council Tax Summons				
80.00	80.00	Liability Order (with summons)	80.00	-	80.00	N
		NNDR Summons				
100.00	100.00	Liability Order (with summons)	100.00	-	100.00	N

The level of costs have to be justified to the court and there is case law against raising to a level that is deemed excessive.

Legal

Legal & Democratic Services : Law

Previous 2023/24	Current 2024/25	Proposed 2025/26			
		Net	Vat	Gross	VAT
£	£	£	£	£	Code

EXTERNAL FEE'S & CHARGES, INCLUDING LITIGATION COST RECOVERY

Unless itemised in the table below or otherwise agreed in advance, all other external or third party work, excepting those areas where there are charging prohibitions or protocols in force, will be charged on an hourly basis at the rates given below. Internal charging rates differ. In cases where the internal charging rate is to be applied please speak to the Assistant Director Legal and Democratic Services for details and approval.

DESIGNATION - Hourly Rate

150.00	Assistant Director	130.00	26.00	150.00	A
120.00	Principal Legal Officer	100.00	20.00	120.00	A
100.00	Senior Legal Officer	80.00	16.00	100.00	A
80.00	Trainee Solicitor/Legal Officer	70.00	14.00	80.00	A
70.00	Apprentice/Admin	60.00	12.00	70.00	A

OTHER CONVEYENCING TRANSACTIONS

600.00	Low value sale of land - low complexity	500.00	100.00	600.00	A
750-1,000	Sale of land and/or property	830.00	166.00	1,000.00	A
1,000-1,250	Purchase of land and/or property	1,040.00	208.00	1,250.00	A
350.00	Routine Leases	290.00	58.00	350.00	A
300.00	Routine Lease renewals	250.00	50.00	300.00	A
250.00	Routine Licences	210.00	42.00	250.00	A
200.00	Routine Licence renewals	170.00	34.00	200.00	A
750.00	Residential Lease Extensions	630.00	126.00	750.00	A
1,000.00	Lease Extension + Land Registry Applications	830.00	166.00	1,000.00	A
100.00	Transfer Consents – complies with restriction	80.00	16.00	100.00	A
100.00	Right of First Refusal – Compliance Certificate	80.00	16.00	100.00	A
100.00	Letter of Postponement - Admin	80.00	16.00	100.00	A
75.00	Letter of Postponement	60.00	12.00	75.00	A
100.00	Removal of restrictions and Land Charges	80.00	16.00	100.00	A
100.00	Submission of application to Land Registry	170.00	34.00	200.00	A
75.00	Execution of DS1	60.00	12.00	75.00	A
10.00	RTB Notice of Assignment/Charge	10.00	2.00	10.00	A

Previous 2023/24	Current 2024/25	Proposed 2025/26			
		Net	Vat	Gross	VAT
£	£	£	£	£	Code

PLANNING MATTERS

2,500	S106 agreements (Subject to complexity)	2,080.00	416.00	2,500.00	A
1,500	s106 Agreement for BNG only	1,250.00	250.00	1,500.00	A
1,000	Unilateral Undertaking	830.00	166.00	1,000.00	A
1,000	Deeds of Variation/Modification	830.00	166.00	1,000.00	A
Hourly Rate	S.278 Agreements	-	0.00	-	A
Hourly Rate	S.38 Agreements	-	0.00	-	A
1,200	Stopping up/diversion orders (non-contentious only)	1,000.00	200.00	1,200.00	A
1,200	Land Transfers/POS Adoptions	1,000.00	200.00	1,200.00	A

INFORMATION REQUESTS

50.00	CCTV Requests from third parties for legal purposes	40.00	8.00	50.00	A
25.00	FOI Requests per hour (where compliance exceeds £450)	20.00	4.00	25.00	A

Costs of Communicating the information (only charged when estimated total cost exceeds £5)

Charged in line with disbursements

Legal

Legal & Democratic Services : Law

Previous 2023/24	Current 2024/25	Proposed 2025/26			VAT Code
		Net £	Vat £	Gross £	

DISBURSEMENTS

All disbursements will be charged for in the usual way and will include (but are not limited to); Land Registry fees, search fees, counsel's fees, enquiry agents and process' servers fees, expert's fees, advertising costs, court fees, photocopying charges*.

*Copying charges for third parties (unless bound by statutory provision) are discretionary dependent upon the number of pages copied and whether any large or complex plans are included.

As a guide – each A4 sheet will incur a copy charge of 0.10 pence. Other sizes or specialised requests will vary.

Time spent in identifying and locating files and deed packets from Archiving Services, establishing terrier number references, and any correspondence and telephone calls will be charged at the hourly rate detailed above dependent upon the level of case holder.

Information sent via CDR / DVDR will be charged at £3 per disc

Postage charges for all items will be at the prevailing Royal Mail rate based on the weight of the item posted.

All prices are subject to consideration depending on the complexity of the matter and the individual circumstances of the case as agreed by the Principal Legal Officer or Assistant Director Legal and Democratic Services

PORTFOLIO: HOUSING

Housing and Estates Management

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
TEMPORARY ACCOMODATION						
These charges are in relation to Northgate, Newark; Alexander Lodge, Newark; and Wellow						
		Charge (weekly)				
34.73	37.40	Wellow Green Hostel Service Charge	38.40	0.00	38.40	N
		Wellow Green Hostel Support Charge (non-				
4.75	5.12	Housing Benefit (HB))	5.25	0.00	5.25	N
113.27	121.99	Northgate Hostel Service Charge	125.28	0.00	125.28	N
		Northgate Support Charge and Ineligible				
17.77	19.14	Services (non-Housing Benefit (HB))	19.65	0.00	19.65	N
136.01	146.48	Alexander Lodge Service Charge	150.43	0.00	150.43	N
		Alexander Lodge Support Charge and Ineligible				
17.38	18.72	Services (non-Housing Benefit (HB))	19.22	0.00	19.22	N

PORTFOLIO: HOUSING

Housing and Estates Management

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			
			Net £	Vat £	Gross £	VAT Code
PRIVATE SECTOR CARELINE SERVICE						
Lifeline						
19.50	26.00	Provision of a dispersed alarm pendant ; 24 hours a day, 365 days a year monitoring; Provision of advice and or contact next of kin or emergency services if required on receipt of call.	26.00	0.00	26.00	Z
15.00	15.00	Installation Fee (one off, within district)	15.00	0.00	15.00	Z
25.00	25.00	Installation Fee (one off, out of district)	25.00	0.00	25.00	Z
1.00	0.00	Digital Provision (per week)	0.00	0.00	0.00	Z
40.00	40.00	Keysafe (one off)	33.33	6.67	40.00	A
Sensor Monitoring						
To receive this service tenants must also subscribe to the lifeline service.						
1.50	1.50	Additional sensors as assessed by a Careline Advisor:	1.50	0.00	1.50	Z
Per week 2-5 sensors		i. Additional sensor ii. Smoke alarms iii. Carbon monoxide alarms iv. Flood alerts v. Bed sensors vi. Panic alarms vii. Fall detector				

PORTFOLIO: STRATEGY, PERFORMANCE AND FINANCE

Resources & Deputy Chief Executive

Previous 2023/24 £	Current 2024/25 £		Proposed 2025/26			VAT Code
			Net £	Vat £	Gross £	
CORPORATE PROPERTY - ACQUISITION & DISPOSAL POLICY						
NA	NA	Administration fee This is to cover our costs for carrying out enquiries into the viability of the sale. Please note we will require a deposit of £50 +VAT in advance to cover our initial enquiry costs. This is non-refundable but will be deducted from the overall £250 administration fee if the matter proceeds to completion.	250.00	50.00	300.00	A
NA	NA	Legal fees (Minimum)	500.00	100.00	600.00	A
NA	NA	Legal fees (Maximum) Legal will confirm their fees at the outset of the transaction but if for any reason the matter becomes more complex or protracted for whatever reason then the Legal fees will be increased accordingly. If the land has potential development value a clawback clause will be included in the transfer; your Solicitor will be able to give you advice on this. Please note that the fees quoted are the minimum legal fees. Also a proportion of these fees will be payable relative to the amount of work carried out should the matter not result in completion.	833.33	166.67	1,000.00	A
NA	NA	Valuation fees (Minimum)	150.00	30.00	180.00	A
NA	NA	Valuation fees (Maximum) We will let you know the final figure prior to the valuation being carried out. This fee will be payable in advance. (this is currently being carried out by NSDC) Depending on your intentions you may also need planning permission and or 'change of use' or building regulation consent.	300.00	60.00	360.00	A
Types of plots included:						
Garden land which is land locked up to 1000m2						
Open space of less than 1000m2						

	Estimated Balance at 31st March 2024	Estimated Balance at 31st March 2025	Estimated Balance at 31st March 2026	Estimated Balance at 31st March 2027	Estimated Balance at 31st March 2028	Estimated Balance at 31st March 2029
General Fund Revenue Reserves						
Council Funds						
MTPF Reserve	(8,461,368)	(8,261,918)	(8,261,918)	(6,653,918)	(5,250,918)	(3,503,918)
Collection Fund Budget	(1,377,235)	0	0	0	0	0
Total Budget Funding Reserves	(9,838,603)	(8,261,918)	(8,261,918)	(6,653,918)	(5,250,918)	(3,503,918)
Election Expenses Fund	(115,247)	(155,947)	(155,947)	(155,947)	(155,947)	(155,947)
Insurance Fund Excesses & Self Insured	(106,895)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
ICT & Digital Services	(110,325)	(110,325)	(110,325)	(110,325)	(110,325)	(110,325)
Repairs And Renewals Fund	(2,463,791)	(2,242,062)	(2,112,887)	(1,912,887)	(1,712,887)	(1,512,887)
Domestic Homicide Review	(9,820)	(10,820)	(10,820)	(10,820)	(10,820)	(10,820)
Training Provision	(281,300)	(376,910)	(332,271)	(332,271)	(332,271)	(332,271)
Planning Costs Fund	(201,140)	(39,940)	(39,940)	(39,940)	(39,940)	(39,940)
Growth And Prosperity Fund	(60,000)	(60,000)	0	0	0	0
CSG/Enforcement Reserve	(95,237)	(95,237)	(70,987)	(70,987)	(70,987)	(70,987)
Management Carry Forwards	(770,808)	(126,130)	0	0	0	0
Flood Defence Reserve	(250,000)	(220,000)	(120,000)	(120,000)	(120,000)	(120,000)
NNDR Volatility Reserve	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Community Initiative Fund	(110,888)	(100,888)	(100,888)	(100,888)	(100,888)	(100,888)
Asset Maintenance Fund	(350,550)	(350,550)	(17,328)	(17,328)	(17,328)	(17,328)
Capital Project Feasibility Fund	(223,011)	(242,719)	(148,210)	(148,210)	(148,210)	(148,210)
Community Engagement	(41,891)	(41,891)	(41,891)	(41,891)	(41,891)	(41,891)
Theatre Centenary Legacy	(17,321)	(17,321)	(17,321)	(17,321)	(17,321)	(17,321)
Commercial Plan Invest to Save	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Workforce Development Reserve	(169,610)	0	0	0	0	0
Energy Efficiency East Midlands	0	(49,325)	(49,325)	(49,325)	(49,325)	(49,325)
Capital Financing Provison	(1,270,243)	(461,978)	(110,788)	(55,473)	(55,473)	(55,473)
Total Earmarked for Known Pressures	(7,348,077)	(5,492,043)	(4,228,928)	(3,973,613)	(3,773,613)	(3,573,613)
Building Control Surplus	(61,839)	(61,839)	(61,839)	(61,839)	(61,839)	(61,839)
Museum Purchases Fund	(58,299)	(58,299)	(58,299)	(58,299)	(58,299)	(58,299)
Community Safety Fund	(136,508)	(134,008)	(134,008)	(134,008)	(134,008)	(134,008)
Homelessness Fund	(110,769)	(346,619)	(346,619)	(346,619)	(346,619)	(346,619)
Revenue Grants Unapplied	(976,830)	(551,107)	(487,412)	(487,412)	(487,412)	(487,412)
Energy & Home Support Reserve	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)
Community Lottery Fund	(18,078)	(18,078)	(18,078)	(18,078)	(18,078)	(18,078)
Homes for Ukraine Fund	(353,256)	(348,256)	(348,256)	(348,256)	(348,256)	(348,256)
Mansfield Crematorium	(158,386)	(158,386)	(158,386)	(158,386)	(158,386)	(158,386)
Total Ring Fenced Reserves	(1,977,136)	(1,779,763)	(1,716,067)	(1,716,067)	(1,716,067)	(1,716,067)
Change Management/Capital Fund	(11,986,697)	(7,686,020)	(6,265,368)	(4,765,368)	(3,163,368)	(2,304,662)
General Fund Working Balance	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Total Un-ringfenced Reserves	(13,486,697)	(9,186,020)	(7,765,368)	(6,265,368)	(4,663,368)	(3,804,662)
Total General Fund Revenue Reserves	(32,650,513)	(24,719,743)	(21,972,282)	(18,608,967)	(15,403,967)	(12,598,261)
General Fund Capital Receipts	(39,000)	(289,989)	(1,680,324)	(32,389)	(252,259)	0
GF Grants & Contributions Unapplied	(11,157,429)	(11,981,429)	(10,381,429)	(8,281,429)	(9,181,429)	(10,081,429)
Total Capital Reserves	(11,196,429)	(12,271,418)	(12,061,753)	(8,313,818)	(9,433,688)	(10,081,429)
Total General Fund Revenue and Capital Reserve	(43,846,943)	(36,991,162)	(34,034,035)	(26,922,785)	(24,837,655)	(22,679,690)

Analysis of Budgets	£'m
Climate and the Environment - £3.480m	
Emptying 3.530m bins per annum across glass recycling, household waste and recycling	1.675
Managing, running and maintaining the Council's fleet of vehicles	1.217
Maintaining our parks and playing fields and hedge cutting	0.468
Health, Wellbeing and Leisure - £0.829m	
Maintaining our neighbourhood centres for the use of the community	0.015
Maintaining and developing relationships with communities and health improvement across the District	0.644
Funding the initiatives as part of the Council's cost of living response paper from February 2024	0.040
Managing the leisure contract with our wholly owned subsidiary Active4Today	0.119
Heritage, Culture and the Arts - £0.895m	
Running the operations at the Palace Theatre, the National Civil War Musuem and the Castle	0.544
Promoting Newark and Shrewood as a tourist destination	0.121
Running cultural events together with education and outreach work	0.230
Housing - £0.464m	
Resourcing housing strategy including homelessness and Rough Sleeper Initiative	0.232
Income generated from external use of lifeline service	(0.248)
Distributing grants to the community	0.104
Homelessness and refugee resettlement	0.298
Partnering with third sector organisations	0.119
Incoe generated from Alexander Lodge	(0.100)
Public Protection and Community Relations - £3.282m	
Ensuring the Districts streets are clean and tidy	1.061
Ensuring our residents are safe through neighbourhood wardens, CCTV, Environmental protection and enforcement	1.063
Delivering the Environmental Health service	0.481
Managing our risks through Health and Safety and Insurance	0.519
Strategy, Performance and Finance - £9.617m	
Managing and maintaining corporate buildings and delivering many of the Council's capital projects	2.511
Corporate oversight and management	0.994
Members and Committee Support	0.610
Devolution grant to Town Council	0.464
Adminstering benefits for eligible claimants and registration for Council Tax and Business Rates	0.285
Income from the Newark Lorry park	(0.404)
Providing customer support to our residents who need to interact with us	0.804
Income from the Commercial estate	(0.832)
Sustainable Economic Development - £2.004m	
Cost of Planning through policy, development management and building control	1.077
Delivering the emerging Biodiversity agenda	0.112
Assisting businesses, building skills and visitor economy	0.681



Report to: Cabinet Meeting: 18 February 2025
 Portfolio Holder: Councillor Paul Peacock - Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive
 Lead Officer: Jenna Norton, Senior Accountant – Financial Services Ext. 5327

Report Summary	
Type of Report	Open Report / Key Decision
Report Title	Capital Programme Budget 2025/26 to 2028/29
Purpose of Report	In accordance with the Financial Regulations 6.2.3, Cabinet is required to consider the Capital Programme and recommend to the Council the final Programme for approval. This report details the proposed capital schemes over the medium term, together with the available resources to finance this.
Recommendations	To recommend to Full Council on 6 March 2025 the General Fund schemes set out at Appendix A to the report, as committed expenditure in the Capital Programme for 2025/26 to 2028/29.
Alternative Options Considered	If the Council did not have a Capital Programme, this would result in not being able to deliver the schemes and not achieve the objectives in the Community Plan.
Reason for Recommendations	To enable the Capital Programme to be considered by Cabinet in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

1.0 Background

- 1.1 The Capital Strategy was approved by Council on 7 March 2024. It contains the Capital Appraisal form template and the prioritisation criteria, which is in two stages. The schemes need to meet the criteria in stage 1, to progress to stage 2.
- 1.2 Capital Appraisal forms were circulated to all Business Managers during summer 2024 to enable bids for new Capital schemes. Completed forms were scored in conjunction with the prioritisation criteria. Senior Leadership Team considered the results of this exercise and the proposed Capital Programme included within this report, contain those schemes that were agreed to be appropriate.

2.0 Capital Expenditure – General Fund

2.1 The Council intends to spend £50.190m in general fund capital expenditure from 2025/26 to 2028/29.

2.2 The major schemes in this programme are:

Scheme Name	Summary of Proposed Financing
Yorke Drive Regeneration and Community Facility	Borrowing plus external grant
Provision of 3G Pitches	Borrowing and Capital Receipts
Vehicles and Plant Replacement (Including Commercial Food Waste Vehicle)	Capital Receipts and Capital Provision
Information Technology Investment	Capital Receipts and Capital Provision
Clipstone Holding Centre Development	Borrowing and Change Management Reserve
Disabled Facility Grants	Wholly funded by Grant
Former Belvoir Iron Works Acquisition	Wholly funded from Change Management Reserve
A1 Overbridge	Community Infrastructure Levy
Arkwood Developments Regeneration Loan Facility	Borrowing
Castle Gatehouse	£3.3m contribution from the Towns Fund, £1.254m NLHF and the remainder borrowing.
32 Stodman Street – Towns Fund	£3.980m Town Fund, £284k One Public Estate, £400k Shared Prosperity Fund with the remainder supplemented Reserves and borrowing

2.3 Two new schemes have been added to the Capital Programme as part of the budget process. The total over the period of 2025/26 to 2028/29 of £0.322m in General Fund. Details of which can be found labelled 'New' at Appendix A and are summarised below:

Scheme Name	Summary of Proposed Financing
Essential works at the Palace Theatre	Borrowing
Cuckstool Wharf Lighting	Capital Reserve

2.4 The impacts of all borrowing have been included in the Treasury Management Strategy and the Medium-Term Financial Plan. Details of individual schemes are shown in **Appendix A**.

3.0 Resources Available

3.1 External Grants and Contributions can provide additional resources to the Capital Programme. Grant funding is subject to a detailed bidding process. Officers continue to liaise with external parties to secure the maximum available inward investment in order to contribute towards the delivery of the capital programme.

3.2 The most significant grants currently forecast over the medium term are from the Towns Fund, and the Better Care Fund (BCF) for Disabled Facilities Grants (DFG's). In addition to this, grants held from previous years for specific purposes are due to be utilised. For example, the Towns Fund projects, where grant instalments were received during 2022/23 to 2024/25, which is forecast to be utilised over the next financial year.

3.3 Capital Receipts

	General Fund £'m
Estimated Balance @ 1 Apr 2025	0.290
Estimated Receipts 2025/26 – 2028/29	6.006
Approved for Financing 2025/26 – 2028/29	6.256
Unallocated Capital Receipts Balance	0.040

3.6 The general fund capital estimated receipts of £5.966m are made up of the sale of the residential properties on Stodman Street and land at Lowfield Lane, due to be sold to Arkwood Developments along with a nominal amount each year for sale of vehicles that are due for replacement.

3.7 Where appropriate, the use of existing capital resources is prioritised. Borrowing is utilised for assets with longer asset lives, where the impact of interest and Minimum Revenue Provision (MRP) can be spread over the useful economic life of the asset, whilst minimising the impact on the General Fund. Leasing is also tightly controlled within the revenue budgets for the same reason and is rarely used as the interest rates remain low, therefore borrowing is currently a more attractive means of financing capital expenditure.

Subject to the approval of the proposals outlined in section 2.0 and 3.0 above, the current plan for financing the capital programme is shown below.

4.0 **Financing**

4.1 Subject to the approval of the proposals outlined in section 3.0 above, the current plan for financing the capital programme is shown below.

General Fund Capital Programme Financing Summary

General Fund Financing	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m
Government Grants	7.040	0.860	0.860	0.860
Contributions from Third Parties	1.300	0.000	0.000	0.000
Community Infrastructure Levy	2.500	3.000	0.000	0.000
Capital Receipts	2.120	1.694	2.190	0.252
Capital Reserve	0.351	0.100	0.045	0.045
RCCO	1.834	1.500	1.602	0.859
Borrowing	19.295	0.800	0.378	0.706
Total	34.439	7.954	5.075	2.722

4.2 At the end of the financial year, once all capital expenditure has been finalised (including accrued expenditure) the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

5.0 Implications

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

5.1 Legal Implications (LEG2425/1543)

Cabinet is the appropriate body to consider the content of the report and recommend to Full Council. Audit & Governance Committee will receive the report for assurance purposes in the context of financial sustainability. Any recommendations of Policy & Performance Improvement Committee should be taken into account by Cabinet.

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.

Capital Strategy 2025/26 report to Audit and Governance on 19 February 2025

CODE	SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2025/26 INC FORECAST FOR 2024/25	PROPOSED BUDGET			
						2025/26 £	2026/27 £	2027/28 £	2028/29 £
TB2253	Vehicles & Plant	0	10,602,378	5,205,656		1,512,285	1,501,040	1,390,130	802,200
TB2261	Brunel Drive Redevelopment Phase 1	0	669,000	669,000		669,000			
TF3227	Lowdham Flood Alleviation	140,000	160,000	300,000	200,000	100,000			
SUB TOTAL CLIMATE AND THE ENVIRONMENT		140,000	11,431,378	6,174,656	200,000	2,281,285	1,501,040	1,390,130	802,200
TA1224	Provision of 3G Pitches	0	2,000,000	2,000,000		400,000	800,000	800,000	
TA3097	Yorke Drive Regeneration and Community Facilities	80,000	2,519,294	3,458,000	119,294	0	500,000	1,980,000	858,706
SUB TOTAL HEALTH WELLBEING AND LEISURE		80,000	4,519,294	5,458,000	119,294	400,000	1,300,000	2,780,000	858,706
New	Essential works at the Palace Theatre	0	220,831	220,831		220,831			
TA3065	Kiddey Stones	0	87,430	87,430		87,430			
TB3154	Castle Gatehouse Project	4,563,620	981,240	5,544,860	739,624	4,805,236			
SUB TOTAL HERITAGE CULTURE AND ARTS		4,563,620	1,289,501	5,853,121	739,624	5,113,497	0	0	0
TF6011	Private Sector Disabled Facilities Grants	4,456,269	-104,455	2,800,000		700,000	700,000	700,000	700,000
TF6012	Discretionary DFG	638,208	0	360,000		90,000	90,000	90,000	90,000
TF6807	Warm Homes on Prescription	556,617	-70,000	280,000		70,000	70,000	70,000	70,000
SUB TOTAL HOUSING		5,651,094	-174,455	3,440,000	0	860,000	860,000	860,000	860,000
New	Cuckstool Wharf Lighting	0	101,040	101,040		101,040			
TF2000	CCTV Replacement Programme	15,500	279,850	143,780		8,780	45,000	45,000	45,000
SUB TOTAL PUBLIC PROTECTION AND COMMUNITY RELATIONS		15,500	380,890	244,820	0	109,820	45,000	45,000	45,000
TA3060	Beacon - New Boiler	0	61,525	61,525		61,525			
TA3286	Information Technology Investment	0	4,011,352	1,186,060		782,030	248,210		155,820
TC2007	Clipstone Holding Centre Purchase & Works	0	8,413,250	8,413,251	886,147	6,527,104	1,000,000		
TC2009	Former Belvoir Iron Works	0	1,750,000	1,750,000	904,624	845,376			
TC3156	Jubilee Bridge Works	0	60,278	60,278	278	60,000			
TC3160	14 Market Place	0	373,000	373,000	153,000	220,000			
TG1003	Housing Regeneration Loan Facility	0	11,408,071	11,408,071	8,000,000	3,408,071			
SUB TOTAL STRATEGY PERFORMANCE AND FINANCE		0	26,077,476	23,252,184	9,944,048	11,904,106	1,248,210	0	155,820
TI1002	A1 Overbridge Improvements	5,600,000	0	5,600,000	100,000	2,500,000	3,000,000		
TI1000	Towns Fund - 32 Stodman Street Regeneration	4,380,000	8,500,001	12,880,000	5,269,345	7,610,655			
TI1005	Towns Fund - Cycle Town	245,900	4,100	250,000	200,000	50,000			
TI1006	Towns Fund - Cultural Heart of Newark	3,610,000	0	3,610,000		3,610,000			
SUB TOTAL SUSTAINABLE ECONOMIC DEVELOPMENT		13,835,900	8,504,101	22,340,000	5,569,345	13,770,655	3,000,000	0	0
GRAND TOTAL GENERAL FUND		24,286,113	52,028,185	66,762,781	16,572,312	34,439,363	7,954,250	5,075,130	2,721,726



Report to: Cabinet Meeting: 18 February 2025
 Portfolio Holder: Councillor Paul Peacock - Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Deputy Chief Executive, Director - Resources & Section 151 Officer
 Lead Officer: Nick Wilson, Business Manager Financial Services, Ext. 5317

Report Summary	
Type of Report	Open Report / Key Decision
Report Title	2025/26 to 2028/29 Medium Term Financial Plan
Purpose of Report	To present the Council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2025 and 31 March 2029 (2025/26 to 2028/29).
Recommendations	That the Committee recommends the 2025/26 to 2028/29 Medium Term Financial Plan (MTFP) for approval by the Full Council at their meeting to be held on 6 March 2025.
Alternative Options Considered	Not applicable, the Cabinet is required to make recommendations on the budget to the Full Council.
Reason for Recommendations	To provide a framework to support the Council's future spending plans.

1.0 2025/26 to 2028/29 Medium Term Financial Plan (MTFP)

- 1.1 The Council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2024 and 31 March 2028 (2024/25 to 2027/28) was approved by Full Council on 7 March 2024.
- 1.2 This document seeks to update the MTFP's assumptions on expenditure, income and financing for the four years between 2025/26 and 2028/29.
- 1.3 The main aims of the MTFP are to:
 - a) deliver the Council's Community Plan objectives over the life of the relevant Community Plan;
 - b) clearly present the Council's current predictions of its financial position between 2025/26 and 2028/29; and
 - c) enable Members to make decisions which ensure the Council's future financial sustainability.

1.4 The MTFP tries to do this by:

- a) bringing together in one place all known factors which will affect the Council's financial position; and
- b) matching how the Council plans to spend to deliver its Community Plan objectives with the expected resources available to fund that spend.

Financial Projections

1.5 The table below shows high level budget projections for the next four years, assuming annual increases of 2.99% in the rate of average band D council tax (excluding local precepts), together with annual increases in the Council tax base based on forecast housing growth.

Table 1

	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)
Net Service Expenditure (less capital charges)	20.722	20.926	21.026	21.625
Total Other Expenditure	0.178	0.786	1.046	1.107
Total Expenditure	20.900	21.712	22.072	22.732
Business Rates: receivable annually	(10.593)	(9.785)	(9.785)	(9.785)
Business Rates: other adjustments	(0.252)	0.000	0.000	0.000
Council Tax: receivable annually	(8.572)	(8.911)	(9.262)	(9.627)
Council Tax: other adjustments	0.174	0.000	0.000	0.000
Other Grants	(2.061)	(0.819)	(0.770)	(0.716)
Contribution (to) or from Reserves	0.404	0.174	0.174	0.174
Funding Shortfall prior to Mitigations	0.000	2.371	2.429	2.778

Financial Landscape

- 1.6 The Government has had plans to reform the local government finance system for several years. The Government initially intended for these reforms to take effect from 2020/21. It now appears likely that the funding reforms will be implemented during 2026/27.
- 1.7 The reforms will build on the framework set out in the previous government's abandoned review of the Relative Needs and Resources (originally Fair Funding Review).
- 1.8 The reforms of the system are principally to increase the proportion of non-domestic rates (NDR) ('business rates') retained locally; and to make fairer the Government's annual funding allocations for local authorities.
- 1.9 The impact of the Government's decision to delay the reform to the system has been positive on the funding position of Newark and Sherwood District Council. The delay in re-setting the NDR baseline has meant that expected NDR income for the years 2022/23 to 2025/26 is c£12.278m higher than forecast within the MTFP that was approved in March 2022.

- 1.10 It is of course, proper that we plan for the worst but the triggering of savings that impact on the provision of services needs to be appropriately timed and with the knowledge about the certainty of future central government funding. As it is not known how exactly the local government finance system will change or from when these changes will take effect from, the Council's current modelling of funding projections for 2026/27 and future years are subject to high levels of volatility. It is anticipated that any change in funding model will include transitional support and the Government will consult on how to design on the transitional arrangements as well as the major changes in the funding formula.
- 1.11 Officers will closely monitor the Government's announcements relating to the local government finance system and assess the implications of these on the Council's funding for 2026/27 and future years.

Review of Relative Needs and Resources

- 1.12 The Government is reviewing how it assesses the relative needs and resources of English local authorities, so that it can distribute funding to councils based on a more robust and up-to-date approach. Its review aims to address concerns that the current formula for determining each council's Baseline Funding Level (BFL) is unfair, out of date and overly complex.
- 1.13 The Government now plans to use an updated approach to distributing funding to councils expected from 2026/27. Much of the data that Government hold in relation to the current formula relates to 2013/14 and before hence significant work is necessary to recalibrate the formulae.
- 1.14 The Review will have an enormous effect on the Council's budget because it will affect the amount of BFL the Government will give the Council in future years, and thus also the amount of business rates the Council can retain. As per the table in section 1.1, business rates are expected to account for a large proportion of the Council's total expenditure (excluding capital charges) in each year of the Council's MTFP.

Retained Business Rates

- 1.15 The introduction of the current 50% business rates retention system in 2013/14 has allowed councils which have increased their locally raised business rates income since this time to benefit from the additional income generated.
- 1.16 The Government plans to implement a reformed business rates retention system, though for changes not to take place until 2026/27 at the earliest. The reforms aim to:
- give local authorities greater control over the money it raises;
 - support local economic growth;
 - update the balance of risk (of loss) and reward (for growth) in the system; and
 - make the system simpler and income less volatile.
- 1.17 Two main changes have been proposed for the business rates retention system. These are:
- 1) to increase the proportion of business rates retained locally from 50% to 75% or 100%;
and

2) to reset the Business Rates Baseline (BRB).

- 1.18 The BRB is the Government's prediction of how much each council can raise locally in business rates.
- 1.19 As the Government intends to reform the business rates retention system in a way which is fiscally neutral, councils currently benefitting from growth in locally raised business rates income could see some of this income transferred to councils with reduced Business Rates Baselines.
- 1.20 Nonetheless, the planned increase in proportion of NDR retained locally means that promoting economic growth and inward investment will become ever more crucial to ensuring the Council's sustainability going forward.
- 1.21 The Council's MTFP accounts for planned reforms to the NDR retention system, though amounts for 2026/27 and future years are subject to higher levels of volatility. These have been modelled with the assistance of Pixel, the Council's external advisors who assist many authorities on national funding.
- 1.22 The Government expects to consult on the baseline reset "early in 2025", but at the time of writing this report it is yet to do so.

2025/26 Business Rates

- 1.23 Under the NDR system, businesses pay councils based on the open market rental value of their business property, as estimated by the Government's Valuation Office Agency (VOA). The rate payable by small businesses in 2025/26 will be 49.9p per pound (49.9%) of their property's rateable value, and the rate payable by other businesses will be 55.5p (55.5%).
- 1.24 In the 2024/25 LGFS the Government changed the mechanism for the multiplier. Previously all businesses paid the small business multiplier, with those businesses with a rateable value (RV) of over 51,000 then paying an additional supplement. In the 2024/25 LGFS, government un-coupled the multipliers to enable them to be inflated separately. This enables government to increase the charges to businesses occupying premises with an RV of over 51,000 whilst either freezing, or increasing by a separate amount, the charges to businesses occupying premises with an RV less than 51,000. For 2025/26 they have chosen to freeze the multiplier at 49.9p for those properties with an RV less than 51,000, but increase the multiplier paid by those with an RV over 51,000 by 0.9p from 54.6p to 55.5p.
- 1.25 Legislation sets out that the multiplier should increase by CPI for September in each year, but in practice the multipliers had been frozen from 2021/22 until 2025/26. It had also not increased by CPI, but RPI, in some of the preceding years.
- 1.26 The Government compensates local authorities for their decisions relating to business rates through s31 grants, and hence the Council does not lose out for the decision to freeze the multiplier (and in previous years applied RPI increases rather than CPI).

- 1.27 The Government has also made further changes to discounts for 2025/26. Since the onset of COVID-19, government has underpinned the retail, hospitality & leisure sectors by providing discounts, for businesses operating in those sectors, against their business rates liability. During 2024/25 the discount provided has been set at 75%, this will reduce to 40% in 2025/26. The discount available to each business is capped at £110,000 per economic actor.
- 1.28 The Council is budgeting to retain £9.593m of business rates for 2025/26. This includes the £4.832m from the LGFS (£4.753m during 2024/25); additional income, such as local growth above this baseline and from relevant renewable energy projects; and offset by additional expenditure; such as the levy on additional income.
- 1.29 Below are some of the key risks which could affect the amount of business rates income collected and thus retained in future years:
- slower than anticipated local economic growth, or local economic growth at a rate less than the change in Consumer Price Index (CPI) used to determine annual business rates payable;
 - successful backdated appeals from businesses regarding the amounts of business rates payable in previous years;
 - uncollectable debts which need to be written off; and
 - unpredictable increases in the amounts of discretionary reliefs granted to businesses.
- 1.30 Currently, the Council use external consultants Analyse local, who assist the Council with forecasting losses in RV based on future appeals that may come forward. For the 2025/26 financial year £0.414m has been set aside in order to provide for any successful appeals (£0.400m for 2024/25). The Council's share of this is 40% and hence this has reduced income for the Council by £0.166m.
- 1.31 If appeals that the Council has provided for (set money aside) are unsuccessful or are successful but cost the Council less than the amount set aside for these appeals, the Council can release the surplus provisions back into the Collection Fund, in order that this may then be re-distributed back to the Council and its preceptors. Similarly, where appeals are settled higher than funds set aside, an additional charge would need to be levied from the Council and its preceptors in order to fund the deficit arising.
- 1.32 Annually in January each year, the Council has to declare its expectations of the 31st March outturn position for the Business Rates collection Fund. This includes a revision to the expected amount of income into the collection fund and similarly a revision to the expected losses due to bad debts and appeals. As such, it is expected that the Collection Fund will close for 2024/25 with a surplus balance of £630,898 of which 40% relates to this Council (£252,359). This declared surplus will therefore be released to all preceptors during 2025/26. Any variation to this figure when the year has finished will be adjusted for and distributed or clawed back during 2026/27.
- 1.33 In addition to the above, as the Council is part of the Nottinghamshire Business Rates Pool, the Council gains from pooling its resources locally. It has currently been forecast that the return funding from the pool for the 2025/26 financial year will be £1.000m which has been built into the Council's Medium Term Financial Plan within the Business Rates total.

Local Government Finance Settlement: Settlement Funding Assessment (SFA) and Core Spending Power

- 1.34 The annual Local Government Finance Settlement provides councils with the amount of government grant and other information pertinent for setting the next financial year’s budget. The final settlement was announced on 3 February 2025, and the final settlement is still to be announced.
- 1.35 Core Spending Power (CSP) is a measure of the resources made available to local authorities to fund service delivery, based on the Government’s annual Local Government Finance Settlement (LGFS). Government makes assumptions within this based on levels of Council Tax and growth in an authorities Tax Base (the Band D equivalent number of properties to charge Council Tax over).
- 1.36 As part of the final LGFS Government an increase of almost £3.9bn or 6% in cash terms in CSP over and above the 2024/25 settlement was announced nationally. The table below shows the Core Spending Power for Newark and Sherwood (as assumed by Government) together with the proposed actual Core Spending power. The Governments assumption works out to be cash flat (hence a zero percent increase) compared with the 2024/25 settlement, whilst the proposed budget actually shows a decrease of 0.87% or £0.134m in cash terms. This compares against an increase of 0.32% when compared with other Shire Districts. Districts have had the lowest increases in CSP for a number of years.
- 1.37 The reason for the difference between the Governments assumption and the proposed budget is the calculation of additional properties chargeable for Council Tax. The Government has assumed an increase of 2% on the Council’s Council Tax Base which equates to an increase of 15% compared with last years’ increase (740.79 increase in CTB in 2024/25 whilst assumed 851.85 increase in CTB in 2025/26).

	2024/25	2025/26 Final LGFS	2025/26 Proposed Budget
Business Rates funding	£3.986m	£4.030m	£4.030m
Compensation for under-indexing the Business Rates multiplier	£0.767m	£0.802m	£0.802m
Revenue Support Grant	£0.243m	£0.287m	£0.287m
Council Tax	£8.286m	£8.705m	£8.571m
New Homes Bonus	£0.327m	£0.987m	£0.987m
Minimum Funding Guarantee (now named Funding Floor)	£1.612m	£0.205m	£0.205m
Services Grant	£0.026m	£0m	£0m
Rural Services Delivery Grant	£0.052m	£0m	£0m

Domestic Abuse Safe Accommodation Grant	£0.033m	£0.034m	£0.034
Recovery Grant	£0m	£0.321m	£0.321m
Grants rolled in	£0.039m	£0m	£0m
Total	£15.371m	£15.371m	£15.237m

Council Tax

- 1.38 Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.
- 1.39 An authority's relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council includes the levy that Internal Drainage Boards charge the Council. These are the Upper Witham Internal Drainage Board and the Trent Valley Internal Drainage Board.
- 1.40 Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5.00 without holding referenda. For 2018/19 and 2019/20, the core principle was 3%; and for all other years, the core principle was 2%.
- 1.41 The proposed core principle for 2025/26 is 3%. The Government's proposed council tax referendum principle for shire district councils therefore permits increases in the Council's 2024/25 relevant basic amount of council tax of up to (and including) the greater of 2.99% or £5.00 without holding a referendum.
- 1.42 The Council calculates how much annual council tax income it can receive by multiplying the Council tax base (CTB) by the average band D council tax rate. The Council tax base is the total number of properties equivalent to band D which are liable for council tax after discounts, exemptions and premia.
- 1.43 The Council's MTFP assumes that the 2025/26 CTB will be 0.9% higher than the 2024/25 CTB, and that there will be an increase of 400 band D equivalents in CTB for 2026/27 and subsequent years.
- 1.44 The table below shows the additional income the Council would expect to receive over the four years of the MTFP, based on council tax increases of 2.99% in 2025/26, compared to if council tax was frozen at the 2024/25 level during 2025/26 but increased by 2.99% annually thereafter:

Table 2

Effect of council tax changes	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	MTFP (£m)
Additional income from 2.99% increase in all years	0.249	0.259	0.269	0.279	1.056

1.45 Annually in January each year, the Council has to declare its expectations of the 31st March outturn position for the Council Tax collection Fund. This includes a revision to the expected amount of income into the collection fund and similarly a revision to the expected losses due to bad debts and appeals. As such, it is expected that the Collection Fund will close for 2024/25 with a deficit balance of £1.500m of which 11.59% (this includes Town and Parish Council precepts) relates to this Council (£173,900). This declared deficit will therefore be clawed back from all preceptors during 2025/26. Any variation to this figure when the year has finished will be adjusted for and distributed or clawed back during 2026/27.

New Homes Bonus (NHB)

1.46 New Homes Bonus (NHB) is a government grant paid to councils to incentivise local housing growth, based on the extra council tax income raised from new homes. NHB is paid to councils with growth in their housing stock above 0.4% of their existing council tax base.

1.47 The Government plans to consult on the future of NHB, with a view to implementing reform in 2026/27. It was anticipated as part of the previous version of the MTFP that NHB would be phased out during 2025/26 and hence the Council would not receive an allocation.

1.48 Details of the Government’s final NHB allocations for 2025/26 and the three years previous are in the table below.

Table 3

Year	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)
Total	1.573	0.888	0.327	0.987

1.49 NHB is not ring-fenced, and thus can be used to fund either revenue or capital expenditure. To-date, the Council has not needed to budget to use NHB to fund its General Fund revenue expenditure, as budgeted funding from council tax, business rates and other sources has been sufficient.

1.50 In previous years, NHB has been used to fund key regeneration projects. The assumption for 2025/26 was that the Minimum Funding Guarantee (now Funding Floor (FF) (described in the next section)) grant would continue at a similar level to 2024/25. As NHB has increased for its final year and subsequently the FF grant has reduced, it is therefore necessary to use 100% of this NHB grant to fund the revenue budget for 2025/26.

1.51 As per section 1.2, NHB is within scope of the proposed reforms to the local government finance system. There have now been six one-off NHB allocations, starting in 2020/21 but it is likely that NHB will end after the 2025/26 allocation, although the design of a replacement is no clearer than it was when the Government issued its consultation almost three years ago.

1.52 **Other Grants**

- Recovery Grant – This grant will distribute £600m using a formula that focusses resources on authorities that have high levels of deprivation and relatively low ability to generate Council Tax income. Jim McMahon MP suggested the purpose of this grant is

to “to get Councils back on their feet”. This is partly about giving additional funding to those councils who have had the largest cuts in funding since 2010/11 and about anticipating the changes in funding in 2026/27.

- Services Grant – This grant will be abolished in 2025/26
- Rural Services Delivery Grant – This grant will be abolished in 2025/26
- Minimum Funding Guarantee – This grant has been renamed “the Funding Floor”. It ensures that every authority is no lower in cash terms (based on the Governments assumptions) than it was in 2024/25.
- National Insurance Grant –The Government also announced that Public Sector authorities would receive a grant to compensate them for the additional cost. Based on modelling it is expected that the grant will not fully cover the additional cost of the NI contributions. £184,000 grant is currently forecast to be received in 2025/26, which has been split proportionately between the HRA and the General Fund. £141,680 has been budgeted for within the GF. The additional cost of the increase to the GF is £412,000 and therefore there is a deficit in the increase estimated costs of £270,320 More details regarding the additional cost of this to the GF is in the Employee Costs section.

Income from Fees and Charges

- 1.53 The Council’s income from fees and charges for statutory and discretionary services is an essential part of the Council’s General Fund revenue budget. Section 93 (Power to charge for discretionary services) of the *Local Government Act 2003* requires charges to be set such that taking one financial year with another, the income from charges for a service does not exceed its costs of provision.
- 1.54 Discretionary services are those for which the Council has the power, but not duty, to provide; though also include additions or enhancements to statutory services that the Council provides above standards legislated for.
- 1.55 The Action Plan to the Commercial Strategy approved at Policy and Finance Committee on 27 January 2022 set the expectation that new areas for charging and understanding price elasticity of demand on existing charges would be reviewed to ensure that discretionary charges are set at the right levels and for the right activities. The Council should ensure that fees and charges for discretionary services are set which:
- ensure the maximum revenues possible;
 - are allowed by the Council’s Corporate Fees and Charges Policy; and
 - are socially and politically acceptable.
- 1.56 The tables in section 5 identifies further fees and charges income as key to bridging the Council’s funding gap. It is anticipated that new annual income of £0.093m will be generated by delivering the Commercial Strategy. This may be by stretching existing fees and charges income targets, new income streams, and/or a combination of both. Individual projects which will contribute to this target are described at table 5 in section 5 below.

Reserves and Balances

- 1.57 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the Council’s proposed budget and robustness of estimates made.

- 1.58 The Council has reviewed the adequacy of its useable financial reserves to ensure that these are neither too low (imprudent) or too high (over prudent) based on their purpose and likely use.
- 1.59 Councils generally hold useable reserves for three purposes:
- as a working balance, to mitigate the impact of uneven cash flows;
 - as a contingency, to mitigate the impact of unexpected events or emergencies; and
 - as earmarked reserves, to pay for known or predicted future requirements.
- 1.60 The Council's £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount considering internal and external risks identified. For the Council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.
- 1.61 **Appendix A** shows the balances which comprised the Council's total reserves at the end of 2023/24. It also shows the balances expected to comprise the Council's total reserves at the end of 2024/25 to 2028/29.
- 1.62 Over the years, the Council's reserves have been used, for reasons such as to: cover the cost of one-off events not budgeted for; and support and improve service delivery. Whilst this principle still exists, the Council has set up a Medium-Term Financial Plan (MTFP) Reserve, in order to mitigate future pressures based on the uncertainty over local government funding. This reserve will be released over the medium-term to smooth the impact of anticipated funding reductions arising from changes in the local government funding formula.
- 1.63 Members and officers are required to ensure the Council operates as a going concern: that the Council will continue to fulfil its functions for the foreseeable future. If this were not the case, for example, because of an imprudent use of council reserves, the Council's external auditors would be required to express a going concern opinion (GCO). A GCO would be the external auditor's way of expressing significant doubt on the Council's ability to operate longer-term.

Robustness of Estimates and Adequacy of Reserves

- 1.64 The *Local Government Act 2003* requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves.
- 1.65 The Council's total forecast General Fund revenue and capital reserves and fund balance to 31 March 2026 is £34,034,035.
- 1.66 The budget has been prepared in accordance with the budget strategy approved by Cabinet on 24 September 2024. The same strategy has been adopted for the period of the MTFP.
- 1.67 The Section 151 Officer also notes that in the future, all local authorities, and in particular district councils, will face a reduction in core funding from the Government once changes to the current funding regime (in particular New Homes Bonus and Business Rates). The Section 151 Officer is closely monitoring the progress of the Fair Funding Review, the Government's

departmental multi-year Spending Review and the redesign of the national Business Rates Retention System. The Council's current projections within the Medium-Term Financial Plan (MTFP) make prudent and robust assumptions around the likely level of funding in light of these government-led reviews.

Assumptions made within the MTFP

- 1.68 Finance officers and budget holders have developed detailed budgets for 2025/26 and future years. Officers have used the information available to them (past, present and future), and have made appropriate assumptions where the relevant information has been unavailable to them.
- 1.69 A 3% increase in basic pay has been assumed for 2025/26 and 3% for each subsequent year of the Council's MTFP.
- 1.70 If the 2025/26 pay award is agreed at a higher rate than the 3% increase in basic pay assumed, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. Section 1.11 examines this in more detail.
- 1.71 Most non-pay expenditure budgets have been uplifted by 2% in each year of the Council's MTFP. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, have been increased in line with contractual obligations.
- 1.72 The Council's General Fund revenue budget is charged for the purchase or creation of fixed assets where capital resources are unavailable at the time. These charges will be in line with the Council's Minimum Revenue Provision (MRP) policy for 2025/26, which is recommended by the Audit and Governance Committee on 19 February 2025 for approval by Full Council on 6 March 2025.
- 1.73 This MTFP also assumes currently that the proposed Local Government Reorganisation has no impact on the spending plans for this authority in so much as any income and expenditure that this authority would spend, would be replicated into any new authority. It would be for the new authority to dictate resource allocation and levels of Council Tax, and therefore and the time of writing this report, this is a long way from being the case.
- 1.74 As such expenditure and income has been forecast based on the Council's current Community Plan commitments as far as is usual when building its MTFP.

Assumptions not made in the MTFP

- 1.75 The Council recently received notification that it will receive £1.427m in Extended Producer Responsibility payment from DEFRA for 2025/26, in relation to estimated net efficient costs associated with collection of household packaging waste from kerbside and communal collections. Whilst this receipt is budgeted for, it has been transferred directly to reserves. It is expected that this funding will be used for the food waste collection service that is due to be rolled out across Nottinghamshire from October 2027. Officers continue to work with colleagues in the Environmental Services Business Unit to understand the impact of the roll out of the service and how this will impact the MTFP.

1.76 The Council also received (during 2024/25) £983,377 from DEFRA in respect of the capital funding to purchase the refuse freighters and other equipment necessary to roll out the food waste service. Latest assumptions are that the capital cost would equate to £1.570m being £0.586m short from the capital grant. The Council has also been notified of a further grant of £1.427m in revenue funding in respect of the Extended Producer Responsibilities. The notification letter describes this funding to cover estimated net efficient costs associated with collection of household packaging waste from kerbside and communal collections, and waste brought to bring sites only. It is expected that this funding will continue throughout the life of the MTFP, albeit the size of the payment is undeterminable. The shortfall of £0.586m in capital expenditure will be funded by this grant with remaining balance of £0.841m being held in reserves pending further detail regarding the capital funding required for the replacement of the refuse freighters and equipment at the end of their useful life (circa 7 years).

Proposed strategy for bridging the funding gap

1.77 The table below shows the contributions to and from reserves currently projected for each year of the Council's MTFP (as described at the table in paragraph 1.1), and the actions currently proposed to mitigate the annual contributions from reserves projected for 2025/26 through to 2028/29:

Table 4

	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)
Funding Shortfall prior to Mitigations	0.000	2.371	2.429	2.778
Previous Year Mitigation			(0.763)	(1.026)
Dividends from Arkwood Developments Ltd	-	-	(0.250)	-
Target saving for borrowing costs and MRP	-	(0.300)	-	-
Savings from Leisure Management review	-	(0.142)	(0.013)	(0.005)
Savings from service reviews	-	(0.098)	-	-
Savings/efficiencies from making business processes more efficient	-	(0.130)	-	-
Increased income from the Council becoming more commercial	-	(0.093)	-	-
Use of MTFP reserve to offset contributions from reserves in future years	-	(1.608)	(1.403)	(1.747)
Proposed General Fund Funding Gap	0.000	0.000	0.000	0.000

1.78 As per **Appendix A** the MTFP reserve is expected to have a closing balance at the end of March 2025 of £8.261m. As per table 4 above the proposed utilisation of balances from the MTFP reserve during 2025/26 to 2028/29 will leave a balance of £3.504m at the end of March 2029.

1.79 The Councils projected General Fund revenue budget monitoring outturn variance as at 30 September 2024 was a favourable variance of £0.719m. The favourable variance could be utilised for replacing borrowing within the current capital programme financing to help towards the target saving of £0.300m for the borrowing costs and MRP.

- 1.80 The Council's Leisure facilities are currently managed by Active4Today. The savings expected from the Leisure Management Review relate to a recent successful litigation by Chelmsford City Council (and others) which confirmed all supplies of local authority leisure services are non-business that were previously taxable or exempt. The Council in 2024/25 received a VAT refund of £213,676 from HMRC for the period 1st April 2007 to 30 April 2011. Following on from this, an opportunity has arisen to change the status or capacity at which A4T provide the services, which could create savings for A4T and therefore their level of Management Fee could reduce. Once the review has taken place, a report detailing the potential changes will be reported to Cabinet for approval.
- 1.81 The previous years MTFP had a mitigation target of £0.170m within financial year 2026/27 for the savings from service reviews and currently the Council has achieved £0.072m of the target from departments, therefore there is still £0.098m as a target by 2026/27.
- 1.82 During the financial year the Council has expanded the Private Sector Lifeline service, further detail is in table 5 below and generated an additional £0.107m net income for the financial year 2026/27 which is contributing towards the previous MTFP target of £0.200m increased income from commercial activities, hence the table above having a target of £0.093m for increased income from the Council becoming more commercial.
- 1.83 Officers will continue to work with elected Members to review the inherent deficit and address the longer-term financial sustainability of the authority.
- 1.84 As the Council has received, for a number of years, return funding from the Nottinghamshire Business Rates Pool in relation to the local growth retained (split with Nottinghamshire County Council), a forecast of the additional funding to be generated next financial year has been made of £1.000m. This has now been budgeted for within the main budget, and hence is now not shown in the table above.
- 1.85 The Council's wholly owned development company – Arkwood Developments Ltd are expected to pay a dividend during 2025/26 equivalent to £500,000. This has therefore been budgeted for during 2025/26 and the remaining figure in the table above is the iterative additional figure expected in 2026/27 and beyond.
- 1.86 Each update to this MTFP will therefore report on progress against each of the headings in the table above, to ensure that each year's budget is balanced.
- 1.87 Since 2010, the Council has made significant savings in line with government grant reductions. Though further savings may become harder to identify and deliver, particularly from spend not on employees (as mentioned in section 6 below), it is essential that the Council continues to identify areas where spend can be reduced and/or income increased. This is so that the Council can continue to operate sustainably over the longer-term and into any newly created authority.
- 1.88 The Council's total income will need to increase significantly, if it is to continue delivering and improving the services it currently provides and not use its reserves to cover the deficits currently anticipated for 2026/27 and future years.

- 1.89 Councils are severely restricted in how much funding they can raise from council tax increases without holding referenda. As mentioned in section 1.6, the Council can increase council tax in 2025/26 by the greater of 2.99% or £5.00 without holding a referendum. A 1% decrease in council tax is equivalent to £83,228 of net expenditure.
- 1.90 The Council's Commercial Strategy and Action Plan, approved by Policy and Finance Committee on 27 January 2022, aims to make Newark and Sherwood an *"innovative and entrepreneurial Council that continually achieves positive annual financial contributions; by generating new revenue and delivering cost reductions, through trading and business improvements"*. The Council has begun to benefit from the projects which have been completed to date since the Commercial Plan 2017-18 to 2020-21 was approved in October 2017 and expects to increasingly benefit in future years from the implementation of the current strategy, however the task of identifying and implementing new streams of income generation is challenging. The Council's work across the district (externally) and with services council-wide (internally) will be crucial to enabling the Council's future sustainability and growth. This is particularly as changes to the local government finance system increase the rewards for councils able to facilitate local economic growth.
- 1.91 At the Cabinet meeting 24 September 2024, an update report was presented, informing Members of progress against the Commercial Plan. The table below updates further progress against those major projects identified:

Table 5

Project/Activity	Business Unit Lead	Detail	Expected income/savings (£)	January 2025 Update
Development of Clipstone Holdings	Corporate Property	The project has now been submitted for Planning determination with an expected date of February 2025. At the same time work is progressing on the tender documents ready to go out in February 2025. It is expected tenants could occupy from Summer 2026.	£0.224m	Moved from 25/26 and included in MTFP £0.112 26/27 full £0.224 27/28 onwards
Industrial Units at Crew Lane, Southwell	Corporate Property	This project has been reviewed by officers and it is currently not viable from a financial perspective, and hence would not generate a return to the Council. Therefore this project has been ceased for the time being.	£0	Not reflected within the MTFP
Reduction in Management Fee to Active 4 Today	Regeneration and Housing Strategy	The forecast budget within the MTFP for 2024/25 to 2027/28 for the Management Fee to Active4Today over 2025/26 to 2027/28 equates to £1.75m. This has now been reduced to £0.408m due to reductions in utilities cost and additional income generated from partner sites.	£0.650m in year one and £0.350m in years post this	Included in the MTFP in all years

Expansion of Private Sector Lifeline service	Housing Services	The Council has been successful in expanding its offer for its private careline service and grown market share within the District whilst also expanding into the Mansfield area and taking on circa 1,000 additional customers there.	£0.155m reduced to £0.107m in future years	Included in all years in the MTFP
Amalgamation of Building cleaning contracts	Corporate Property	Currently there are a number of cleaning contracts across the Council at individual sites. Corporate Property have consolidated this into one contract (for which the tender is currently being evaluated).	£0.050m	Currently not reflected in the MTFP
Biodiversity Net Gain Monitoring fee	Planning Development	A charge was introduced during 2024/25. Currently determining applications prior to any receipts.	£0.450m	Currently not reflected in the MTFP

1.92 The table below shows which areas have the biggest increases in expenditure budgets in each of the last three years of the Council's MTFP, compared to the equivalent budget in the year before:

Pressures	Increase in 2026/27 budget, compared to 2025/26 budget (£m)	Increase in 2027/28 budget, compared to 2026/27 budget (£m)	Increase in 2028/29 budget, compared to 2027/28 budget (£m)
Employees	0.420	0.538	0.681
Electricity and gas costs	0.040	0.041	0.036

Risks Associated with the Budget Process

1.93 Budgets are only as accurate as the data available at the time they are developed. There are therefore risks that the proposed budgets in the Council's MTFP will differ significantly from reality (actual expenditure and income). Some of the factors which could cause adverse variances are:

- higher than expected inflation and/or interest rates;
- the Council receiving lower than expected amounts of grant funding and/or other income;
- the future differing significantly from the initial budgets proposed at the time of developing the MTFP;
- volatility of certain budget lines between years;
- underachievement of expected savings and/or efficiencies;
- unforeseen events and emergencies;
- unforeseen insurance costs or legal claims;
- lower than expected business rates growth.

- 1.94 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the Council's proposed budget and robustness of estimates made. This section fulfils that requirement.
- 1.95 In considering the Council's proposed budget for 2025/26 and the sensitivity of expenditure and income to changes, it should be noted that:
- a) a 1% increase in Council Tax is equivalent to £83,228 of net expenditure; and
 - b) a £1 increase in Council Tax is equivalent to £42,721 of net expenditure.
- 1.96 Various assumptions were required to be made when preparing the proposed MTFP budgets. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

Employee Costs

- 1.97 Employee costs form a significant proportion of all district council budgets. Employee costs comprise 52% of the Council's proposed controllable service expenditure budget for 2025/26 (total spend, excluding spend on capital costs, internal recharges and Housing Benefit payments).
- 1.98 This makes it less likely to achieve savings solely by reducing non-employee spend. It also means that the Council would need to use a greater proportion of its reserves if the costs of future years' pay awards exceed the 3% pay award currently budgeted for 2025/26 and/or the 3% pay awards currently budgeted for subsequent years.
- 1.99 A vacancy provision of 4% of the total salary budget for 2025/26 will be made to allow for natural savings being made from posts remaining vacant before being filled. With the challenges in recruiting that have been seen over the last two financial years, this appears to be a reasonable approach. The actual outturn of savings from vacancies amounted to 3.52% for 2023/24. As it is not possible to predict precisely which business units will experience vacancies in the year, an overall saving will be set aside.
- 1.100 National Insurance Contributions - From the 1st April 2025 the National Insurance (NI) rate for employers will increase from 13.8% to 15%. Additionally, the level at which employers will start paying NI contributions will reduce from £9,100 to £5,000. The impact of this on the General Fund is expected to be £412,000. The Government also announced that Public Sector authorities would receive a grant to compensate them for the additional cost. Based on modelling it is not expected that the grant will fully cover the additional cost of the NI contributions. £184,000 grant is currently forecast to be received in 2025/26, which has been split proportionately between the HRA and the General Fund. £141,680 has been budgeted for within the GF, hence leaving an additional cost to the authority of £270,320.

Income

- 1.101 A significant part of the Council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets and have considered factors expected to affect future income levels, to ensure the 2025/26 income budgets for services have been set at levels considered achievable. Officers will monitor this closely over the coming year and revised forecasts over the medium term will be updated for the MTFP to be developed for the 2025/26 - 2028/29 years.
- 1.102 Significant underperformance against budgeted income would increase the Council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost around £54,000 in 2025/26.

Interest rates

- 1.103 The proposed MTFP budgets include amounts for interest payable and interest receivable. This is because the Council expects that it will both borrow money and invest money throughout the four years of the MTFP.
- 1.104 The Council anticipates that it will use fixed interest rate loans when borrowing. This is so that the Council knows exactly how much its loans will cost over their durations, and this mitigates against the risk of interest rates changes and thus costs rising significantly over the loan period. As borrowing would be for longer than four years, the risk of the Council being unable to borrow to repay existing debt (refinancing risk) does not apply.
- 1.105 The budgeted amounts have accounted for factors such as the amount of council funds expected to be available and the time during the year for which cash is needed. The actual amounts of interest payable and receivable for 2025/26 will likely differ from those budgeted due to actual income and expenditure occurring at different time periods to that forecast.
- 1.106 The impact of a 1% change in interest rate would be insignificant on the Council's overall budget.

Inflation

- 1.107 Most income budgets and non-pay expenditure budgets have been uplifted by 2%. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, have been increased in line with contractual obligations.
- 1.108 The most recent month for which inflation data was available at the time of writing, December 2024, had a 2.6% increase in inflation (Consumer Prices Index (CPI)) from December 2023.
- 1.109 The small differences anticipated between actual inflation rates and the 2% budgeted for are expected to have insignificant impact on the Council's budget.

Capital Programme and Funding

- 1.110 The overall proposed General Fund Capital Programme for the period from 2025/26 and 2028/29 totals £50.190m. £10.920m is financed by external grant funding for Towns Fund Project and Disabled Facilities Grant (DFG's). The DFG funding is received via the Better Care Fund (BCF) and is subject to an annual bidding process.
- 1.111 Council internal capital resources employed amount to £12.592m, which relates to the Council's contribution to the acquisition of the former Belvoir Iron Works, the redevelopment of Clipstone Holding Centre, Yorke Drive Pavilion, the remaining remedial works required at Southwell Leisure Centre and replacing parts of the Council's refuse fleet and other equipment.
- 1.112 In 2025/26 to 2026/27 Community Infrastructure Levy receipts will be used to finance the cost of £5.5m to improve the A1 overbridge at Fernwood. This bridge is part of the highways mitigation work to deliver the expansion of Fernwood.
- 1.113 Borrowing is the balancing figure for the capital expenditure at £21.179m. This type of financing attracts a charge to revenue called the Minimum Revenue Provision (MRP) calculated using the asset life method as approved by Council within the Treasury Management Strategy each year. The current method approved is the asset life method. This apportions notional borrowing incurred over the life of the asset, which is in line with the timeline for receiving economic benefits generated by the asset.

2.0 Implications

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

2.1 Legal Implications (LEG2425/6393)

Cabinet is the appropriate body to consider the content of the report and recommend to Full Council. Audit & Governance Committee will receive the report for assurance purposes in the context of financial sustainability. Any recommendations of Policy & Performance Improvement Committee should be taken into account by Cabinet.

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

	Estimated Balance at 31st March 2024	Estimated Balance at 31st March 2025	Estimated Balance at 31st March 2026	Estimated Balance at 31st March 2027	Estimated Balance at 31st March 2028	Estimated Balance at 31st March 2029
General Fund Revenue Reserves						
Council Funds						
MTPF Reserve	(8,461,368)	(8,261,918)	(8,261,918)	(6,653,918)	(5,250,918)	(3,503,918)
Collection Fund Budget	(1,377,235)	0	0	0	0	0
Total Budget Funding Reserves	(9,838,603)	(8,261,918)	(8,261,918)	(6,653,918)	(5,250,918)	(3,503,918)
Election Expenses Fund	(115,247)	(155,947)	(155,947)	(155,947)	(155,947)	(155,947)
Insurance Fund Excesses & Self Insured	(106,895)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
ICT & Digital Services	(110,325)	(110,325)	(110,325)	(110,325)	(110,325)	(110,325)
Repairs And Renewals Fund	(2,463,791)	(2,242,062)	(2,112,887)	(1,912,887)	(1,712,887)	(1,512,887)
Domestic Homicide Review	(9,820)	(10,820)	(10,820)	(10,820)	(10,820)	(10,820)
Training Provision	(281,300)	(376,910)	(332,271)	(332,271)	(332,271)	(332,271)
Planning Costs Fund	(201,140)	(39,940)	(39,940)	(39,940)	(39,940)	(39,940)
Growth And Prosperity Fund	(60,000)	(60,000)	0	0	0	0
CSG/Enforcement Reserve	(95,237)	(95,237)	(70,987)	(70,987)	(70,987)	(70,987)
Management Carry Forwards	(770,808)	(126,130)	0	0	0	0
Flood Defence Reserve	(250,000)	(220,000)	(120,000)	(120,000)	(120,000)	(120,000)
NNDR Volatility Reserve	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Community Initiative Fund	(110,888)	(100,888)	(100,888)	(100,888)	(100,888)	(100,888)
Asset Maintenance Fund	(350,550)	(350,550)	(17,328)	(17,328)	(17,328)	(17,328)
Capital Project Feasibility Fund	(223,011)	(242,719)	(148,210)	(148,210)	(148,210)	(148,210)
Community Engagement	(41,891)	(41,891)	(41,891)	(41,891)	(41,891)	(41,891)
Theatre Centenary Legacy	(17,321)	(17,321)	(17,321)	(17,321)	(17,321)	(17,321)
Commercial Plan Invest to Save	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Workforce Development Reserve	(169,610)	0	0	0	0	0
Energy Efficiency East Midlands	0	(49,325)	(49,325)	(49,325)	(49,325)	(49,325)
Capital Financing Provison	(1,270,243)	(461,978)	(110,788)	(55,473)	(55,473)	(55,473)
Total Earmarked for Known Pressures	(7,348,077)	(5,492,043)	(4,228,928)	(3,973,613)	(3,773,613)	(3,573,613)
Building Control Surplus	(61,839)	(61,839)	(61,839)	(61,839)	(61,839)	(61,839)
Museum Purchases Fund	(58,299)	(58,299)	(58,299)	(58,299)	(58,299)	(58,299)
Community Safety Fund	(136,508)	(134,008)	(134,008)	(134,008)	(134,008)	(134,008)
Homelessness Fund	(110,769)	(346,619)	(346,619)	(346,619)	(346,619)	(346,619)
Revenue Grants Unapplied	(976,830)	(551,107)	(487,412)	(487,412)	(487,412)	(487,412)
Energy & Home Support Reserve	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)
Community Lottery Fund	(18,078)	(18,078)	(18,078)	(18,078)	(18,078)	(18,078)
Homes for Ukraine Fund	(353,256)	(348,256)	(348,256)	(348,256)	(348,256)	(348,256)
Mansfield Crematorium	(158,386)	(158,386)	(158,386)	(158,386)	(158,386)	(158,386)
Total Ring Fenced Reserves	(1,977,136)	(1,779,763)	(1,716,067)	(1,716,067)	(1,716,067)	(1,716,067)
Change Management/Capital Fund	(11,986,697)	(7,686,020)	(6,265,368)	(4,765,368)	(3,163,368)	(2,304,662)
General Fund Working Balance	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Total Un-ringfenced Reserves	(13,486,697)	(9,186,020)	(7,765,368)	(6,265,368)	(4,663,368)	(3,804,662)
Total General Fund Revenue Reserves	(32,650,513)	(24,719,743)	(21,972,282)	(18,608,967)	(15,403,967)	(12,598,261)
General Fund Capital Receipts	(39,000)	(289,989)	(1,680,324)	(32,389)	(252,259)	0
GF Grants & Contributions Unapplied	(11,157,429)	(11,981,429)	(10,381,429)	(8,281,429)	(9,181,429)	(10,081,429)
Total Capital Reserves	(11,196,429)	(12,271,418)	(12,061,753)	(8,313,818)	(9,433,688)	(10,081,429)
Total General Fund Revenue and Capital Reserve	(43,846,943)	(36,991,162)	(34,034,035)	(26,922,785)	(24,837,655)	(22,679,690)



Report to: Cabinet Meeting: 18 February 2025

Portfolio Holder: Councillor Paul Peacock - Strategy, Performance & Finance

Director Lead: Sanjiv Kohli, Deputy Chief Executive, Director - Resources, s151 Officer

Lead Officer: Nick Wilson, Business Manager - Financial Services, Ext. 5317

Report Summary	
Type of report	Open Report / Non-Key Decision
Report Title	Council Tax Second Home Premium and Short-term Empty Discount
Purpose of Report	<ul style="list-style-type: none"> To update Cabinet with the current position relating to Second Homes in the district and enable Members to consider options to charge a premium on Second Homes. To enable Cabinet to consider changing the discount available for short-term empty properties.
Recommendations	<p>That Cabinet:</p> <ol style="list-style-type: none"> note the position in relation to Second Homes and short-term empty properties; and recommend to Full Council for approval to levy a Second Homes premium with effect from 1 April 2026, in line with recent legislative changes and to amend the discount for short-term empty properties from 1 April 2025.
Alternative Options Considered	Alternative options are included within the report below.
Reason for Recommendations	To assist the Council with achieving its objectives of creating more and better-quality homes through our roles as landlord, developer and planning authority and reducing crime and anti-social behaviour within our communities.

1.0 Background

1.1 In the Local Government Act 2012 Local Authorities in England were given delegated powers, under Section 11A of the Local Government Finance Act 1992 (as amended), to replace Class C 6-month exemptions for properties becoming vacant and 10% discount on second homes with locally determined discounts or levies of up to 100%. This is known as the short-term empty property discount and second homes charge.

1.2 In a report to Cabinet on 6 December 2012, it was agreed to implement a local discount of 100% for vacant (empty and unfurnished) properties for a maximum period of up to four weeks and thereafter no discount.

- 1.3 In the same report, it was agreed to remove the 10% discount for second homes and levy the full 100% charge.

2.0 Proposal/Details of Options Considered

Second Home Charges

- 2.1 As of 1 December 2024 the Council is levying Second Home charges for 183 properties in respect of the 2024/25 charge period. The total charge levied is £400,287.
- 2.2 Of the £400k levied, 11.6% (approximately £46,400) is retained locally by the district and parish councils. 7.9%, approximately £31,600, is retained by the district council and forms part of our service budget income.
- 2.3 The Levelling-up & Regeneration Act 2023 introduced new powers for councils to charge premiums on second homes. Councils have the discretion to decide whether to introduce a premium in their local area or parts of the area on second homes. They also have the discretion to decide on the level of the premium, up to the maximum statutory threshold of 100%.
- 2.4 A council must make its first determination to charge a second homes premium at least 1 year before the financial year to which it will apply. This is to provide owners of these dwellings sufficient notice to make any appropriate changes. When using these powers, councils can determine the second homes to which they will apply a premium. This enables councils to tailor the determination to local circumstances.
- 2.5 The Government has made regulations to provide exceptions to these premiums. These exceptions to the premium are mandatory and councils may not disapply any exceptions. Exceptions include, properties actively being marketed for sale or to let (limited to 12-month exception), job related dwellings and seasonal homes where year-round, permanent occupation is prohibited.
- 2.6 The proposal is to apply a 100% second home premium (the maximum permitted level) with effect from 1 April 2026. This proposal would best support Council and Government policy in helping to reduce the number of empty homes by giving the highest incentive to owners to bring the properties back in to use, by either selling or renting the property.
- 2.7 In a report to Cabinet in December 2023, it was agreed to charge the maximum long-term empty home premiums available after properties have been empty for one year. Since this was agreed, several properties have been furnished by the owners and claimed as second homes to avoid the premium. This proposed move will counter that tax avoidance tactic.
- 2.8 This proposal would also maximise income to the Council Tax preceptors: Nottinghamshire County Council, Nottinghamshire Police and Crime Commissioner, the Nottinghamshire Fire Authority, Newark & Sherwood District Council and the numerous town and parish councils.

Short-term Empty Property Charges

- 2.9 At 7 October 2024 the Council is granting a 100% discount to 126 empty properties for a period of up to 28 days. The purpose of this discount is to allow Council Tax payment 'grace' to owners where they are moving from one property to another or to enable landlords to complete repair or improvement work between tenancies.
- 2.10 The period of discount granted has proven unpopular, particularly with landlords, as tenants often move out prior to the end of their tenancy and the landlord then loses a period of discount and hence has less time to complete works before the full Council Tax becomes due.
- 2.11 During 2023/24 the short-term empty property discount was granted to 3,369 properties, totalling £311,032. This cost is shared across all preceptors, the cost to NSDC was £24,883.
- 2.12 There is an option to extend the period a discount is awarded for (up to a maximum of 6 months), but to reduce the discount available, thereby making the award a better option for landlords whose tenants vacate early.
- 2.13 The proposal for agreement of SLT and referral to Cabinet is to extend the period the discount is awarded to a maximum of 84 days (12 weeks), making it payable for 3 times as long, but to reduce the awarded discount to 25%. The discount will end on the date the property becomes reoccupied, or after 84 days, whichever falls sooner.
- 2.14 If this discount was awarded to the same properties as the calculation in 2023, the total discount awarded would have been £233,274, a £77,758 saving to the collection fund and additional income to preceptors. The reduction in NSDC's element from £24,883 to £18,662 would generate a saving of £6,221.
- 2.15 The proposed change would also appear more attractive to those landlords who have been losing out to tenants moving out early.
- 2.16 Information has been obtained from each of the 6 other District and Borough councils in Nottinghamshire regarding their policies. There is very little similarity across the districts, the most generous scheme gives one month at 100% discount followed by five months at 25% discount. The least generous gives one month at 50% discount. 2 other authorities currently give 25% discounts for a 6 month period, but any extension in the period of award would seem to go against the aims to get properties back in to use.

3.0 Implications

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

Financial Implications – FIN24-25/490

- 3.1 All financial figures provided in this report are based on 2023/24 or 2024/25 Council Tax and precepting charges.
- 3.2 Based on the current number of second homes and short-term empty properties in Newark and Sherwood District, there would be an increase in the Collection Fund of £478,000. £37,800 would come directly to the Councils budget, the remaining funding would be shared with Council Tax preceptors at proportionate levels.
- 3.3 Any subsequent increase in homes brought back into occupation following long periods of being empty could attract grant funding from central government under a New Homes Bonus scheme.

Legal Implications - LEG2425/8219

- 3.4 Charging the premium on second homes and changing the discount awarded to short-term empty homes is in line with the Local Government Finance Act 1992 (as amended).
- 3.5 In accordance with the regulations, the second home premium will be promoted through a public notice and will come into effect from 1st April 2026, allowing the 12-month lead in period. All owners of second home properties impacted by this decision will be written to, to ensure that they are aware of the change.
- 3.6 Cabinet is the appropriate body to consider the content of this report and to make recommendations on to Full Council.

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



Report to: Cabinet Meeting: 18 February 2025

Portfolio Holder(s): Councillor Paul Peacock - Strategy, Performance & Finance

Director Lead: Deborah Johnson, Director – Customer Service & Organisational Development

Lead Officer: Sarah Lawrie, Business Manager – HR & Training, Ext. 5447

Report Summary	
Type of Report	Open Report / Non-Key Decision
Report Title	Pay Policy Statement 2025/26
Purpose of Report	To approve the proposed Pay Policy Statement for 2025/26 which we are required to produce annually in accordance with Section 38 (1) of the Localism Act 2011.
Recommendations	That Cabinet recommend the Pay Policy Statement for 2025/26 to Full Council for approval.
Alternative Options Considered	Not applicable, the publication of the Pay Policy Statement is required by the Localism Act 2011.
Reason for Recommendations	To ensure compliance with Section 38 (1) of the Localism Act 2011.

1.0 Background

1.1 In accordance with Section 38 (1) of the Localism Act 2011, Newark and Sherwood District Council along with all other English and Welsh local authorities were required to produce a Pay Policy Statement each financial year commencing April 2012. In complying with the duties in respect of pay accountability the Council must have regard to any guidance issued or approved by the Secretary of State in summary.

Pay Issues

1.2 The National Employers for Local Government Services (LGS) represent the employers of over 1.5m local government workers in England, Wales and Northern Ireland. The local government workforce is the largest public sector workforce in the country and on average is also one of the lowest paid. Employees work in all parts of the community delivering vital public services for councils, schools, fire authorities, social care and thousands of other areas.

- 1.3 Since its introduction in 2014, the National Living Wage (NLW) has proven to be a challenge because of its constant close proximity to the bottom end of the LGS national pay spine, which is used by most councils. This has led to pay increases over the past few years to be bottom loaded at the bottom of the pay spine and has eroded the differentials in pay.

Recruitment & Retention

- 1.4 Recruitment and retention remains somewhat challenging in certain roles and business units. Numbers of available jobs in the UK are starting to reduce with the burden of the significant year on year increases in minimum wage salaries and proposed changes to employers NI contributions; however, Jobseekers are still being choosy and have high expectations on pay and benefits. Whilst some of our benefits are generous, we are behind on base pay in the jobs market across a range of roles. Some sectors are also experiencing skills shortages which fuels higher levels of pay in the private sector to compete, which has an impact in some business units.

Review of Pay and Market Supplements

- 1.5 Full Council approved the recommendation to review pay and market supplements alongside the 2023/24 Pay Policy Statement. Following extensive research, the Recruitment and Retention Project commenced in 2024 reviewing all aspects of pay and benefits. The project is expected to complete in 2025/26.

2.0 Proposal/Details of Options Considered

- 2.1 A copy of the full Pay Policy Statement has been appended to this report for review (refer to **Appendix A**). Please note that where the Statement includes links to other policies these will be set up once the document is published on the Council's website.

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.

Financial Implications

- 3.1 Increases in employment costs have been accounted for in the 2025/26 budget.

Equality Implications

- 3.2 Due regard has been given to equality in relation to this document.

Legal Implications (LEG2425/6221)

3.3 Cabinet is the appropriate body to consider the content of this report and make recommendation to Full Council. Approving the Pay Policy Statement is a function reserved to Full Council.

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

NEWARK & SHERWOOD DISTRICT COUNCIL

Pay Policy Statement 2025/26

1. Introduction

1.1 This document sets out a Statement of Pay Policy for Newark & Sherwood District Council (the Council) for 2025/26 as required under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation. Pay details within this Statement are shown at rates as of 1 April 2024. At the time of writing, no pay claim for the period of 2025/26 has been received. Once the 1 April 2025/26 pay award has been finalised this Statement will be revised to reflect the new rates.

2. Objectives of the Policy

2.1 The objectives of the policy are to ensure:

- transparency in respect of the arrangements for rewarding staff in the organisation and fairness in respect of the reward relationship between the highest and lowest paid; and
- that all decisions on pay and reward for Chief Officers comply with the parameters defined within this Pay Policy Statement.

3. Policy Statement

3.1 The Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges;
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- operates within the provisions of Chief Officers pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- operates within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services; and
- is affordable and transparent.

4. Scope of the Policy

4.1 Individuals Affected

This policy covers all employees within the organisation including those defined as Chief Officers within Section 2 of the Local Government and Housing Act 1989.

4.2 Council Policies

4.2.1 This statement sets out the Council's policy with regards to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

4.2.2 The statement also sets out the Council's policy on:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office or being employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

4.3 Pay Bargaining - the National Context

4.3.1 The Council is a member of the Local Government Employers Association for national collective bargaining purposes in respect of Chief Executives, Chief Officers, and other employees of the Council. Separate negotiations and agreements are in place for each of these groups. Changes arising from national negotiations linked to remuneration generally take effect from 1 April each year and on occasions when negotiations conclude after this day any amendments to pay become retrospective to 1 April.

4.3.2 In accordance with the terms and conditions of employment for Council employees it is the Council's policy to implement national agreements regarding pay. In circumstances where nil pay is awarded as part of the collective bargaining process the Council will apply the same principle.

4.4 Remuneration of the Council's Lowest Paid Employees

4.4.1 All posts with the exception of Chief Officers engaged on JNC terms are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme. This scheme was introduced during 2005 following the conclusion of single status negotiations. At the same time the Council also introduced a new grading structure to establish the link between evaluated posts and the Council's pay scales.

4.4.2 For the purpose of this policy the Council's "lowest paid employees" are defined as those employees on the lowest pay point available for use by the Council for substantive roles as determined through use of the approved job evaluation scheme and grading structure. This does not include grades or pay points set aside as apprentice/trainee or development scales but relates to the minimum point for a competent employee appointed into a defined role.

4.4.3 In accordance with the current pay scales the lowest substantive point at which a Council officer can be paid is £23,656 for a full-time post. This is in accordance with the nationally approved pay scales which are subject to change in line with the national collective bargaining arrangements as detailed above.

4.6 Pay Multiples

4.6.1 The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. Nor can it ensure that employees are treated fairly and equitably in respect of the value and level of a role that they undertake.

4.6.2 In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect the level of responsibility in line with the approved job evaluation scheme or as determined locally for Chief Officers engaged on JNC terms.

4.6.3 In determining pay for Chief Officers engaged on JNC terms, the Council would not expect remuneration of its highest paid employee to exceed **10** times that of the lowest group of employees, nor would the Council expect the remuneration of the highest paid employee to exceed **7** times that of the median¹ average earnings across the Council.

[Pay multiples document \(link to be inserted when published\)](#)

¹ Within the Hutton Review it was suggested that the most appropriate pay multiple to track is that of top executive earnings to the median earnings of each organisation's workforce. Refer to para 2 Hutton Review of Fair Pay in the Public Sector: Final report (March 2011).

5. Remuneration of Chief Officers

5.1 For the purpose of this policy Chief Officer includes Chief and Deputy Chief Officers as defined by Section 2 of the Local Government and Housing Act 1989, some of whom may not be employed on Chief Officers' terms and conditions of service. For ease of reference a list of posts to which this policy applies along with the relevant sub sections of the Local Government and Housing Act 1989 has been set out below:

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);
- Deputy Chief Executive (Section 2 (6) and (7) of the Act);
- Directors (Section 2 (7) of the Act);
- Assistant Director (Section 2 (7) of the Act);
- Statutory Officers (Section 2 (6) of the Act);
- Business Managers on Zone 1 or above (Section 2 (8) of the Act).

5.2 For the purpose of this policy the term remuneration includes:

- a) the salaries or the amounts payable to Chief Officers engaged by the authority under contracts of employment and / or contracts for services;
- b) payments made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers;
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of their office or employment;
- f) any increase in or enhancement of pension entitlement where the increase or enhancement is as a result of a resolution of the Authority, and
- g) any amounts payable by the authority to a Chief Officer on ceasing to hold office under or be employed by the authority, other than Amounts that may be payable by virtue of any enactment.

5.3 Chief Executive/Head of Paid Service

5.3.1 Terms and Conditions of Service

The Chief Executive is engaged on Local Authority Chief Executives' conditions of service, negotiated by the Joint Negotiating Committee (JNC). The Chief Executive also assumes the role of Head of Paid Service on behalf of the Council.

[Terms and Conditions for Chief Executive \(link to be inserted when published\)](#)

5.3.2 Remuneration

In line with the nationally agreed terms the salary paid to a Chief Executive is determined locally by the employing authority. The salary scale for the post of Chief Executive was approved by the Chief Officers Appointments Panel. Details of the salary scale are included below:

Chief	Scale Point	Salary £
	1	121,753.00
	2	126,357.00
	3	130,962.00
	4	135,567.00
	5	140,172.00

Note: The role of Head of Paid Service forms an integral part of the Chief Executive's role and is rewarded as part of the substantive role.

5.3.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer the post, consideration is given to the individual's qualifications, experience, and current level of remuneration (where appropriate). Having considered all these factors the Chief Officers Appointment Panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

If the post of Chief Executive became vacant a report including recommendations relating to the salary scale to be applied would be submitted to the Chief Officers Appointments Panel for their consideration before the post was advertised.

5.3.4 Increases and Additions to Remuneration

- Incremental Progression
Progression through the incremental scale will be subject to performance appraisal by nominated members to be assessed against agreed annual objectives.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Expenses
In accordance with nationally agreed terms the Council shall pay reasonable out-of-pocket expenses actually incurred.

5.3.5 Arrangements for the Post of Returning Officer

In accordance with the agreement the Chief Executive's salary is deemed to be inclusive of all other fees and emoluments except for Returning Officer duties where separate policy arrangements apply. Details of the policy relating to the appointment and remuneration of Returning Officer are set out below.

The Chief Executive has been formally appointed to act as the Council's Returning Officer. This extends to the role of Deputy Acting Returning Officer for UK Parliamentary Elections, Local Returning Officer for the East Midlands Combined Authority Mayor and Nottinghamshire Police and Crime Commissioner Elections and

Counting Officer for any national referendums. The fees associated with these elections/referendums are determined nationally by the Cabinet Office and where appropriate the Combined Authority.

The Chief Executive also acts as Deputy Returning Officer for Nottinghamshire County Council elections, fees for which are determined by Nottinghamshire County Council. These appointments are independent of the Council.

For local government elections and any referendums the Returning Officer can claim specific fees which are determined on a county wide basis across Nottinghamshire having regard to the fees set for national elections. These fees were subject to a benchmarking exercise in 2018 to ensure they were comparable with other county areas and are subject to annual review in line with staff annual pay review process.

5.3.6 General Terms and Conditions

In accordance with the national agreement the Chief Executive enjoys terms and conditions in all other respects no less favourable than those accorded to other officers employed by the Council.

5.4 Deputy Chief Executive/Directors/Business Managers graded at NS17 on JNC terms

5.4.1 Terms and Conditions of Service

The Deputy Chief Executive, Directors and Business Managers graded at NS17 and above are all engaged on the Conditions of Service for Chief Officers of Local Authorities negotiated by the Joint Negotiating Committee (JNC). In addition to the above some of the post holders assume statutory roles which are recompensed in accordance with the Statutory Officers' Honorarium Scheme.

[Terms and Conditions for Chief Officers \(link to be inserted when published\)](#)

[Statutory Officers Honorarium Scheme \(link to be inserted when published\)](#)

5.4.2 Remuneration

In line with the nationally agreed terms the salary paid to a Deputy Chief Executive or Director is determined locally by the employing authority.

The current salary scale for Chief Officers engaged on Chief Officer's terms is set out below.

5.4.3 Pay Scale for Deputy Chief Executives

Deputy	Scale Point	Salary £
	1	103,784.00
	2	108,643.00
	3	111,880.00
	4	115,580.00

Note: The role of Deputy Head of Paid Service forms an integral part of the Deputy Chief Executive's role and is rewarded as part of the substantive role. The Council's Deputy Chief Executive also holds the title of Director of Resources. No additional remuneration is payable beyond the salary scale as detailed above.

A list of posts included for the purpose of this policy has been set out below:

- Deputy Chief Executive and Director - Resources

5.4.4 Pay Scale for Directors

Director	Scale Point	Salary £
	1	82,588.00
	2	85,879.00
	3	88,575.00
	4	91,868.00
	5	94,563.00

A list of posts included for the purpose of this policy has been set out below:

- Director – Customer Services & Organisational Development
- Director – Planning & Growth
- Director – Communities & Environment
- Director – Housing, Health & Wellbeing

5.4.5 Pay Scale for Assistant Director

94%		
Director	Scale Point	Salary £
	1	77,753.00
	2	80,848.00
	3	83,383.00

A list of posts included for the purpose of this policy has been set out below:

- Assistant Director – Law & Democratic Services

5.4.6 Pay Scale for Business Managers (NS17) engaged on JNC terms

Zone	Scale Point	Salary £
Zone 1	101	55,937.00
	102	57,135.00
	103	58,333.00
	104	59,528.00
Zone 2	201	60,729.00
	202	61,926.00
	203	63,123.00
	204	64,321.00

Zone 3	301	65,518.00
	302	66,716.00
	303	67,915.00
	304	69,114.00
Zone 4	401	70,313.00
	402	71,512.00
	403	72,712.00
	404	73,911.00

The arrangements for assigning officers to Zones are included in the [Pay and Grading Arrangements document for Officers engaged on JNC Chief Officer Terms and Conditions of Service. \(link to be inserted when published\)](#)

A list of post holders engaged under JNC terms has been included below:

- Business Manager – Financial Services
- Business Manager – Revenues and Benefits
- Business Manager – ICT and Digital Services
- Business Manager – Corporate Property
- Business Manager – Environmental Services
- Business Manager – Public Protection
- Business Manager – Heritage and Culture
- Business Manager – Housing and Estates Management
- Business Manager – Regeneration and Housing Strategy
- Business Manager – Housing Maintenance and Asset Management
- Business Manager – Housing Income and Leaseholder Management
- Business Manager – Elections and Democratic Services
- Business Manager – Customer Services
- Business Manager – HR and Training
- Business Manager – Economic Growth and Visitor Economy
- Business Manager – Planning Policy and Infrastructure
- Business Manager – Planning Development
- Business Manager – Communications & Marketing

5.4.7 Remuneration on Recruitment/Appointment

When determining the most appropriate scale point at which to offer a post consideration is given to the individual's qualifications, experience, and current levels of remuneration (where appropriate). Having considered all these factors the panel will then determine the most appropriate scale point at which to make an offer to the successful candidate to ensure that the offer is attractive and one which is likely to be accepted.

In circumstances where Business Managers are offered revised terms of employment on JNC conditions of service they will be aligned to the nearest pay point on the pay scale.

5.4.8 Increases and additions to Remuneration

- Incremental Progression

Incremental progression for Directors and Assistant Directors is by annual increment until the top point of the grade is reached.

Full details of the Pay and Grading Arrangements for Officers engaged on JNC Chief officer Terms and Conditions of Service can be accessed using the link provided above.

- Pay Awards

Pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.

- Honoraria and Ex-gratia Payments

The Council currently operates an honorarium scheme for officers undertaking statutory officer roles. There are three statutory officer roles within the Council, details of which are set out below:

- Head of Paid Service *
- Monitoring Officer *
- Chief Finance Officer* (commonly referred to as the s151 Officer)

**No Honorarium is paid for carrying out these duties at the substantive level where these are reflected in the terms and conditions of service, but a payment is made to those deputising at this level.*

In addition to the above the scheme also outlines the arrangements for recompensing officers who assume the role of Deputy Monitoring Officer and Deputy Section 151 Officer.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments [Statutory Officers Honorarium Scheme \(link to be inserted when published\)](#)

- Expenses

In accordance with the national agreement the Council pays reasonable out-of-pocket expenses actually incurred.

5.4.9 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable) and Deputy Counting Officer.

5.4.10 General Terms and Conditions

In accordance with the national agreement except whether other terms and conditions are referred to in the agreement the Deputy Chief Executive and Directors shall enjoy terms and conditions not less favourable than those accorded to other officers employed by the Council.

5.4.11 Appointment of Officers to JNC Terms and Conditions of Appointment

In circumstances where a Business Manager post is evaluated under the Council's approved Job Evaluation Scheme and receives a score of 739, they will be offered a revised contract of employment on JNC terms. If they accept the offer, they will be subject to the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

5.5 Business Managers

5.5.1 Terms and Conditions of Service

One Business Manager is engaged on the National Agreement on Pay and Conditions of Service negotiated by the National Joint Council for local government services commonly referred to as NJC or Green Book terms.

The post holder engaged under NJC terms has been included below.

- Business Manager – Administrative Services

Terms and conditions relating to Business Managers is available within the [National Agreement on Pay and Conditions of Service document. \(link to be inserted when published\)](#)

5.5.2 Remuneration

In line with the nationally agreed terms the Council have adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The scheme became effective on the 1 October 2005 following completion of the negotiations relating to single status. The Council also has policies outlining arrangements in respect of:

- Protection of Earnings
- Standby Payments
- Call-out Payments
- Weekend Working
- Night Working
- Shift Allowances
- Overtime Rates
- Bank Holiday Working

The current salary scale for the Business Manager engaged on NJC terms is set out below.

Scale/Band	Min Salary £	Medium Salary £	Maximum Salary £
NS13	43,693	44,711,	45,718

Note: Changes to grade may occur in year because of revisions to job descriptions requiring re-evaluation of the posts under the terms of the current job evaluation scheme.

5.5.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer a post consideration is given to the individuals qualifications, experience, and current levels of remuneration (where appropriate). Having considered all these factors the panel compromising of a Deputy Chief Officer or above will then determine the most appropriate scale point at which to make an offer to the successful candidate to ensure that the offer is attractive and one which is likely to be accepted.

5.5.4 Increases and Additions to Remuneration

- Incremental Progression
Once an officer has been appointed, they will receive annual increments until such time that they reach the top of the salary scale.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Other
Officers engaged on NJC conditions of service may in some circumstances receive honoraria/ex gratia payments because of undertaking duties in part or full at a higher level. The amount payable will differ according to each individual set of circumstances to be determined by the respective Director in conjunction with the Business Manager - HR & Training. Further details relating to the terms outlined within the NJC conditions of service can be accessed using the link above.
- Market Supplements
The Council recognises that financial pressures and pay restraints have impacted on the ability of public sector employers to compete in the labour market for some posts. Where the Council finds it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a Market Supplement to base salary may be necessary as set out within the single status agreement. Typically, a Market Supplement is paid where the 'going rate' for a specific job or specialism is higher than that offered by the Council. In circumstances where this does occur the Council will follow the approved policy. **Market Supplements Policy (Link to be inserted when published)**

- Expenses
In accordance with the agreement the Council pays reasonable out-of-pocket expenses actually incurred.
- Meals and Accommodation Charges
Officers may receive subsistence rates based upon the approved rates. Further details in relation to current rates can be found in the [Travel and Subsistence Policy](#). (Link to be inserted when published)

5.5.5 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

5.5.6 General Terms and Conditions

Parts 2 and 3 of the green book including local arrangements can be found in the [National Agreement on Pay and Conditions of Service document](#). (Link to be inserted when published)

5.6 General Policies on Remuneration and Recruitment

These policies apply irrespective of status and/or terms that officers of the Council are engaged on.

5.6.1 Performance Related Pay and Bonuses

The Council does not currently operate any form of performance-related pay or bonus schemes.

5.6.2 Benefits in Kind

As part of the Workforce Development Strategy a review of benefits has been undertaken and to support employees with the Cost of Living from 01/04/24 the Council will provide benefits in kind to employees for a trial period of 1 year, as follows:

- Health Cash Plan – benefit value of £66/year per person
- Enhanced Mileage Rate – benefit value of 5p/mile

The Council will make appropriate deductions from salary at source in respect of Tax and NI contributions, avoiding the requirement for P11d.

5.6.3 The Local Government Pension Scheme and Policies with regard to exercise of discretion.

All employees of the Council have the option to join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme and operates based on employee/employer contributions with employee contribution rates differing according to earnings. Details of the scheme including current contribution rates can be accessed by following the attached link. http://www.lgpsregs.org_ (Link to be inserted when published)

The scheme provides for exercise of discretion to allow for retirement benefits to be enhanced. The Council will consider each case on its own merits in accordance with the parameters defined within the policy. Details can be found in the [Redundancy and Discretionary Compensation Policy](#). (Link to be inserted when published). This policy applies to all officers of the Council irrespective of their status provided they have at least two years continuous service.

5.6.4 Payment of Chief Officers on their Ceasing to Hold Office or being employed by the Council

Arrangements relating to the provision of termination payments for the loss of office for Chief Officers and all other officers leaving the authority on the grounds of redundancy, efficiency and early retirement are outlined in the Council's policy. Details in relation to any discretion that may be afforded in respect of pension enhancements can be found in the Redundancy and Discretionary Compensation Policy using the link above. This policy applies to all officers of the Council irrespective of their status provided they have at least two years continuous service.

5.6.5 Severance Packages over £75,000

Where a member of staff applies for voluntary redundancy, early retirement, termination on the grounds of efficiency or is made compulsorily redundant the pension and redundancy entitlements are determined by the Chief Executive in consultation with the Discretionary Payments Panel which is made up of the Chief Executive, the Section 151 Officer, and another Chief Officer. Where appropriate the panel may comprise the nominated deputy for the Chief Executive or the Section 151 Officer.

Appeals against the decisions of the Discretionary Payments Panel will normally be determined by an appeal panel comprising either the Chief Executive, their nominated deputy, the Section 151 Officer, their nominated deputy, or another Chief Officer provided they have not been involved in the initial determination. However, in the case of Chief Officers any appeal shall be determined by the Policy & Finance Committee, or a sub-committee appointed on their behalf acting as an appeals panel.

In the case of any voluntary redundancy, compulsory redundancy, efficiency, or early retirement (including health-related which falls short of meeting the ill health early retirement regulations) in respect of a member of staff where the cost to the Council exceeds £75,000, the Chief Executive shall not determine the matter until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

In determining the “*cost to the Council*” for the purposes of this policy, the following will be included:

- the cost of early release of pension (pension strain);
- the cost of any pension enhancement;
- the cost of any redundancy payment (statutory and discretionary);
- the cost of any holiday pay, other fees or pay in lieu of notice.

In determining the “*cost to the Council*”, pension benefits which have been purchased by the employee will be disregarded.

Note: The Council will have regard to the Statutory Instrument laid before parliament on the 24 January 2017 which brought s41 of the Enterprise Act 2016 into force on 1 February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance are now awaited from East Midlands Councils and once received the Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

5.6.6 Settlement Agreements

The Chief Executive and Deputy Chief Executive have delegated authority to determine the terms of Settlement Agreements relating to any member of staff.

In the case of any proposed Settlement Agreement in respect of a Chief Officer, the Chief Executive or Deputy Chief Executive shall not determine the terms of the Settlement Agreement until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

5.6.7 Recruitment of Officers in receipt of Local Government / Fire Fighters Pension, Severance, or Termination Payments

When considering whether to employ individuals in receipt of local government pension or fire fighter pensions the Council is required to have regard to the policy on Pension Abatement as determined by the relevant Administrative Body for the Pension Scheme. It should be noted that the Administrative Body for the purposes of discretion may differ according to where the individual was previously employed.

The Council’s current policy on the appointment of former staff as consultants requires that any ex-employee who has taken voluntary redundancy or early retirement not be engaged as a consultant (including under a contract for services) without a formal committee resolution.

The Council will not refrain from re-employing former employees who have received payments for redundancy, severance or any other reasons defined under the terms of a settlement agreement or those individuals who have received similar payments

from organisations listed on the Redundancy Modifications Order if it is satisfied that the individuals are the best candidates for the posts.

Where appropriate the Council will also have regard to the regulations and any associated guidance notes produced concerning Exit Pay Recovery for officers returning to the public sector following exit.

This policy applies to all posts that are advertised within the Council irrespective of their status and is in-keeping with the Council's policy on Recruitment and Selection in respect of ensuring equality of opportunity.

5.6.8 Use of "Off Payroll" Arrangements

For the purpose of this policy "off payroll" arrangements refer to individuals engaged directly under a contract for services (rather than being employed direct by the Council) operating at the Chief Officer level. The Council will only engage individuals under contracts for services in exceptional circumstances and only for a temporary period.

6. Publication and Access to Information

6.1 A copy of this document will be published on the Council's website along with any supporting documents referenced in it.

6.2 Local authorities must display details of the following data on their websites:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000;
- the name of each employee and details of their remuneration, for employees whose salary is at least £150,000;
- details of remuneration and job title of certain senior employees whose salary is between £50,000 and £150,000 and a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) for all employees whose salaries exceeds £50,000.

7. Equality Implications

7.1 This policy has been developed with due regard and consideration to Equalities matters and other policies, procedures, and agreements currently in operation within the Council.

8. Approval/Review

8.1 Before it takes effect, the Pay Policy Statement must be approved by a resolution of the Council.

8.2 In accordance with existing Constitutional arrangements proposed amendments to terms and conditions of employment are referred to Cabinet for consideration and approval, before being referred through to the Joint Consultative Committee (JCC) to allow for consultation and/or negotiation (where appropriate). Approval of Human

Resources policies and procedures is delegated to the Head of Paid Service after prior consultation at the JCC.

- 8.3 Given that the Pay Policy Statement relates to terms and conditions of employment as well as referring to Human Resources policies and procedures it is appropriate for it to be considered by Cabinet and any amendments made thereto before it is referred on to Full Council for approval.
- 8.4 Any proposed changes to terms and conditions of employment including salaries arising from collaboration activities (e.g. shared services) will be subject to the prior approval of Cabinet.
- 8.5 A review of the Pay Policy Statement will take place annually. It will be referred to Full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year because of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the Pay Policy Statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by Cabinet.



Report to: Cabinet Meeting: 18 February 2025

Portfolio Holder: Councillor Paul Peacock - Strategy, Performance & Finance

Director Lead: John Robinson – Chief Executive

Lead Officer: Deborah Johnson, Director - Customer Services & Organisational Development, Ext. 5800

Report Summary	
Type of Report	Open Report, Non-Key Decision
Report Title	Local Government Association (LGA) Peer Challenge
Purpose of Report	To update Cabinet on the results from the Council’s Peer Challenge and the next steps towards the development of an action plan to tackle the report’s findings.
Recommendations	That Cabinet note: a) the report at Appendix A and its recommendations; and b) the formation of a working group tasked with forming an action plan to address those findings.
Alternative Options Considered	The review could be delegated to the Policy & Performance Improvement Committee, but it is considered appropriate for the Leader to chair the group and for senior Members of Cabinet, PPIC and Audit & Governance Committee all to be involved. Work streams can be delegated to PPPIC, Audit & Governance Committee and other Council bodies as appropriate.
Reason for Recommendations	The LGA team provided a presentation of key findings on the last day of the Peer Challenge and have now followed this up with a full report. It is now important for the Council to examine those findings and produce an action plan on how we will use the recommendations to improve our performance.

1.0 Background

1.1 The LGA operate a peer challenge programme which supports continuous improvement by providing effective insight, guidance and challenge to enable continuous improvement, as well as assurance to local leaders and residents.

1.2 Newark & Sherwood District took part in a Peer Challenge in October 2024 which involved a team of local authority peers visiting our Council headquarters to look at our approach across five core elements detailed below.

1. Local priorities and outcomes
2. Organisational and place leadership
3. Governance and culture
4. Financial planning and management
5. Capacity for improvement.

1.3 The LGA team hold up a mirror to the organisation, acting as critical friends and to provide an external, independent perspective on how a Council is performing. A Peer Challenge provides opportunity to celebrate what is working well as well as making recommendations for improvement. The team considered a wide range of experience of what 'good' looks like in other local authorities as they assessed our performance and provided a presentation on the last day which was followed by the final report which is attached at **Appendix A**.

2.0 The Findings of the LGA Peer Challenge

2.1 The report acknowledges that NSDC makes a 'real and tangible difference on citizens lives' through the delivery of its core functions and praises the "great positive, supportive and welcoming culture, with staff going the extra mile to support each other and the communities they serve". The Council's relatively strong financial position is recognised along with what are described as "well and effectively run services" that are performing consistently above national benchmarks. The Council was found to be highly regarded by its external partners with the organisational leadership of the Council being strong, respected and approachable.

2.2 While the ambitious, energetic nature of the Council was something to be valued, the Peers raised reservations about a "lack of clear prioritisation from Councillors" and the tendency to take on responsibilities that properly fell to other organisations. It was acknowledged that this was in part the result of a lack of understanding given the large number of new Councillors but carried the risk of over-stretching officers and placing a strain on the Council's capacity to deliver its core services.

LGA Recommendations

2.3 The report comments throughout on the performance of NSDC and as such offers recommendations on how the Council can develop. These include officer practices such as a review of the appraisal mechanism and enhanced updates around the recruitment & retention project in addition to a number of suggested improvements to the Council's governance arrangements. These areas are in addition to the formal recommendations and will be an area for discussion at the action plan development meetings.

2.4 Highlighted below are the recommendations made by the Peer Challenge team with the full detail being available at section 3 of the report at **Appendix A**.

1. Review and prioritise the 2023-2027 Community Plan.
2. Review Audit, Governance, Overview and Scrutiny functions of the council to maximise councillor engagement and council productivity.
3. Ensure councillors understand the longer-term budget pressures.

4. Establish an ongoing councillor development programme.
5. Continue to foster the positive culture of the organisation.
6. Consider agreeing a Team Charter amongst the Joint Administration.

3.0 Proposal/Details of Options Considered

In response to the LGA's findings the following is proposed:

3.1 The Formation of a Working Group

The recommendations cover several areas from across the Council, so it is proposed to draw together senior members as set out in 3.2 below. The aim is to hold the first meeting of the working group as soon as possible with a meeting in February 2025 being explored. The remit of the working group will be to discuss the report's findings and agree on an action plan that can respond to any areas that require development. A report will then be brought back to Cabinet, PPIC and Audit and Governance to deliver the action plan and discuss next steps.

3.2 The working group will consist of the following:

- a. Leader of the Council
- b. Deputy Leader of the Council
- c. Chair of Audit & Governance
- d. Vice Chair of Audit & Governance
- e. Chair of Policy & Performance Improvement Committee
- f. Vice Chair of Policy & Performance Improvement Committee
- g. Leader of Conservative Group
- h. Leader of Green Group
- i. Leader of Liberal Democrat Group
- j. Leader of the Newark & Sherwood Independents Group

Officer Support:

Director - Customer Services & Organisational Development
Transformation & Service Improvement Manager

4.0 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.

4.1 Legal Implications (LEG2425/8007)

Cabinet is the appropriate body to consider the content of this report. The informal working group will need to submit proposals for formal consideration by Cabinet, Audit & Governance Committee and Policy & Performance Improvement Committee as appropriate, as set out in the 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.

Local Government Association (LGA) Peer Challenge – [Agenda for Cabinet on Tuesday, 5th March, 2024, 6.00 pm - Newark and Sherwood District Council](#)

LGA Corporate Peer Challenge

Newark and Sherwood District Council

7th – 9th October 2024

Feedback report



Corporate Peer Challenge



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1. Introduction

Corporate Peer Challenge (CPC) is a highly valued improvement and assurance tool that is delivered by the sector for the sector. It involves a team of senior local government councillors and officers undertaking a comprehensive review of key finance, performance and governance information and then spending three days on site at Newark and Sherwood District Council (NSDC) to provide robust, strategic, and credible challenge and support.

CPC forms a key part of the improvement and assurance framework for local government. It is underpinned by the principles of Sector-led Improvement (SLI) put in place by councils and the Local Government Association (LGA) to support continuous improvement and assurance across the sector. These state that local authorities are: Responsible for their own performance, Accountable locally not nationally and have a collective responsibility for the performance of the sector.

CPC assists councils in meeting part of their Best Value duty, with the UK Government expecting all local authorities to have a CPC at least every five years.

Peers remain at the heart of the peer challenge process and provide a 'practitioner perspective' and 'critical friend' challenge.

This report outlines the key findings of the peer team and the recommendations that the council are required to action.

2. Executive summary

NSDC is making a real and tangible difference on citizens' lives, particularly through core functions. The council delivers the essentials very well, and the organisation is close to its communities.

The Leader and Chief Executive are held in high regard internally and externally and both are viewed as effective. Staff and councillors are clearly committed to serving communities in the district, recognising differing needs in different places.

There is a great positive, supportive and welcoming culture, with staff going the extra mile to support each other and the communities they serve.

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Local Government Association company number 11177145 Improvement and Development Agency for Local Government company number 03675577

Chair: Councillor Louise Gittins

Chief Executive: Joanna Killian

President: Baroness Grey-Thompson

There was a large new councillor intake in May 2023; they received a sufficient induction programme, but ongoing training, development and support is needed. All councillors, new and established, could benefit from support to recognise and understand changed roles under different political administration; a NOC (No Overall Control) council functions very differently from a council with a majority administration by a single party. The scale of financial challenges, and resulting risks to future service delivery, is not fully understood by all councillors.

There is currently a very ambitious 2023-27 Community Plan, which includes about 140 projects, and some of these projects fall within the remit of other organisations. Whilst this was done with the best of intentions at the time, it is putting a strain on capacity. The council needs to carry out a review of the Community Plan, with a view to ensure that sufficient capacity would be able to deliver the Council's core services.

The financial position of NSDC appears to be relatively good but the council needs to have a much longer-term plan to ensure the sustainability of Arkwood and Active4Today. The peer team acknowledge that current local government funding arrangements are a challenge for all councils, and that multi-year settlements would help to robustly plan for the future, the team recommend exploring with councillors different scenarios and options appraisals to help them understand the financial risks for the council¹. The Chancellor has announced a new Budget since the peer team was on site, and this may affect some of the plans the council has.

3. Recommendations

There are several observations and suggestions within the main section of the report. The following are the peer team's key recommendations to the council:

3.1 Recommendation 1: Review and prioritise the 2023-2027 Community Plan

Work on this has already begun with the Cabinet. This may involve reducing the number of priorities and setting timescales for delivery. The process should be inclusive, for example holding a workshop between Cabinet and SLT to agree

priorities and timescales. This should include examining areas that are beyond NSDC's remit and refocus on what a district council can and needs to deliver, before looking at wider areas of work.

3.2 Recommendation 2: Review Audit, Governance, Overview and Scrutiny functions of the council to maximise councillor engagement and council productivity

Review terms of reference for Policy and Performance Improvement Committee (PPIC) and Audit and Governance Committee (AGC) to ensure the adequacy and robustness of the council's governance, risk and control arrangements. Using a wide range of scrutiny tools available, could encourage more councillors to be better engaged in scrutiny and overview activity. This could include identifying long term challenges, and conducting deep dive commissions, or task and finish groups for shorter investigations. Deep dives could be into subject areas that councillors need more information on before deciding whether to invest staff time and resources in a particular area of work. Consider use of scoring matrix to inform this programme. Ensure the roles of PPIC and AGC are clear and consider how the forward plan for each committee covers the full range of scrutiny, governance, risk management and performance responsibilities. Consider whether opposition councillors could be chairs or vice-chairs of committees.

3.3 Recommendation 3: Ensure councillors understand the longer-term budget pressures

Ensure regular financial reports include long-term forecasts to all councillors are understood. The regular reports to PPIC and Cabinet include forward forecasts, and NSDC revises the MTFP annually and identify the financial gap that will need addressing at the end of the three-year term of the plan. However, it became clear during discussions with councillors that not all appreciated the real financial pressures and risks the council is under, nor the balances that need to be made. The Autumn budget provides an ideal opportunity to update councillors on NSDC's financial pressures. This will help councillors when revising the Community Plan (recommendation 1). Consider holding an audit on the robustness and sustainability

of the Arkwood and Active4Today business plans, introducing an annual report to scrutinise those accounts.

3.4 Recommendation 4: Establish an ongoing councillor development programme

This would ensure that long-standing, as well as new councillors are kept up to date with the many changes that are happening in local government. Consider setting up a councillor development steering group to feed into this process, recognising that officers have a role in recommending development opportunities. Encourage councillors who are new to areas of responsibility to attend Leadership Academy courses. This will build up networks of expertise from around the country and improve resilience of councillors.

3.5 Recommendation 5: Continue to foster the positive culture of the organisation

Officers are deeply committed to delivering the best for local communities. However, many of the officers the team met (formally and informally) are very stretched. Although the recent staff survey indicates that this is 'some' rather than 'many' staff, the peer team recommends that the council explore this further. This is affected by the demands of the Community Plan and work that is outside NSDC's remit. It is underpinned by staff having a strong commitment to deliver high quality, appropriate, supportive services.

3.6 Recommendation 5: Consider agreeing a Team Charter amongst the Joint Administration

This should include a Communication Protocol and be linked with the review of Councillor Code of Conduct.

4. Summary of peer challenge approach

4.1 The peer team

Peer challenges are delivered by experienced elected member and officer peers. The

make-up of the peer team reflected the focus of the peer challenge and peers were selected by the LGA on the basis of their relevant expertise. The peers were:

- Cllr Anthony McKeown – Leader, High Peak BC
- Cllr Georgina Hill, LGA Regional Lead Peer (Independent)
- Ka Ng – Chief Executive, Welwyn Hatfield BC
- Kimberley Grout – Associate Director for Corporate, Customer and Community, Three Rivers DC
- Hannah Sadik – LGA Impact Graduate
- Becca Singh – LGA Peer Challenge Manager

4.2 Scope and focus

The peer team considered the following five themes which form the core components of all Corporate Peer Challenges. These areas are critical to councils' performance and improvement.

1. **Local priorities and outcomes** - Are the council's priorities clear and informed by the local context? Is the council delivering effectively on its priorities? Is there an organisational-wide approach to continuous improvement, with frequent monitoring, reporting on and updating of performance and improvement plans?
2. **Organisational and place leadership** - Does the council provide effective local leadership? Are there good relationships with partner organisations and local communities?
3. **Governance and culture** - Are there clear and robust governance arrangements? Is there a culture of challenge and scrutiny?
4. **Financial planning and management** - **Does the council have a grip on its** current financial position? Does the council have a strategy and a plan to address its financial challenges? What is the relative financial resilience of the council like?
5. **Capacity for improvement** - Is the organisation able to bring about the improvements it needs, including delivering on locally identified priorities? Does

the council have the capacity to improve?

As part of the five core elements outlined above, every Corporate Peer Challenge includes a strong focus on financial sustainability, performance, governance, and assurance.

4.3 The peer challenge process

Peer challenges are improvement focused; it is important to stress that this was not an inspection. The process is not designed to provide an in-depth or technical assessment of plans and proposals. The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read.

The peer team reviewed a range of documents and information provided by NSDC to ensure familiarity with the council, its challenges and plans. This included:

- a position statement specifically prepared by the council which provided a clear steer on the local context and what the peer team should focus on
- a range of NSDC's strategic and operational documents
- a comprehensive LGA Finance briefing prepared using public reports from the council's website and
- a summary LGA performance report of benchmarking data for the council across a range of metrics, produced using LG Inform, the LGA's local area benchmarking tool,

They used their experience and knowledge to reflect on the information from conversations, focus groups, reading and observing. They provide feedback as critical friends, not as assessors, consultants or inspectors. Over the course of the peer challenge, they:

- Spoke to around 80 people in 40 meetings: councillors, staff and partners
- Spent around 270 hours working on the peer challenge (plus travel time), equivalent to one person spending eight weeks in NSDC

This report provides a summary of the peer team's findings. In presenting feedback, they have done so as fellow local government officers and councillors.

5. Feedback

5.1 Local priorities and outcomes

NSDC is making a real and tangible difference on citizens' lives, particularly through core functions. The council delivers the essentials very well, and the organisation is close to its communities. Council work has a direct impact which is felt by communities and recognised externally. For example, the National Civil War Centre in Newark (council-run museum) won the Best Small Museum category in the national 'Family Friendly Museum Awards' awarded by Kids in Museums

NSDC is fully and effectively engaged with partners for community benefit. Partners described the council as the facilitator and enabler, a collaborative partner, genuinely working in partnership. It is currently representing district councils in the region at the East Midlands Combined County Authority (EMCCA) and is an active partner at that forum. However, there is a danger of overstretching staff to deliver plans, and partners are concerned about the lack of a focused vision, along with potential political instability and financial uncertainties that all councils face.

The council is ambitious, with a high number of councillor priorities and many exciting projects that are delivering tangible outcomes for residents and businesses. However, officers in some areas are overstretched, which carries the risk of overloading officers and dissatisfaction of councillors if their priorities are not able to be delivered.

The Community Plan shows a lack of clear prioritisation from councillors which is not strategic; there are 144 often detailed actions. This may be because councillors have more knowledge about the benefits of certain work, but it is not clear how councillor priorities relate to community priorities, nor the remit of a district council.

The overambitious nature of the Community Plan is partly due to the inexperience of newly elected councillors stepping into the functions of other organisations to do the best for its residents and businesses. This particularly includes Environment Agency

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Chief Executive: Joanna Killian

President: Baroness Grey-Thompson

(during flooding) and the County Council (highways, education and public health). Although this is done to ensure that its residents and business have the best support possible, NSDC is not paid to deliver these services, and its core services could be at risk if it continues like this without additional funding. Consider how the council could be commissioned by others to continue to deliver this work, or how NSDC can use its place leadership role to influence others to deliver what is needed in the district.

The council is delivering well on its key performance information (see below) and satisfaction levels are consistently above national benchmarks. Little direct reference was made in conversations during the CPC to diversity or addressing inequalities, despite the work that the council is doing in this area. For example, work to support gypsies and travellers and relations with settled communities, and positive work on the resettlement of refugees. The peer team recommend that more is made of this work, particularly when demonstrating achievement of the council's equality objectives and fulfilling its Equality Duty obligations.

5.1.1 Performance

Much of the performance measured referred to in this section (and other sections) are taken from the LG Inform performance reports prepared for the CPC. NSDC asked that as well as looking at comparisons with the CIPFA near neighbours, the peer team also looked at East Midlands district councils.

NSDC provides well and effectively run services. Complaints records and performance data show very few complaints about work that is 'business as usual', such as missed bins. There were no upheld Ombudsman complaints in 2022/23, but no data yet on 2023/24.

There is a clear performance management structure in the council including Business Managers reporting performance to SLT, Cabinet and PPIC quarterly. There is an individual staff appraisal system in place, but this is not consistently carried out across the council. The peer team suggests that NSDC should consider a review of the appraisal mechanisms to build a stronger performance management culture.

Some examples of performance include:

- The total households on the housing waiting list as of 31st March 2023 was 89

households per 1,000. This compares reasonably with the England average of 82, but less favourably when compared to 39.4 amongst CIPFA near neighbours and 38.8 within East Midlands district councils.

- NSDC performs well compared to others for the number of households per thousand living in temporary accommodation: 0.58 households in 2023/24 compared to 4.87 for England, and 0.71 for district councils in the East Midlands.
- 53 affordable homes were built in the 2022/23 year within the district, compared to 138 on average amongst CIPFA near neighbours and 106 amongst district councils in the East Midlands.
- In the 24 months ending Q1 2024, NSDC processed 91.2% of major development planning applications within 13 weeks. This is better than CIPFA near neighbours at 90.5%, East Midlands district councils at 89% and 88.3% nationally.
- At the same time, NSDC processed 92.9% of non-major planning applications within eight weeks. Again, this compares favourably amongst its CIPFA near neighbours (91.1%), East Midlands district councils (88%) and nationally (87.5%).

As a district council, performance on waste collection is affected by Nottinghamshire County Council decisions about waste disposal, rendering some performance data outside the control of the NSDC. For example, in 2022/23 the percentage of household waste sent for reuse, recycling and composting was 34.4% compared to CIPFA near neighbours median of 40.3%. It is worth noting that the only other Nottinghamshire district in this CIPFA group is even lower. Amongst East Midlands district councils, it is a similar story, with only two Nottinghamshire councils with a higher rate, whilst NSDC performs better than the other four Nottinghamshire districts. The results for residual household waste are similar, with the two Nottinghamshire district councils performing worse than their CIPFA neighbours, and most of the Nottinghamshire districts performing worse than other districts in the East Midlands. This data suggests that the County Council approach is affecting district

councils' performance in Nottinghamshire.

5.2 Organisational and place leadership

Organisational leadership of the council is strong and respected, with partners and staff talking positively about both the Chief Executive and the Leader of the Council.

The political makeup of any council is inherently unstable in a situation with No Overall Control. The Council Leader's collaborative and diplomatic skills are critically important in this environment, and he has established a cross-party Cabinet. There are times when the inherent instability can lead to councillor dissatisfaction, or a sense of inertia, as it is difficult to make decisions or act quickly.

The Leader is visible, and approachable, in the council building and there is a positive and constructive relationship within the senior leadership team (SLT). The visibility of the Leader has helped to build trust with officers. Staff feel that members of SLT are approachable and supportive.

Councillors now recognise that the current Community Plan is too unwieldy, and objectives need to be prioritised. The peer team recommend that in order to minimise the risk of officer overload, councillors should focus on the key delivery responsibility of the District Council. Funding may need to be sought from others to deliver wider than NSDC's remit, or the council may need to rationalise some of its work.

The Reward and Retention project, looking at ways of working as individuals and teams, was a positive move. However, staff reported that it has stalled, due to a recruitment delay, which halted progress on the revision of other employment processes. The peer team suggest that delivery of the project restarts and regular updates are communicated to staff.

There are different models for a Joint Consultative Committee (JCC) and the Unison model recognition agreement² only refers to officers rather than councillors.

Councillors are often involved in particular decisions, and certain outcomes would need to go to committee for formal sign off, but it is unusual to have a political chair.

² <https://www.unison.org.uk/search/recognition+agreement/>

However, this is a decision to be taken locally. The peer team suggest that this is regularly reviewed, and that if the consensus is to keep political membership, clear reasons are given. .

5.3 Governance and culture

There is a dedicated, passionate, and resilient workforce, but care is needed to maintain that resilience. Staff feel that the Chief Executive and the SLT are strong, yet approachable, and it feels like a stable leadership team.

There was a large intake of new councillors in May 2024, and they welcomed the induction programme. However, there does not seem to be an ongoing councillor development programme. The peer team recommend that a councillor development group be established to discuss ongoing support for councillors. Now that the administration has been running for a while, it would be useful to ensure that all councillors, not just new councillors, appreciate the differing roles and responsibilities. This is partly about the difference between officer and councillor roles, but it would also be valuable for all councillors to better understand the different roles of being in the political administration and being in the opposition.

The most recent staff survey showed a marked decline in staff perceptions about relationships with councillors and the number of informal and formal councillor conduct complaints has increased. While relationships between councillors, and between councillors and officers is generally respectful and constructive, the peer team heard that there were examples where behaviour was felt to be unacceptable. Senior officers and councillors spend significant time addressing the conduct of a small number of individuals, some of whom appeared unwilling to respond to professional and peer advice. The Audit and Governance Committee had already agreed to explore how to strengthen the application of the national Code of Conduct, something which the Peer Team supports to mitigate the risk of the reputation, effectiveness and positive culture of the Council being undermined.

The significant increase in formal and informal complaints against councillor conduct risks bringing the council into disrepute. Councillors from all parties represent the council, representing their communities within that council. All councillors should be

aiming to deliver the best quality services and support to their communities, even though the different political groups have different priorities and approaches as to how to do this. Being in opposition means constructively challenging to ensure the best outcomes for communities, and not automatically opposing everything that the administration puts forward. The opposition may need some support in fulfilling its role as an opposition party. The LGA can help with tailored support.

The high number of new councillors means it is understandable that there are misunderstandings about the role of a councillor, the reach of a district council, and the depth of the financial challenges NSDC faces in future. It is important that these issues are clearly understood by all councillors, and that they are regularly updated with issues around risk, audit and finance.

Throughout the CPC process, issues around councillors' audit function have been identified. There is a limited understanding amongst councillors on the importance, purpose and potential impact of audit committee work and scrutiny functions. These are areas that are crucial for the implementation of good governance. Councillors outside the cabinet were generally not aware of the council's Risk Register and the importance of monitoring and understanding its implications.

The scrutiny function within NSDC could be improved further by involving more members directly at the start of the Municipal year to select scrutiny topics and that there could be added transparency on the selection of topics. A good scrutiny function can use a wide range of tools (such as task and finish groups for short investigations or commissions for deeper and longer explorations) which can involve many councillors. The scrutiny function could review the functions undertaken by the district that are outside the council's remit to help with prioritisation (see above). Clarity around the differing roles of PPIC and AGC would be helpful. The peer team understands that the council is starting to address this and recommends this is progressed quickly.

Audit and governance are vital responsibilities for councillors. NSDC needs to be able to assure itself that it is acting prudently and that councillors have an active role in scrutinising the council's finances. The peer team recommend, based on discussions about internal audit, external audit and from reading provided

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documents, that the structure and chairing for the audit and governance roles should be improved to ensure that it does not stray into the role of the scrutiny function.

The Annual Governance Statement (AGS) could be strengthened and enhanced to ensure that NSDC is assuring itself that governance and scrutiny arrangements are clear and strong. The AGS is an opportunity for the council to set out what it wants to achieve and how, along with clear indications of how plans will be scrutinised, overseen and taken forward by councillors.

5.4 Financial planning and management

Based on the information available to the peer team, there seem to be no immediate reason for material concerns on the council's current finances. The council has a good record on managing General Fund and HRA finances within budget and has comprehensive reporting arrangements in place. Reserves have been built up in anticipation of the Fair Funding Review (delayed several times). The council has also been successful at bidding for external funding, especially when working in partnership.

The council's total forecast reserves and general fund balance to 31 March 2024 was £38.4m when the budget was set. The S151 Officer of the council was satisfied with the adequacy of the levels of reserves and balances. The council's £1.5m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified.

The council's external auditors issued an unqualified opinion on the financial statements for the year ended 31 March 2023³ on 18th April 2024. No significant issues were raised in relation to the Value for Money conclusion. In the auditor's view, the Budget Report for 2022/23 adequately explained revenue and capital budgets with no indication of excessive use of capital flexibilities to support revenue expenditure. There was no indication that the council's Medium Term Financial Plan and budget setting process was not aligned to supporting plans, given the council

³ [PowerPoint Presentation \(newark-sherwooddc.gov.uk\)](http://newark-sherwooddc.gov.uk)

has a track record of delivering against budget.

However, the use of reserves to bridge the MTFP gap is not a long-term solution, and the council should further consider how to generate more income or make savings to support spending plans. Officers clearly understand this and have started to put in place efficiency savings and income generation plans. However, the peer team felt that councillors do not always understand the financial situation.

A wider set of councillors could benefit from regular briefings on the financial situation and how it links to the Community Plan. There is a tendency to step into areas where partners are not delivering, which is often outside the scope of a district council; and although this is done for the benefit of NSDC's communities, it is not a sustainable approach.

The auditors reviewed data published in May 2023 by the Department for Levelling UP, Housing and Communities on Local Authority general fund ear marked and unallocated reserve levels from 2017-18 to 2021/22. NSDC's reserves have generally been above shire districts' median levels. Auditors were satisfied that the council's Reserves position does not give rise to immediate risk concerns, but the council needs to continue to monitor and manage reserves through savings programmes in the future. Any use of Reserves to balance the budget will need to be properly scoped and planned. Use of Reserves is not a long-term solution to overcoming a budget gap.

Savings targets appear reasonable given the scale of the planned savings and the council's past record of keeping spend within budget.

Arkwood Developments Ltd, the council's 100% owned housing developer funded by £4m share capital, and a rolling loan facility of £12m, has had its challenges, especially when the main contractor went into liquidation. There have also been challenges in planning, and in acquiring sites for future development. However, despite these challenges, the company has completed its first development of 87 homes at a development profit and now has a pipeline of sites for future development. The Peer Team suggests exploring future returns from and planned loans to Arkwood Development Ltd. In the most recent update to the MTFP the

income from dividends has been pushed back a year.

Arkwood Development Ltd and Active4Today report to Cabinet for scrutiny as a result of external legal advice. The peer team recommend that the council improves this scrutiny to ensure that more councillors have a clear understanding of their business planning and delivery. This could be through deep dives or other scrutiny mechanisms used by PPIC. The peer team also note the challenges that are being faced by both Arkwood Development Ltd and Active4Today and they could affect the future sustainability of these companies. The council also needs to address the challenges at Southwell Leisure Centre and communicate accordingly to local communities.

5.5 Capacity for improvement

Staff are dedicated to delivering good services to benefit local communities. Staff contributed enthusiastically to CPC focus groups and were welcoming and open to the CPC team. They demonstrated a commitment to continuous improvement which should be noted.

The move to Castle House (which was being built at the time of the last CPC) has been a positive one. Staff like the work environment, finding it a collaborative and cohesive culture. But the additional pressures to deliver councillor priorities on top of 'business as usual', means that many officers the peer team met are feeling very stretched. The peer team recommend that, when reviewing the Community Plan, councillors consider the day-to-day business of the council as well as any additional priorities they may have.

The latest staff survey turnout rate was higher than recent staff surveys, but the response rate could still be improved. Consider ways to encourage completion and be clear about how action has been taken as a result of the previous staff survey, discussions about the survey in team meetings and in staff networks. Although the council do produce a 'you said, we did' section of the intranet and report progress at staff roadshows, staff the peers met were not clear about what changed as a result of the staff survey.

There is an appraisal process for all staff which leads to individuals undertaking

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training and development and a good flexible working policy [check details of FWP with NSDC]. However, there are inconsistencies in how these are delivered. Managers implement flexible working arrangements in different ways, with a perceived inequality for some service areas without explanation. Not all staff have an appraisal, or regular supervision with their manager.

Directorate days, where each directorate has a day of the week when all staff are in the office and sitting together, are well received. However, seating arrangements should be regularly reviewed to ensure that all relevant staff can sit together as planned.

6. Next steps

Senior political and managerial leadership will want to consider, discuss and reflect on these findings. The LGA will continue to provide on-going support to the council. Following publication of CPC report NSDC needs to produce and publish an Action Plan within five months of the time on site.

As part of the CPC, the council are also required to have a progress review and publish the findings from this within twelve months of the CPC. The LGA will also publish the progress review report on their website. The progress review will need to be by early September 2025 in order to meet these requirements.

The progress review is for the council's senior leadership to report on the progress made against the CPC's recommendations and the council's Action Plan, discuss early impact or learning. It will be delivered on-site over one day.

In the meantime, Mark Edgell, Principal Adviser for the East Midlands, is the main contact between NSDC and the Local Government Association. Mark is available to discuss any further support the council requires. mark.edgell@local.gov.uk.



Report to: Cabinet Meeting: 18 February 2025
 Portfolio Holder: Councillor Simon Forde - Climate & the Environment
 Director Lead: Matt Finch, Director - Communities & Environment
 Lead Officer: Matt Adey, Development Manager – Environmental Services Ext. 5253

Report Summary	
Type of Report	Open Report / Key Decision
Report Title	Major New Woodland Planting Schemes in Newark & Sherwood
Purpose of Report	The purpose of this report of to appraise members of the potential for Newark & Sherwood to contribute to two, major tree planting schemes in Newark & Sherwood with the aim of increasing habitat connectivity and biodiversity, health and wellbeing and with a potential to help offset the Council’s future carbon emissions.
Recommendations	That Cabinet: a) close the capital schemes in relation to climate change and PV solar panels realising a saving of £414,341; and b) invest £309,915 of the savings identified at a) in creating a new capital scheme in relation to the contribution to Nottinghamshire County Council for the two major, tree planting trees in the District.
Alternative Options Considered	Newark & Sherwood does not currently hold sufficient land to be able to deliver schemes of the size and scale being suggested within this report. This is not a project we could deliver in our own right. We could choose not to allocate funding to the project and this would leave a funding gap for NCC to fill. This would be met in time through NCC selling carbon offsets and would mean the scheme is likely to come to fruition in Newark & Sherwood without NSDC support. However, we would not have played a direct delivery role which would be at odds with aspirations within the Community Plan and mean we would not be able to claim 30% of the carbon as future offsetting.
Reason for Recommendations	In line with the objectives set out in the Community Plan, this is an opportunity to create 2 significant woodland areas in Newark & Sherwood and to offset some of our future carbon output. The schemes also protect and enhance the district’s

	natural environment and green spaces and reduce the impact of climate change.
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1.0 Background

- 1.1 Newark & Sherwood District Council's green aims are as ambitious as they are admirable.
- 1.2 In 2019 we announced that the Council would work towards a carbon net neutral date of 2035 backed up by our promise in the Community Plan to reduce the impact of climate change, where we also committed to protect and enhance the district's natural environment and green spaces. To achieve this, we committed to a continued programme of tree planting and annual free tree giveaways as set out in our Tree Strategy (2022). As part of that strategy, we promised to plant at least 6000 trees before 2032.
- 1.3 The Environmental Services Team have already beaten that target having planted or given away 6324 trees since 2022 (We've given away over 4,000 trees since 2019 and planted around 10,000 since 2019). Planting on our own land has mainly been funded through the Trees for Climate scheme which has been running since 2020. However, our own land capacity is limited and we have been working with partner organisations to try and increase canopy cover further.
- 1.4 One of our colleagues has been seconded to the Sherwood Forest Trust to help with the administration of the Trees for Climate scheme since 2023, and with our help Trees for Climate have planted over 70,000 trees in the Newark & Sherwood District area. Planting has taken place on farms, within horse paddocks, in private gardens and parkland, in public green spaces and urban areas.
- 1.5 Schemes have included hedgerows, small orchards, riparian planting, urban trees, rewilding projects, agroforestry schemes, low density parkland planting and new deciduous woodland. We were one of the first councils to adopt a formal tree strategy and our own green spaces (and many of the spaces we manage for others) are exemplar locations for habitat creation.
- 1.6 We have also begun work on a project with the Woodland Trust designed to improve canopy cover on the Hawtonville Estate, which has been identified as an area of low tree cover using the tree equity model.
- 1.7 It is against this background an exciting new opportunity has arisen to be part of the biggest woodland creation project in this region in decades. Nottinghamshire County Council, through the Trees for Climate project, has purchased 2 large parcels of land within Newark & Sherwood District. The scale of planting on these two sites completely dwarfs all our previous efforts.

Location and Scale

- 1.8 The first plot which has been acquired is at Little Carlton, comprising of around 18ha of former arable land. When planted this will accommodate around 27,000 trees (a full stock list and map of the site is attached).

- 1.12 Now the sites have been purchased, Nottinghamshire County Council are eager to get the land planted, however the Trees for Climate funding cap has been reached and new funding opportunities are being sought to ensure the site can be planted and maintained for at least the next 15 years. After this time the trees should be largely self-sustaining. The Woodland Trust have offered to fund the supply of trees for the Thorney Abbey site, but there is still a considerable shortfall to be found. The costs for planting and maintenance including tree shelters, guards and stakes and deer fencing etc. are essential to the success of planting on the site.

2.0 Proposal/Details of Options Considered

Environmental Gains

- 2.1 These schemes will result in increased habitat connectivity, joining several local woodland pockets. Both sites are expected to be open to the public, increasing public access to green space and there are also other natural capital benefits including air quality gains, natural flood management, noise reduction and buffering of priority habitats. Around 114,000 trees will be planted completely dwarfing our aims to plant 6,000 trees by 2032. Around 30% of these could be claimed against our own planting goals (approximately 34,000 trees or a 240% increase in our total planting levels since 2019).

Carbon Capture

- 2.2 If NSDC were able to fund 30% of the planting and maintenance work on these two sites, then we would be entitled to 30% of the carbon captured over the lifetime of the project.
- 2.3 Unfortunately, it is difficult to calculate the exact figures for the potential carbon capture and we have no way of knowing what the value of any carbon credits will be when the site reaches maturity.
- 2.4 This report does not look to replicate the information collated and shared by colleagues elsewhere, but it does highlight that the even if we implement all of the changes highlighted by the Carbon Trust in their 2020 report *Newark & Sherwood District Council Climate Emergency Strategy*, we will still have a carbon output of around 552 tCO₂e per annum by 2035.
- 2.5 Subject to agreement at NCC and NSDC and then subject to contract between the two parties, the agreed funding would be transferred from NSDC to NCC (Greenwood Community Forest) in return for transfer of the carbon rights for the purposes of offsetting by NSDC from NCC to NSDC. Timing of the two transactions to be agreed between the parties in line with the above processes. Owing to the nature of the Carbon registration and validation process, Pre-Insurance Units will be issued to NSDC within 3 years of the planting being completed as the woodland matures these PIU's can be converted to carbon credits.

Budget Commitment

- 2.6 The contribution from NSDC towards the development of these two sites is **£309,915** with the total project costs being £1,033,053 for the two sites combined. This does not include land assembly which has been funded through Trees for Climate. In effect we would not be seeking new funding for this planting but utilising existing allocations which for varying reasons are no longer required.
- 2.7 We currently have a number of projects which have budget under spends which have not been allocated to any other projects:

Climate change (Capital Expenditure)	£168,300
PV Solar Approx underspend (Capital Expenditure)	£246,041
Capital Underspends	£414,341
Local Area Energy Plan (Revenue Expenditure)	£75,800
Revenue Underspend	£75,800
Total predicted underspend	£490,141

- 2.7.1 **The Climate Change Capital budget** was established on the back of the Council agreeing a carbon net neutral target of 2035 and action plan. It was recognised that investment would be required to deliver that target and the budget was established as means of funding, whole or in part, schemes which would help underpin that action plan.

£36,900 of the £205,200 has been spent prior to 2024/25 to support the Solar PV scheme, leaving an available balance of £168,300.

- 2.7.2 **Solar PV installation.** On the 25 November 2021 the Policy & Finance committee approved the capital investment of £685,250 for the installation of Solar PV arrays across 5 of our assets. Initially this included an installation at Southwell Leisure centre however this site was removed from the project due unforeseen circumstances and replaced with a much smaller array at Sconce & Devon Park. This alongside prudent project management has resulted in a significant underspend on the project as detailed in the table above. The figure detailed in the table above (£246k) is the underspend expected as at 13 Jan 2025.
- 2.7.3 **Local Area Energy Partnership (LAEP).** The LAEP was established in order to reduce the district-wide carbon footprint. £82,000 was allocated to finance this work which included forecast consultancy costs of £56,190.95 in addition to an annual subscription charge of £3100. However, it has recently been confirmed that the Office of the Mayor of the East Midlands Combined County Authority has stepped forward to pay for the LAEP consultancy work saving NSDC £56,190.95. The aim is for this saving to be recycled into other projects and initiatives that can reduce our CO2 footprint.

3.0 Implications

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

Financial Implications (FIN24-25/5295)

- 3.1 The Council's contribution towards Nottinghamshire County Council's Capital expenditure is expected to be £309,915. The overall project costs are likely to be £1,033,053 which represents 30% contribution to the project.
- 3.2 As can be seen from the table at para 2.7 there is sufficient funding available from existing projects that have come to an end. As a result, the remaining funding from the two existing capital projects (£414,341) can be redirected towards this project and there will be a capital underspend of £104,426. Should the proposals be accepted, the budget will be added to the Capital Programme in 2025/26 and will be included in the Capital Programme budget report to Council on 6 March 2025.
- 3.3 The additional revenue savings of £56,190.95 from the contributions towards the LAEP can therefore be offered as savings towards the 2024/25 general fund revenue account and would be included in the next budget monitoring report.

Legal Implications (LEG2425/8391)

- 3.4 Cabinet is the appropriate body to consider the content of this report. Legal Services will need to be instructed in relation to the legal mechanism for transfer of funds, as referenced in paragraph 2.5 of the 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.

None

Appendix 1: Planting Stock List – Little Carlton















WOODLAND PLANT TABLE		Tree Size (cm)	B/L and Conifer	Woody Shrub	Low density	Totals	Plants to Order - rounded to nearest 10
Major broadleaf trees							
Pedunculate Oak	<i>Quercus robur</i>	40 - 60	5763	120	37	5920	5920
Silver Birch	<i>Betula pendula</i>	40 - 60	2305	120	0	2425	2430
Wild Cherry	<i>Prunus avium</i>	40 - 60	1153	120	0	1272	1280
Aspen	<i>Populus tremula</i>	40 - 60	1153	0	15	1167	1170
Hornbeam	<i>Carpinus betulus</i>	40 - 60	1153	0	15	1167	1170
Downy / White Birch	<i>Betula pubescens</i>	40 - 60	461	0	22	483	490
Rowan / Mountain Ash	<i>Sorbus aucuparia</i>	40 - 60	461	0	0	461	470
Small-Leaved Lime	<i>Tilia cordata</i>	40 - 60	461	0	0	461	470
Wych Elm	<i>Ulmus Glabra</i>	40 - 60	461	0	0	461	470
Alder (Common)	<i>Alnus glutinosa</i>	40 - 60	0	0	22	22	30
Minor broadleaf trees							
Field maple	<i>Acer campestre</i>	40 - 60	461	280	22	763	770
Crab Apple	<i>Malus sylvestris</i>	40 - 60	461	280	15	755	760
Bird Cherry	<i>Prunus padus</i>	40 - 60	0	280	0	280	280
Shrubs							
Hawthorn	<i>Crataegus monogyna</i>	40 - 60	0	799	0	799	800
Hazel	<i>Corylus avellna</i>	40 - 60	0	799	0	799	800
Purple Willow	<i>Salix caprea</i>	40 - 60	0	399	0	399	400
Grey Willow	<i>Salix cinerea</i>	40 - 60	0	399	0	399	400
Blackthorn	<i>Prunus spinosa</i>	40 - 60	0	200	0	200	200
Holly	<i>Ilex aquifolium</i>	40 - 60	0	200	0	200	200
Conifers							
Douglas Fir	<i>Pseudotsuga menziesii</i>	40 - 60	4841	0	0	4841	4850
Western Red Cedar	<i>Thuja plicata</i>	40 - 60	3919	0	0	3919	3920
							27280

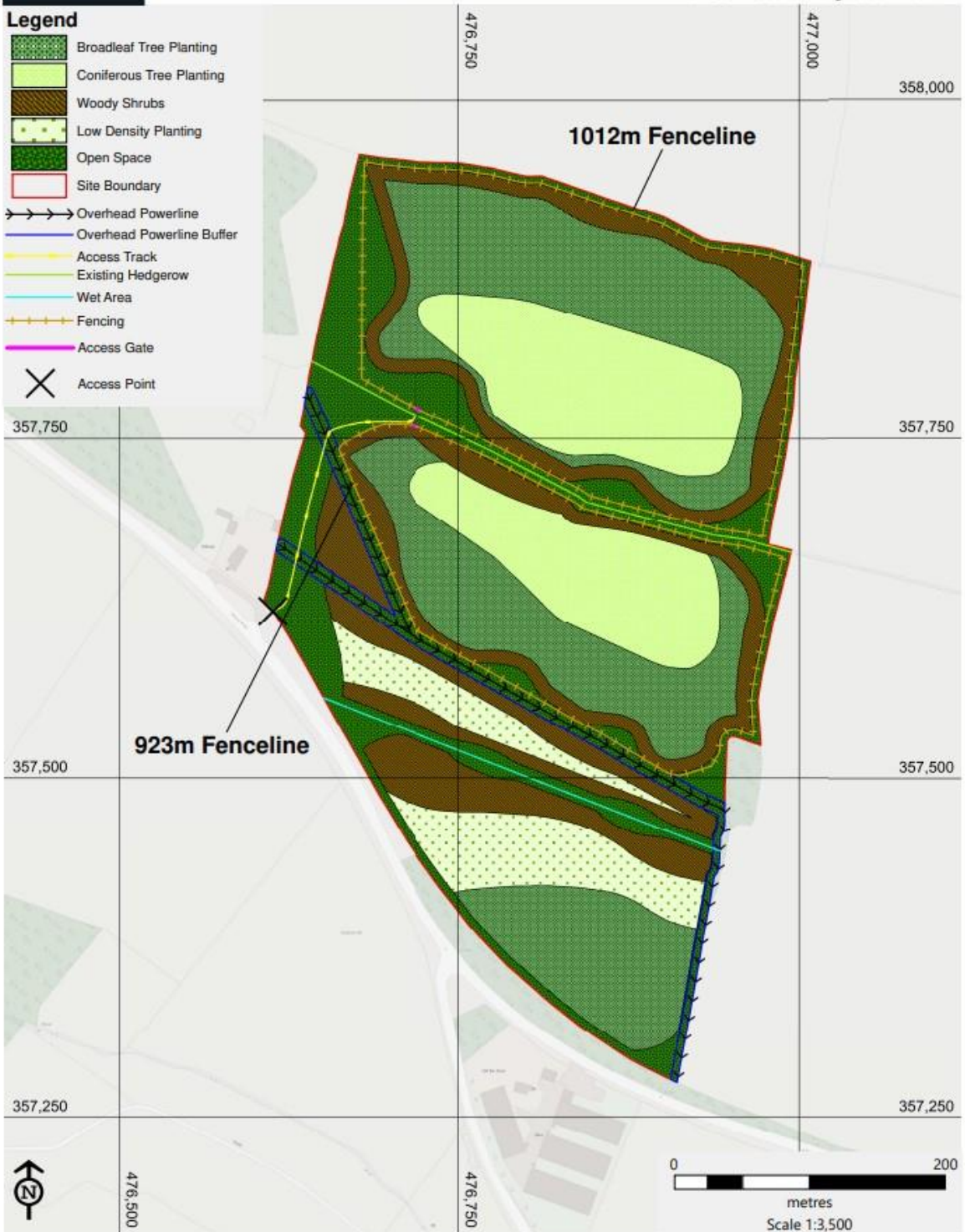
Appendix 6 PLANTING STOCK – Thorney Abbey Farm

Tree species		Size (cm)	Cell Grown / Bare Root	Origin	Number	
Trees & Shrubs						
Alder, common	Alnus glutinosa	40-60	CG/BR	UK	4175	
Aspen	Populus tremula	40-60	CG/BR	UK	2675	
Birch, silver	Betula pendula	40-60	CG/BR	UK	16700	
Birch, downy	Betula pubescens	40-60	CG/BR	UK	1600	
Pinus sylvestris	Scots pine	40-60	CG/BR	UK	7200	
Cherry, wild	Prunus avium	40-60	CG/BR	UK	2175	
Douglas Fir	Pseudotsuga menziesii	40-60	CG/BR	UK	8800	
Crab Apple	Malus sylvestris	40-60	CG/BR	UK	1350	
Wych elm	Ulmus glabra	40-60	CG/BR	UK	1350	
Hawthorn, common	Crataegus monogyna	40-60	CG/BR	UK	2700	
Hazel	Corylus avellana	40-60	CG/BR	UK	1850	
Holly	Illex aquifolium	40-60	CG/BR	UK	550	
Lime, small leaved	Tilia cordata	40-60	CG/BR	UK	2025	
Maple, field	Acer campestre	40-60	CG/BR	UK	1625	
Oak, English	Quercus robur	40-60	CG/BR	UK	15225	
Willow, grey	Salix cinerea	40-60	CG/BR	UK	1300	
Rowan	Sorbus aucuparia	40-60	CG/BR	UK	1350	
Willow, Goat	Salix caprea	40-60	CG/BR	UK	1350	
Hornbeam	Carpinus betulus	40-60	CG/BR	UK	6450	
Common beech	Fagus sylvaticus	40-60	CG/BR	UK	6600	
				Totals	87050	
Total Trees - Thorney Abbey Farm					87050	



Legend

-  Broadleaf Tree Planting
-  Coniferous Tree Planting
-  Woody Shrubs
-  Low Density Planting
-  Open Space
-  Site Boundary
-  Overhead Powerline
-  Overhead Powerline Buffer
-  Access Track
-  Existing Hedgerow
-  Wet Area
-  Fencing
-  Access Gate
-  Access Point



G_0263 Thorney Abbey Concept Plan

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

Nottinghamshire's Community Forest bringing Shortwood Forest to your doorstep

Working in Partnership with:



**Nottinghamshire
County Council**

Legend

-  Broadleaf Tree Planting
-  Coniferous Tree Planting
-  Woody Shrubs
-  Low Density Planting
-  Open Space
-  Pond
-  8m Track
-  Existing Hedgerows/Canopy Cover
-  Site Boundary
-  Overhead Powerline 6m Buffer
-  Overhead Powerline
-  Overhead Powerline 40m Buffer
-  Fencing





Report to: Cabinet Meeting: 18 February 2025

Portfolio Holder: Councillor Paul Peacock - Strategy, Performance & Finance
Councillor Claire Penny - Sustainable Economic Development

Director Leads: Sanjiv Kohli, Director - Resources
Matthew Finch, Director - Communities & Environment
Matt Lamb, Director – Planning & Growth

Lead Officers: Carys Coulton-Jones, Business Manager - Heritage & Culture, Ext. 5773
Neil Cuttell, Business Manager -Economic Growth & Visitor Economy, Ext. 5853

Report Summary	
Type of Report	Open Report / Key Decision
Report Title	Newark and Sherwood Funding Updates
Purpose of Report	To provide an update on Newark and Sherwood Funding Programmes; specifically, the Long-Term Plan for Towns (Newark), UK Shared Prosperity Fund (District-wide) and the delivery of the remaining Newark Towns Fund projects.
Recommendations	<p>That Cabinet:</p> <ul style="list-style-type: none"> a) note the update for the Long-Term Plan for Towns Funding opportunity and support the ongoing liaison with the Town Board to review and shape a Newark Investment Plan upon publication of the revised Prospectus; b) approve £100,000 of additional revenue budget funded from the Capital Feasibility Reserve to allow the continued progression of feasibility and design work for the Newark Market Place improvements, which forms part of the Newark Cultural Heart Towns Fund, as detailed in paragraphs 4.4 of this report; c) approve an additional capital budget of £1,020,600 for Newark Castle Gatehouse financed by the Change Management Reserve, as noted in paragraph 3.0 of this report; and d) note the expected contribution of up to £1.345m of UK Shared Prosperity Funding and approve a revenue budget of £433,000 for 2025/2026, as detailed in 2.8 of this report, subject to formal confirmation of the Council’s UKSPF allocation. The remaining £912,487 may be added to the Council’s capital programme, subject to a future Cabinet report regarding proposed commitments.

<p>Alternative Options Considered</p>	<p>There is the option to not engage in any revised Long-Term Plan for Towns process and to leave any Investment Plan to Newark Towns Board. This has been discounted on the basis that the Council remains an important partner within the Towns Board and will continue to offer insight, influence and ability to deliver in addition to having an ongoing role as accountable body. Moreover, the Council has a track record, with partners of delivering catalyst and transformative regeneration within the Town.</p> <p>There is the option not to ‘front-load’ support the delivery of the Newark Market Place improvements or to decline to increase the capital budget to allow delivery of the Newark Castle Gatehouse Project. This has been discounted as the alternative would be to return the remaining Towns Fund Grant to Government and not implement schemes that have community and stakeholder support.</p>
<p>Reason for Recommendations</p>	<p>To continue to deliver catalyst regeneration projects for Newark through the delivery of Newark Cultural Heart, Newark Castle Gatehouse, and new opportunities through a revised Long-Term Plan for Towns Fund, as well as support for district wide schemes, with funding available through the UK Shared Prosperity Fund.</p>

1.0 Background

1.1 Members will be aware that investment in Newark over the last 5 years has been significant and has seen transformation change with the completion of catalyst Towns Fund and Newark Town Investment Plan (2020). This includes projects such as the Newark Air & Space Institute, Construction College Centre of Excellence and the YMCA Community & Activity Village. Further Towns Fund projects in the form of 32 Stodman Street, the Newark Castle Gatehouse and the physical improvement of Newark Market Place are also now progressing as the final tranche of projects within the Towns Fund programme. Projects have been delivered with and by partners with oversight by the Newark Town Board and this Council as the Accountable Body. Towns Fund interventions have been supplemented by the Newark Levelling Up Fund Round 1 (for the Newark Southern Link Road, (SLR), UK Shared Prosperity Fund, and the Council’s own capital interventions such as Castle House, Newark Buttermarket and 14 Market Place. Physical regeneration has, and will, continue to be supplemented by a range of events, animation and community activity. There are also new emerging opportunities for Newark, notably through the Long-Term Plan for Towns Fund.

2.0 Long Term Plan for Towns

2.1 In 2024, Newark was invited to participate in the Long-Term Plan for Towns (LTPT) initiative, whereupon the Council was allocated an in-principle sum by Government, of up to £20m over 10 years for the Town. This was based on the submission of a second Town Investment Plan covering up to the year 2034, with a required submission originally scheduled for August 2024. The Council, developed, supported and promoted the inclusion of a range of priority projects in this Plan. The final agreed priorities for the first 3 years of the Town Investment Plan were agreed at Cabinet in November 2024, as detailed in Table 1 below, with the exception of the roll over capital for projects.

2.2 **Table 1, Long Term Plan for Town Priority Allocations of Draft Investment Plan**

Capital Project	Grant Value for LTPFT in 3 Year Investment Plan	Revenue Project	Grant Value for LTPFT in 3 Year Investment Plan
Newark Market Place	£300,000	Community Grant Programme	£316,000
Newark Information Point	£90,000	Town Centre Events	£400,000
Upper Floor Conversion Grant	£800,000	Riverside Masterplanning	£55,000
Riverside Regeneration Dock	£450,000	Programme Management	£150,000
CCTV	£350,000	Feasibility Grants	£200,000
Roll over Capital for Projects	£1,711,000		
TOTAL	£3,701,000	TOTAL	£1,121,000

2.3 Following the latest change in Government, the LTPT programme paused, meaning a Town Investment Plan was not submitted. It is positive to note that the Government have confirmed that this will not be a permanent pause, stating that Newark will remain one of the towns that will be eligible to benefit from a repurposed and likely rebranded LTPT programme. It is expected that new guidance in the form of a Prospectus will be published in early 2025.

2.4 This detail for new guidance is unknown at the time of print. It will, however, likely require the submission of an updated Town Investment Plan based on priorities identified in a new prospectus. The Government also confirmed that capacity funding will be available in 2025/2026 (to focus on Investment Plan production) with delivery funding now flowing from 2026/2027, resulting in an additional one-year delay in receiving funding. It will not necessarily therefore follow that all the priorities detailed in the table above will remain. That said, any proposals within a revised Town Investment Plan are likely to still need the support of the Newark Towns Board and this Council. Further updates will be provided as and when the prospectus is published such that the Council can review and submit its priorities to the Newark Towns Board. The Council will continue to be represented as part of any such discussion by the Leader and Deputy Leader, supported by the Chief Executive, Deputy Chief Executive and Director of Planning & Growth.

2.5 **UK Shared Prosperity Fund (UKSPF) 2025/2026 (District-wide)**

2.6 Members will recall that in July 2022, the Government introduced the UK Shared Prosperity Fund (UKSPF) as the intended replacement for former EU structural funding. UKSPF committed three financial years of grant funding to Local Authorities, from April 2022 to March 2025, comprising both capital and revenue funds. UKSPF programme investment is designed to sit within three themes of Communities in Place, People and Skills and Supporting Local Businesses, with alignment to locally selected priorities across Newark and Sherwood.

2.7 In October 2024, the Government announced a one-year extension to the UKSPF programme for the delivery year 2025/2026, whilst longer term funding plans are

considered. It is important to note that in line with the 2022 East Midlands Devolution Deal, the Council will no longer act as the lead recipient for any future UKSPF allocation from April 2025 onwards. Instead, a regional UKSPF sum of £25m has been allocated to the East Midlands Combined County Authority (EMCCA) for the 2025/2026 financial year. It should also be recognised that overall, UKSPF will be reduced nationally by 40%, therefore this award reflects a lower figure than the collective sum of regional funding received to date. Officers continue to work closely with neighbouring authorities and EMCCA to help shape and influence future programme delivery, to secure best value for money and maximum impact for local places.

- 2.8 EMCCA recently confirmed their preference to adopt a 'matrix' approach to delivery throughout 2025/2026, passporting their 12-month UKSPF budget to Local Authorities, with additional funding set aside to facilitate regional commissioning. This includes an allocation of approximately £1.345m for Newark and Sherwood for 2025/2026 to support locally led activities, providing both capital and revenue funds. This award is subject to formal commitment to funding through EMCCA Board approval, expected to be confirmed in February 2025. To enable programme delivery to continue at the start of the next financial year, a budget of £433,000 revenue is required, funded by the incoming £1.345m UKSPF grant, to support a variety of projects across the UKSPF themes. This leaves a remaining capital balance of £912,487 of UKSPF, which can be added to the capital programme subject to a future report to Cabinet detailing the relevant proposed capital uses.

3.0 Castle Gatehouse Project

- 3.1 The Castle Gatehouse Project is one of the priority projects within the Town Investment Plan 2020 that has secured funding from the Newark Town Fund. This project will create an iconic destination attraction for the town, reinstating the original Romanesque Gatehouse as the entrance to the Castle, creating five gallery spaces plus a tower-top viewing platform and enhancing the gardens through new planting, improved biodiversity and accessible paths. It aims to boost footfall and dwell time within the town, creating both project and permanent jobs and multiple volunteering opportunities, and the project's activity plan will deliver inclusive, accessible and inspirational education and services and community co-created activities and events.
- 3.2 Over the last two years, the project has completed the Heritage Fund development phase and successfully applied for £1.4million delivery phase funding, an uplift of £200,000. The Towns Fund Full Business Case was also completed, securing £3.31million, an uplift of £310,000.
- 3.3 Across the length of the project, the volatility of the construction market has remained a high risk, exacerbated by the complexities of excavating on a site which is designated a scheduled monument, and which has potential archaeology dating back 900 years. Various approaches have been taken to mitigate this risk, including undertaking additional archaeological investigations and simplifying the construction design.
- 3.4 Following professional advice and a Quantity Surveyor pre-tender estimate, the tender process for the construction contract was undertaken over the Summer of 2024. All tenders returned significantly over the budgeted cost and discussions with the Quantity Surveyor are ongoing to ascertain why, however this does not alter the market position and tender returns. Consequently, the project has been awarded

value engineering exercise with the preferred contractor and the design team to identify options for cost reduction that do not impact negatively on the final outcome or compromise the integrity of working on such an historic site. This has achieved savings of £250,000, however the shortfall remains at £1,020,600 – an increase of the previously agreed cost of 18% (see table below).

	Budget (set Nov 2023)	Current Cost (Jan 2025)
Build Cost	2,237,570	3,470,286
Landscape and Lighting	718,035	718,035
Interpretation	570,764	570,764
Activity Costs	407,851	407,851
Fees, Surveys, Archaeology, Other	775,465	985,228
Contingency	564,282	564,282
Inflation	187,735	75,856
NLHF Development Phase	218,000	218,000
TOTAL Project Costs	5,679,702	7,010,302
NSDC Capital	1,069,562	
NLHF Development Phase	218,000	
NLHF Delivery Phase Grant	1,392,140	
Towns Fund	3,310,000	
TOTAL Confirmed Funding	5,989,702	
Variance Confirmed Funding to Revised Costs	1,020,600	

3.5 More radical options have also been considered, including omitting the multi-function building, however this space is integral to the schools learning programme, the activity plan and the business plan for the Heritage Fund. Without a suitable space such as this, the Heritage Fund project would be greatly compromised and the funding placed in jeopardy. The Business Case for the Towns Fund would also be compromised, with lower footfall and social value to contribute to the Benefit Cost Ratio (BCR) and failure to progress would mean a return of £3m to the Government of Town Fund. Therefore, these options have been discounted and not recommended.

3.6 This report is therefore proposing an additional £1,020,600 is added to the capital programme to enable delivery of this project. With this increase, NSDC’s overall contribution to the project will be 30%. Whilst a commitment for the full amount is required now to enable the project to progress in line with the funders’ timescales, the project team will continue to seek alternative funding streams to reduce this.

3.7 In order to comply with the Full Business Case requirements and previous recommendations at Cabinet, the BCR must remain above 1.4. Revised calculations in light of this additional cost place the BCR at 1.8.

4.0 Newark Cultural Heart (Newark Market Place Improvements)

4.1 The Newark Heart Project aims to support increased footfall, dwell time and an enhanced public space through a combination of a) Events production and animation of spaces (e.g. Lighting and Neurodiversity umbrellas) and b) Public realm improvements, essentially an improved Newark Market Place. The project will

originally led by Newark Town Council and transferred to Newark and Sherwood District Council in May 2023.

- 4.2 The Newark Heart events and animation programme continued in 2024/2025 with delivery partners Newark Town Council and Newark Cultural Consortium. A small underspend in 2024/25 has created an opportunity to develop an events programme with partners through a minimum contribution of £50,000 from the Newark Heart Revenue grant that will support the capacity to deliver a town centre events programme for delivery year 2025/2026.
- 4.3 Market Place improvements are part of a revised £3,703,737 overall approved Towns Fund budget in accordance with the Cabinet decision on 24th September 2024. It was agreed to increase the original Newark Cultural Heart delivery budget of £1,500,000 funded by Towns Fund Capital grant, by £2,203,737 (made up of a further £2,110,000 from the Towns Fund Capital grant and £93,737 from the Towns Fund Revenue grant). The agreed delivery budget to date consists of £3,610,000 Towns Fund Capital grant, with £56,548 revenue spent to date, and the remaining £37,189 committed.
- 4.4 The Council has now commissioned, with the support of Newark Town Council, the next stage of design work for the Market Place which aims to create available and affordable options to deliver the project. In order to keep on track to deliver the planned programme, some additional design work is required which cannot be funded via Capital grant, as it is reserved for the next stage of design work and is subject to completion of a Full Green Book Business Case (FBC). In simple terms, the Council would be required to fund additional revenue work streams, in order to conclude the FBC and unlock the full Towns Fund Capital funding. There is therefore an additional financial revenue ask of £100,000 to facilitate this work.
- 4.5 The Market Place remains a priority within the emerging Newark Town Centre Masterplan and Design Code and Newark Town Council as leaseholders of the Market Place and operators of Newark Royal Market remain aligned and involved in the design commissions.

5.0 **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.

Financial Implications (FIN24-25/3106)

- 5.1 Once more certainty is provided from Government on Long-Term Plan for Towns (LTPT), the projects listed in the table at 2.2 can be progressed and financial implications will be reported at the appropriate time.
- 5.2 At the time of this report, it is expected that UKSPF grant will be available of up to £1.345m in 2025/26. This is to be split £912,487 Capital to be made available to support some of the funding gaps in Capital projects that have progressed sufficiently enough to appropriately make use of the funds. The £433,000 Revenue will be used to

be added to the budget in 2025/2026 in preparation for Council on 6 March 2025. The proposals for the spend against the revenue budget is being reported in a separate report on this agenda.

5.3 The current budget and financing of the Castle Gatehouse is made up as follows:

Funding Stream	Capital £	Revenue £	Total £
NHLF Development	0	218,000	218,000
NLHF Delivery	1,253,620	138,520	1,392,140
Towns Fund	3,310,000	0	3,310,000
NSDC Borrowing	981,240	88,322	1,069,562
Total	5,544,860	444,842	5,989,702
Additional budget	1,020,000	0	1,020,000
Revised Total	6,564,860	444,842	7,009,702

5.4 The Castle Gatehouse project additional cost of £1.020m can be funded by the Change Management Reserve to ensure no further revenue implications.

5.5 The additional £100,000 revenue budget required can be funded by the Capital Feasibility Reserve. If other funding becomes available to support the additional cost of the Cultural Heart Market Place feasibility, the reserve will be replenished.

Legal Implications (LEG2425/3525)

5.6 Cabinet 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.

None



Report to: Cabinet Meeting: 18 February 2025

Portfolio Holder: Councillor Paul Peacock - Strategy, Performance & Finance
Councillor Claire Penny - Sustainable Economic Development

Director Leads: Sanjiv Kohli, Director - Resources
Matt Lamb, Director - Planning & Growth

Lead Officers: Neil Cuttell, Business Manager - Economic Growth & Visitor Economy
Sarah Husselbee - Programmes Manager

Report Summary	
Type of Report	Open Report / Non-Key Decision
Report Title	UK Shared Prosperity Fund 2025/26
Purpose of Report	To provide an update on the regional, and local delivery of UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF), from April 2025.
Recommendations	<p>That Cabinet:</p> <ul style="list-style-type: none"> a) note the contents of the report, including the updates associated with the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF); b) approve the proposed UKSPF revenue commitments detailed in Table 3 of this report, subject to; a) separate Cabinet approval of the budget of £433,000 required in 2025/2026, b) formal confirmation of the Council’s funding allocation, and c) any necessary funding due-diligence checks, including from the East Midlands Combined County Authority (EMCCA); c) note the ‘in-principle’ capital commitment of £912,487, detailed in Table 3 of this report, subject to; a) a future Cabinet report relating to the relevant project to seek approval to commit the funding within the Council’s Capital programme, b) formal confirmation of the Council’s 2025/2026 UKSPF allocation, and c) any required due-diligence checks from EMCCA; and d) approve the proposed underspend and change control process, as outlined in 1.15 of this report.

<p>Alternative Options Considered</p>	<p>There is the option for the Council not to accept any future UKSPF allocation and decide not to participate in delivery of the scheme. This is not recommended as it represents a missed opportunity to deliver impactful priority projects, that deliver the Councils community plan objectives.</p> <p>There is also the option not to commit funding to existing priorities identified within the current UKSPF programme. This approach is not recommended as it would likely fail to recognise the strategic investment priorities identified by the Council, and key stakeholders. This would also result in the withdrawal of valued support programmes for businesses and residents, linked to core services and mainstream skills provision.</p>
<p>Reason for Recommendations</p>	<p>The recommendations in this report are presented to enable continued delivery of the UKSPF strategic priorities identified by community partners, focussing on the commitment of funding towards projects that deliver the Council’s Community Plan objectives, the UKSPF sub-themes as set out by MHCLG, and to avoid gaps in community, skills and business support provision.</p>

1.0 **Background**

Current UKSPF/REPF Programme (2022 - 2025)

- 1.1 In July 2022, the Government introduced the ‘UK Shared Prosperity Fund’ (UKSPF) as the intended replacement for former EU structural funding. UKSPF committed three financial years of grant to Local Authorities, from April 2022 to March 2025, comprising both capital and revenue funds. UKSPF programme investment is designed to sit across three themes of Communities in Place, People and Skills and Supporting Local Businesses, with an overarching fund objective of ‘increasing life chances and improving pride in place’.
- 1.2 Following the announcement of UKSPF, the Government launched Rural England Prosperity Fund (REPF) in October 2022, referred to as a capital ‘top-up’ to UKSPF, for eligible rural areas. REPF aims to support unique challenges faced by rural communities and economies, with a focus on social isolation, rural economic growth and tourism, and access to opportunity. Both UKSPF and REPF are monitored and reported in a combined approach, however REPF is administered by the Department for Environment, Food and Rural Affairs (DEFRA), with UKSPF led by the Ministry of Housing, Communities and Local Government (MHCLG). In addition, REPF is an entirely capital grant scheme, initially announced for 2 financial years (2023-2025), and must be invested only in areas determined to be rural, by DEFRA.
- 1.3 In 2022, following approval from Cabinet, the Council submitted investment proposals to Government, in order to successfully draw down our pre-determined allocation of funding for Newark and Sherwood. The existing local UKSPF and REPF allocation, up to March 2025, is summarised in Table 1 below.

Table 1. Existing UKSPF and REPF Newark and Sherwood Allocation (2022-2025)

	2022/2023	2023/2024	2024/2025	Total
UKSPF	£399,360	£798,720	£2,092,626	£3,290,706
REPF	n/a	£445,708	£445,708	£891,416

- 1.4 Whilst the Council acts as the Accountable Body for the fund, the development of delivery plans followed consultation with strategic and community partnerships to determine local priorities for investment. This included the use of existing platforms such as the local Employment and Skills Board, N2 Economic Growth working group, as well as additional targeted engagement with rural partners such as RCAN, NFU and CLA, for the purpose of REPF. The programme is overseen at a strategic level by a UKSPF Community working group, enabling bi-annual high-level consultation and engagement relating to local investment priorities. These priorities cross over a variety of UKSPF themes and interventions and are summarised below.

Table 2. Existing Local UKSPF/REPF Priorities (2022-2025)

Local UKSPF Priorities	UKSPF Theme	NSDC Community Plan Objective
Funding to support businesses to start-up, scale-up, innovate and improve sustainability including business advice, specialist services and grants.	Supporting Local Businesses	Objective 3,6
Funding for strategic regeneration schemes and improvements to community assets, including capital and feasibility investment.	Communities and Place	Objective 7
Funding for social action and volunteering projects including supporting ASB, health and wellbeing and environmental sustainability.	Communities and Place	Objective 1,4,5,7
Funding to support the visitor economy including improvements and events in town centres, or investment in tourism and heritage sites.	Supporting Local Businesses/Communities and Place	Objective 4,7
Funding to support residents in employment to upskill within the workforce and address local skills gaps.	People and Skills	Objective 3
Funding to support those furthest away from the labour market to develop skills and gain employment including economically inactive residents and young people at risk of, or already considered NEET.	People and Skills	Objective 3

- 1.5 In October 2022, Cabinet provided delegated authority to the S151 Officer and Director of Resources to approve UKSPF project commitments, in consultation with the Portfolio Holder for Sustainable Development, in accordance with the Investment Plan. A significant proportion of the funding was then awarded as grants to organisations within Newark and Sherwood, following competitive, themed funding calls, that aligned to the priorities identified. This is in addition to projects delivered directly by the Council, utilising in-house teams or through procurement and commissioning.
- 1.6 The Council has collected and continues to evaluate a significant amount of data and case studies regarding initial programme successes, and the local impact of investment. Example high-level achievements of the fund as recorded to date, are listed below, with further information to be available upon programme completion and evaluation.
- 342 businesses supported
 - 91 jobs safeguarded
 - 24 jobs created
 - 28 businesses decarbonisation plans developed
 - 63 businesses with improved sustainability
 - 85 businesses with improved productivity
 - 6 new businesses created
 - 266 residents gaining life skills
 - 42 economically inactive residents newly in job searching
 - 162 residents completing training courses or obtaining qualifications
 - 653 residents volunteering
 - Over 3000 trees planted
 - 120 community events delivered
 - 15 community facilities created or improved

Future UKSPF/REPF Programme (2025-2026)

- 1.7 In October 2024, the Government announced a one-year extension to the UKSPF programme for the delivery year 2025/2026, whilst longer-term funding plans are developed and considered. Following this, some minor amendments were made to the fund prospectus in order to reflect the latest Government Missions, and alignment to new 'sub themes' and reporting metrics, however the principle aim and purpose of the fund, remains as known to date.
- 1.8 It is important to note that in line with the 2022 East Midlands Devolution Deal, the Council will no longer act as the lead recipient for any future UKSPF allocation from April 2025 onwards. Instead, a regional UKSPF sum of £25m has been allocated to the East Midlands Combined County Authority (EMCCA) to administer for the 2025/2026 financial year. It should also be recognised that overall, UKSPF will be reduced nationally by 40%, therefore this award reflects a lower figure than the collective sum of regional funding received to date.
- 1.9 EMCCA recently proposed to adopt a 'matrix' approach to delivery throughout 2025/2026, passporting their 12-month UKSPF budget to Local Authorities, with additional funding set aside to facilitate regional commissioning. This includes a UKSPF allocation for Newark and Sherwood of £1.345m from April 2025, with a requirement to spend by March 2026. This excludes any future REPF that may be granted to the area.

as an extension or replacement, beyond March 2025, is unconfirmed by Government, at this stage. The proposals set out by EMCCA, provide Local Authorities with the ability to continue to invest flexibly in their interventions across the three priorities of Communities and Place, People and Skills and Supporting Local Businesses.

- 1.10 The Government are not requesting that places submit revised Investment Plans for delivery throughout 2025/2026, and instead refer to the 12-month extension as a 'transition year', to allow the continuation of activity alongside the development of devolution related planning. It is therefore suggested that the Council continues to prioritise the existing local interventions detailed in Table 2, for programme delivery throughout 2025/2026. In addition, the selected fund priorities demonstrate alignment to corporate Community Plan objectives and have the proven ability to achieve substantial outcomes for local communities and businesses. In agreeing this approach, it should also be considered that the withdrawal of funding for these initiatives, would result in failure to deliver priorities identified by key stakeholders, and the termination of a number of key support schemes valued by communities, residents and businesses. Many of these activities were previously funded through European Structural Funds, are linked to core services such as DWP, and have existed in some form for many years.
- 1.11 As a result of the overall reduction in budget, it will not be possible for all projects currently supported through UKSPF, to receive funding from April 2025. It should, however, be noted that a significant number of projects have now completed, or short-term funding was allocated to build community capacity, undertake feasibility, or pilot activity to demonstrate impact and build longer term financial sustainability. Additionally, some activity relating to business start-up, innovation, and inward investment will be procured on a regional basis by EMCCA from April 2025. When streamlining activity, it is suggested that projects falling within these categories, are firstly excluded from the local funding proposals for 2025/2026.
- 1.12 Both financial sustainability, and match funding were considered as a key factor throughout the original project proposal process, however some projects, due to their participant base, and non-for-profit nature, are reliant on some form of funding to ensure the service is not withdrawn. This is particularly applicable to projects that are designed to address local gaps identified within the mainstream skills offering, or services provided by the voluntary sector. It is therefore recommended that several projects are selected for one year of additional funding, based on their ability to meet the following principles:
- 1) Delivery of a local UKSPF priority intervention, as summarised in Table 2.
 - 2) Proven ongoing community, skills or business services, that require funding to avoid withdrawal, OR; existing corporate priority projects with known outstanding match requirements.
- 1.13 With the above in mind, Table 3 below, sets out the proposed local UKSPF financial commitments for throughout 2025/2026, and the associated 'UKSPF sub-theme' in accordance with the latest Government guidance. Recommended commitments or grant offers will include match funding where possible and will be subject to all associated due-diligence processes, including with EMCCA.

Table 3. UKSPF 2025/2026 Proposed Local Commitments

Project	Delivery Approach	Proposed Commitment	UKSPF Sub-Theme
<p>Small Business Grant Scheme Grants to support small business productivity and sustainability.</p>	Grant application, appraisal, and monitoring process to be led by Economic Growth.	£100,000 Revenue	Advice and support to businesses
<p>NSDC Business Advice Service Bespoke specialist advice and guidance for businesses across the district.</p>	Extension of an existing Service Level Agreement with Nottinghamshire County Council.	£25,000 Revenue	Advice and support to businesses
<p>LUF 3 Sherwood Capital Programme Contribution towards the Clipstone/Ollerton Town Centre regeneration scheme, addressing known match funding requirements, subject to a separate report to Cabinet relating to the projects.</p>	Direct delivery, led by Economic Growth and Regeneration.	£912,487 Capital	High streets and town centre improvements Inclusive communities, bringing communities together
<p>Alternative Education & Skills Development Project Following pilot in 24/25, the provision of a bespoke skills development scheme, supporting targeted communities that are disengaged, or unable to access mainstream AEB or UKSPF funded skills provision, through bespoke learning and engagement solutions.</p>	Direct delivery, led by Community Development.	£50,000 Revenue	Support for people to progress towards in employment. Support for young people considered, or at risk of being NEET.
<p>Community Tree Nursery Scheme Dedicated resources to coordinate the district wide tree planting, community volunteering and educational/environmental programme, through the tree nursery known as 'Sherwood Seedbank'.</p>	Grant award to the Sherwood Forest Trust Charity.	£40,000 Revenue	Inclusive communities, bringing communities together

'Re-New' Project Educational opportunities and adult learning courses for eligible economically inactive residents across the district, such as ESOL, Maths, English, IT, and creative activities.	Grant award to Inspire, Culture and Learning.	£49,000 Revenue	Support for people to progress towards in employment
'Grow' Project Traditional employment support for eligible economically inactive residents across the district including jobs searching, CV writing, interview prep, volunteering, signposting, key-worker referrals, advice and guidance.	Grant award to Framework Housing Association.	£45,000 Revenue	Support for people to progress towards in employment
'Boosting' Project Employment and skills support for residents in employment, including access to bespoke training solutions and courses to help employees progress within the workplace.	Grant award to Lincoln College Group.	£50,000 Revenue	Employment related skills
'Golden Thread' Project Continued delivery of the youth volunteering project, working with local schools and community groups to support young people at risk of, or considered NEET, to access volunteering.	Grant award to Newark and Sherwood CVS	£20,000 Revenue	Support for young people considered, or at risk of being NEET.
M&E (4% fixed) Management and evaluation budget to support resourcing, programme monitoring, and government reporting, marketing, evaluation and other operational costs required to deliver the programme. Fixed 4% allocation set by MHCLG/EMCCA.	Managed by Economic Growth and Visitor Economy.	£54,000 Revenue	N/A
Total = £1,345,487 (£433,000 Revenue/£912,487 Capital)			

1.14 In accordance with the Government Grants Functional Standard, all grants awarded to external organisations should be competitive by default, unless direct awards are justified by exception. The proposed five grants detailed within Table 3 of this report would be awarded on a direct basis, however only as an extension to existing grant funded activity, previously awarded through a robust competitive application process. The justification of a direct award approach acknowledges the potential negative impact an additional

competitive funding process may have upon delivery of programme activities and key resident services, following the late notice of funding confirmation and requirement for spend by March 2026. This includes expected loss of resource from partners, due to the absence of, or uncertainty of funding, as well as market disruption and in some cases, a bottleneck of referrals whilst provision is paused and time is taken to prepare, appraise and award grants via an open call (estimated up to four months). Likewise, it is likely that new projects would require several months lead in time to establish effective delivery and referral mechanisms, reducing the 12-month activity period further and subsequent value for money associated with skills and volunteering projects. It is therefore reasonable to conclude that on this occasion, the cost of approaching the market through a competition would likely exceed the benefit to be gained from competition between applicants.

- 1.15 To enable flexible and responsive delivery, it is recommended that any underspends or required changes to commitments that may occur, are pre-approved to be re-directed into alternative projects detailed within Table 3, as required, and up to the collective value of £50,000, or otherwise presented to the S151 Officer, for approval, where this limit may be exceeded.

2.0 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 (LEG2425/6848)

- 2.1 The Localism Act 2011 under section 1 gives the Council the "power to do anything that individuals generally may do", and may do it "for, or otherwise than for, the benefit of the authority, its area or persons resident or present in its area". These powers give the Council the power to award extended grant funding to deliver projects such as those outlined in this report.
- 2.2 The original grants were awarded following a competitive process and therefore complied with the requirement that the grant award process be open and transparent. Whilst the extensions have not been subject to a competitive process, they were unforeseen at the time and amount to individual awards below £50,000. There are compelling and legitimate (and auditable) economic reasons outlined within this report explaining why it would be inappropriate to seek a further competition and accordingly there is a legitimate and justifiable basis to award the grant extensions.
- 2.3 All grant funding will continue to be subject to grant funding agreements between the Council and Recipient to ensure both compliance with UKSPF grant requirements and that any risks are identified and mitigated and that all legal compliance required by the Recipient is made explicit.
- 2.4 The Council has obtained advice relating to Subsidy Control to ensure proposals are compliant with the UK Subsidy Control Regime. All grant recipients will be required to confirm all grant activity remains compliant with the UK Subsidy Control Regime, prior to award of grant.

2.5 Cabinet is the appropriate body to consider the content of this report.

Financial Implications (FIN24-25/4451)

2.6 The Council have been awarded £1,345,487 for UKSPF in 2025/26, assumed by EMCCA to be split £589,492 Capital and £755,995 Revenue based on minimum Capital threshold to be met, however it is possible to amend these allocations, providing minimum capital thresholds are met.

2.7 It is therefore proposed to use £912,487 Capital and the remaining £433,000 Revenue in line with the Table 3 above. A budget of £433,000 covered in a separate report on this agenda, will be available (fully funded by the grant) in 2025/26 to facilitate the proposed commitments.

2.8 Use of the £912,487 Capital will be subject to separate future reports to Cabinet on individual schemes reporting a need for additional budget.

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.

Levelling Up White Paper, 2022

Levelling Up Fund Prospectus and Guidance, 2022

Sherwood Levelling Up Bid, July 2022

Cabinet Report, Levelling Up Submission and UK Shared Prosperity Fund, June 2022

Cabinet Report, Sherwood Levelling Up, Long Term Plan for Towns Fund and UKSPF / UKRPF Fund Update, November 2024

Government Grants Functional Standard

<https://www.gov.uk/government/publications/grants-standards/5-competition-for-funding-html>



Report to: Cabinet Meeting: 18 February 2025

Portfolio Holder: Councillor Claire Penny - Sustainable Economic Development

Director Lead: Matt Lamb, Director - Planning & Growth

Lead Officer: Matthew Norton, Business Manager - Planning Policy & Infrastructure, Ext. 5852

Report Summary	
Type of Report	Open report / Non-Key Decision
Report Title	Southwell Amended Neighbourhood Plan
Purpose of Report	<ul style="list-style-type: none"> To update Cabinet on the progress of the development of the Southwell Amended Neighbourhood Plan. To approve the District Council consultation response to the Southwell Amended Neighbourhood Plan.
Recommendations	That Cabinet approve the District Council consultation response to the Southwell Amended Neighbourhood Plan as set out in Appendix A of this report.
Alternative Options Considered	It is necessary for the District Council to run the Regulation 16 Consultation on the Southwell Amended Neighbourhood Plan because Southwell Town Council have submitted a Neighbourhood Plan proposal under Regulation 15 (1) of The Neighbourhood Planning (General) Regulations 2012. Officers' comments are necessary to address issues around consistency with national and local planning policy, and to improve the precision and effectiveness of the Neighbourhood Plan in reaching decisions on development proposals in Southwell Parish.
Reason for Recommendations	To allow District Council to submit a consultation response on the Southwell Amended Neighbourhood Plan.

1.0 Background

1.1 The current Southwell Neighbourhood Plan was 'made' (adopted) in 2016 and since that point has formed part of the Development Plan for Newark & Sherwood- being used to assist in the determination of planning applications in the Neighbourhood Area. Since 2020 Southwell Town Council as the 'Qualifying Body' in this instance has been carrying out a review of the current Plan with the intention of modifying it and replacing it with an Amended Neighbourhood Plan.

- 1.2 The first formal stage in this process was the public consultation carried out under 'Regulation 14' of the Neighbourhood Planning (General) Regulations 2012 (the Regulations) between 25 July and 26 September 2023. The District Council provided a detailed response (**Appendix B** to this report) at that stage, with Planning Policy Board having considered the draft response before Cabinet provided approval for its submission.
- 1.3 Following this, Southwell Town Council submitted a Submission Draft version of the Neighbourhood Plan to the District Council under Regulation 15 of the Regulations. This submission met the requirements under Regulation 15, and so the District Council published the Neighbourhood Plan for comments under Regulation 16 of the Regulations. The period within which representors can make submissions concludes on the 19 February 2025.

2.0 Proposal/Details of Options Considered

- 2.1 District Council Planning Officers have prepared comments on the Submission Draft version of the Amended Neighbourhood Plan and these are attached as **Appendix A**. The Submission Southwell Amended Neighbourhood Plan and its proposed Design Code can be seen on the District Councils website.
 - [Submission Southwell Amended Neighbourhood Plan](#)
 - [Submission Southwell Amended Neighbourhood Plan – Appendix 1 Design Code](#)
 - [Submission Southwell Amended Neighbourhood Plan – Appendix 1 Design Code Addendum](#)
 - [Design Assessment Evidence Base Document](#)
- 2.2 The Town Council has responded to a number of the significant concerns outlined at the previous stage, making amendments in line with the District Councils suggestions. This is particularly welcomed and reflects the positive engagement and input provided into the process.
- 2.3 Through the proposed response many of the points raised could be straight forwardly addressed by the Independent Examiner recommending either minor or more detailed modifications. Beyond this however areas of more significant concern have also been identified, which if left unaddressed will limit the effectiveness of the proposed Amended Neighbourhood Plan and present severe challenges to the District Council in seeking to implement it as part of the Development Plan.
- 2.4 The proposed Design Code represents one of the more significant areas of concern – with the District Council's comments from the previous stage not seeming to have been accepted. It is questionable whether some of the proposed content represents 'design coding' in its truest sense (a set of simple, concise, illustrated design requirements that are visual and numerical wherever possible to provide specific, detailed parameters for the physical development of a site or area). Whilst many of the design requirements also vary between either being too vague, or too precise and prescriptive. Parts of the Code also seek to control matters which sit outside of the Planning system.

- 2.5 Content included around Housing Mix, Type and Density requires greater flexibility to be implementable and the proposed requirement to remove permitted development rights from smaller dwelling types granted permission is considered disproportionate and as unlikely to meet the national tests around Planning Conditions. Removal of those rights would require the submission of planning applications for forms of householder development which would otherwise not need permission.
- 2.6 The necessary supporting evidence for the proposed designation of Local Green Space through the Neighbourhood Plan was not initially submitted and has now been provided. All consultees have been informed of this additional information.
- 2.7 Proposed policy content covering Green Infrastructure and Biodiversity is lengthy, and in order to assist implementation would benefit from being redrafted into a more easily interpretable format.

Next Steps

- 2.8 Where an existing Neighbourhood Plan is being 'modified' then there are 3 types of modification which can be made;
1. Minor non-material amendments;
 2. Material modifications which do not change the nature of the plan; and
 3. Material modifications which do change the nature of the plan.
- 2.9 The process to be followed differs for each type of modification, and the Town Council have previously been of the view that whilst the modifications proposed are 'material' they do not change the nature of the Neighbourhood Plan, as originally 'made' in 2016. However, the proposed introduction of a Design Code would on its own (ignoring the potential effect of other amendments proposed elsewhere) mean that the nature of the Plan would be fundamentally changed. This would mean that the amended plan would require both independent examination and a referendum before being 'made'. However, it is ultimately the decision of the independent Examiner to determine the effect of the proposed changes and what process will need to be followed.
- 2.10 Further engagement will take place with Southwell Town Council following the Cabinet meeting to discuss the content of the District Council's response, representations made by other parties and establish whether they wish to proceed onto examination. Should this be the case then an Examiner will be appointed.

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.

Financial Implications – FIN24/25/9302

- 3.1 The District Council is responsible for the costs associated with the ensuing stages of examination and referendum of the Southwell Neighbourhood Plan. Funding from Central Government is available to cover these costs.

Legal Implications (LEG2425/4944)

- 3.2 Cabinet 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.

Submission Southwell Amended Neighbourhood Plan.

Telephone: 01636 650000
Email: PlanningPolicy@newark-sherwooddc.gov.uk
Your ref:
Our ref:

Dear Examiner,

Date

Southwell Amended Neighbourhood Plan – Regulation 16 Stage District Council Response

This letter provides the formal response from the District Council to the Regulation 16 stage of the Southwell Amended Neighbourhood Plan (ANP), and follows detailed input provided at the Regulation 14 consultation (appended).

In seeking to update the existing Neighbourhood Plan (NP) there are 3 types of modifications which can be made;

1. Minor non-material amendments;
2. Material modifications which do not change the nature of the plan; and
3. Material modifications which do change the nature of the plan.

The process to be followed differs for each of the types of modification, and the Town Council have been of the view that whilst the modifications proposed are ‘material’ they do not change the nature of the Neighbourhood Plan, as originally ‘made’ in 2016. It has been previously stated that no substantial additional areas of land for development have been allocated, and that the Plan’s approach towards development and conservation has not been fundamentally altered. However, the proposed introduction of a Design Code would on its own (and setting aside the effect of other amendments proposed elsewhere) mean that the nature of the Plan would be fundamentally changed.

This would mean that the amended plan would in the view of the District Council require both examination and a referendum. However, it is ultimately your decision as independent Examiner to determine the effect of the proposed changes and process to be followed.

General Comments

Please note that although due to transitional arrangements it may not be necessary to amend the document to take account of changes to the NPPF, it is recommended that the Qualifying Body may be content to do so because it will make it a more useful, up-to-date and comprehensible document.

It is clear from reading the submission ANP that there a number of presentational, formatting and spelling issues which would require addressing to aid the implementation of the plan. These can be picked up through minor amendments prior to a referendum, and have not been listed as part of this response.

Introduction

Paragraph 1.12- the examination of the Amended Allocations & Development Management DPD is currently underway, with the hearing sessions having concluded in November 2024. A further update on progress will be provided prior to the examination of the ANP, to inform a minor amendment prior to referendum.

Paragraph's 2.9 and 2.19- a further update on housing completions and Town Centre vacancy rates will also be provided.

Policies

Policy SD1 – Delivering Sustainable Development

Regulation 14 stage comments addressed.

Policy E1 – Flood Risk Assessments and Mitigation

Regulation 14 stage comments addressed. Minor amendment is suggested to paragraph 6.3 to remove specific reference to an officer at the Lead Local Flood Authority- 'Ross Marshall', a general reference to Nottinghamshire County Council would be more appropriate.

Policy E2 – Flood Resilient Design

No comments – the policy has been subject to amendment in line with advice from flood risk stakeholders.

Policy E3 – Green Infrastructure and Biodiversity

From an implementation perspective the policy is unwieldy (covering some 5 pages) and will be very difficult to implement in an effective and precise way. It is recommended that to aid implementation the proposed policy is redrafted into a more easily interpretable format – potentially being subdivided into smaller but related policies.

Criterion E3.1, it is considered that the wording here could be more precise. In terms of the final paragraph- demonstration of the mandatory minimum 10% net gain comes with discharge of the

general Biodiversity Gain Plan condition, which is a post permission condition. Government guidance is that it would not normally be acceptable to refuse a planning application on the basis that it was considered that an applicant would not be able to discharge their Biodiversity Gain Plan condition. It is therefore suggested that this final element of 3.1 be amended to reflect this or deleted.

Proposed wording at E3.2 has responded to comments made at the previous stage. There is however another element to the 'anti-trashing' rules, which relates to activities that have taken place on or after 25 August 2023 in accordance with an existing planning permission and there is then another planning application that is subject to mandatory BNG. Whilst this is covered by part of paragraph 6A of Schedule 7A of the TCPA 1990, and so would be enforced through the broader planning process, for completeness consideration could be given to additional wording here.

E3.6- It is noted that the most recent iteration of the NPPF now provides additional support for some of the proposed policy content.

d) minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures and incorporating features which support priority or threatened species such as swifts, bats and hedgehogs" [Para. 187 d)]

However, the use of 'must' be retained seems somewhat inflexible, and there may be instances where such loss can be justified and addressed via fulfilment of BNG requirements.

E3.7- Previous comments have been taken account of, though would this requirement if applied in all instances prevent sections being taken to provide for access? This would seem to be a disproportionate constraint on future development. The specific and demonstrable need for a minimum 8m width to buffering is also questioned.

Para 6.22a, the wording here should be amended in order to make it more precise – the use of 'obligation' is not appropriate. Framing this around future round of plan-making taking full account of the biodiversity value of sites, and there being 'in-house' capacity at the District Council to support this would be more appropriate.

Para 6.25 – The first sentence requires amendment to make it reflect how practicably the relevant policy content can be implemented. Currently it states that the Neighbourhood Plan needs to protect hedges on development sites which do not fit these criteria along with trees and other vegetation of ecological, historical or landscape importance. Rather than 'protect' this ought to be framed around providing the basis for the importance of these features being recognised, and appropriately managed as part of future development – including their protection where appropriate.

Policy E4 – Public Rights of Ways and Wildlife Corridors

Amendments have been made to criterion 4.1, which would result in public rights of way seeking to be retained in situ in all instances. This is considered to be too inflexible, and that whilst development proposals should seek to start from this position it may not ultimately be possible/appropriate in all instances. There may be occasions where a diversion is an acceptable solution- and so the policy should reflect this.

No objections are raised to the proposed amendments to criterion 4.2.

Updates to criterion 4.3 seek to address comments made by the District Council at the Regulation 14 stage, and would introduce additional specific requirements around the design of Public Rights of Ways and Cycle Paths. These amendments cite 'draft' Nottinghamshire County Council highways design guidance to support their implementation. It is not clear what guidance is being referred to here, and the reliance on draft standards would not be appropriate. Many of the design requirements would however be consistent with the approach in the County Council's [Developer Contributions Strategy](#) (April 2024), and so it is queried whether this is the source that should be referenced? The references within the criterion to surfacing for public footpaths and bridleways should be amended to 'appropriately surfaced', so that the distinctions around urban/residential areas and bridleways subject to equestrian use outlined in the Developer Contributions Strategy are reflected.

The amendments to criterion 4.4 address the District Council's comments at the Regulation 14 stage.

Criterion 4.5 would see new text introduced, around the alignment of new Public Rights of Way or their re-alignment through development avoiding the use of estate road where possible, and preference being given to paths through landscape of open space. No objection is raised, though there is also the reference to 'draft' County Council Highways guidance, which would prompt the same issue as above.

The new requirements in criterion 4.7 appear to repeat those included within 4.3 – and so the need for this additional content on the design of cycle paths is questioned – where nothing is added then it risks making the proposed policy repetitious and more cumbersome to implement. The use of the 'note' in the policy wording is also not considered appropriate, and this ought to just form a final sentence to the requirement.

Paragraph 6.35 in the supporting justification repeats national planning policy, and the specific paragraph references may become out of date. Indeed, it is the case that under the transitional arrangements the Amended Neighbourhood Plan will be examined against the previous version of national policy. For instance, the referenced paragraph 104 is now 105 and 110 has become 111 within the current Framework. It is suggested that for the sake of clarity and to ensure the wording does not become outdated that this is replaced through a more generic form– which references the consistency with national policy and guidance on the protection and enhancement of Public Rights of Ways and provision of attractive and well-designed walking and cycling networks.

Policy E5- Green Link

New content is proposed for inclusion within the policy, this is however minor in nature and would reflect a more appropriate form of wording.

Policy E6 – Climate Change

To be precise and effective, criterion E6.1 should also make mention of the Solar Energy SPD in addition to the Wind Energy SPD.

The amendments in E6.2, which remove the energy efficiency standards proposed at the Regulation 14 stage are welcomed.

Criterion E6.5, the District Council's comments made at the Regulation 14 stage- concerning the previously proposed water efficiency standard would be addressed through the amendments.

Policy DH1 – Design Codes

Criterion DH1 V.- it is questioned how development could be consistent with the 'well-being' of the local community, and what this imprecise term would mean in practice in terms of the design of new development. There may be the risk that it could be used to make the case for low standards of design- where there is a 'well-being' case.

Criterion DH1.2 is not considered to be a design policy, and is focussed on the planning of Main Town Centre Uses, it would be inconsistent with national and local planning policy in that regard which would require application of the Sequential and Impact Tests at the scale of development which could be considered as creating an alternative centre. Whilst it is unlikely, it cannot be ruled out that such proposals would be able to pass those tests and so justify that new centre in retail planning terms. This criterion should be deleted.

Criterion DH1.3 and 1.4 – the use of 'operative' is considered to lack clarity here. In terms of DH1.4 this is negatively framed and ought to be re-framed to positively support development which meets the Design Codes. The purpose of Design Codes is to provide certainty over what will be supported- and so the policy should reflect this. Clearly design is an important issue and capable of justifying the refusal of any application on those grounds alone. Nevertheless, there may be occasions where other factors are deemed to outweigh the harmful impact from design which is inconsistent with a Design Code – especially where that non-compliance may be marginal (in those instances there may not be the need for meeting its requirements in an alternative form). It is considered that these two criteria require redrafting to better positively support the implementation of an appropriate Design Code.

Criterion DH1.5 – is this proportionate to require of all forms of development? For minor forms it will be quickly evident to the decision-maker whether the relevant requirements of the Code have been met.

Design Codes (Appendix 1)

It is noted that the Submission ANP has been updated and includes proposed detailed design coding in Appendix 1, with an addendum in a further appendix to explain when the codes should be used. Published alongside the Regulation 16 stage is a separate 'Design Assessment' evidence base document which underpins and provides the background to the Codes. Through provision of this information the concerns raised at the Regulation 14 stage over the availability of supporting information for the proposed Design Codes have been addressed.

From a practical implementation perspective, the addendum defines when the Codes will be applicable via reference to 'Countryside' and 'Settlement Focus Areas' however mapping showing their locations is only found within the supporting 'Design Assessment'. In order to aid the implementation of the Design Codes then this mapping should also be included within the Code Appendix.

The District Council provided comments in response to the Regulation 14 stage and it is noted that the content of the codes remains unchanged. Accordingly, the comments raised at the previous stage remain relevant, and the District Council continues to have strong concerns over the proposed

content and whether the Codes will be able to be effectively implemented. Indeed, it is questioned whether some of the content truly represents design coding in the truest sense, and whether it would be more appropriately considered 'guidance'. As outlined through the National Model Design Code – a Code is a set of simple, concise, illustrated design requirements that are visual and numerical wherever possible to provide specific, detailed parameters for the physical development of a site or area. Many of the design requirements vary between either too vague and not providing detailed parameters for development, or too precise and prescriptive removing the potential for creative solutions. There is also a frequent tension between parts of the Code that expect development to incorporate the local vernacular, and other content which seeks the avoidance of 'mock historic styles'. Particularly in the latter part of the Code there is a tendency to stray into areas which sit outside of the scope of the planning system to control and/or are not matters of design.

The District Council remains committed to supporting the development of a Design Code, but considers that the introduction of a Code that proves ineffective or which stifles creativity will be unlikely to raise the standard of design across the Neighbourhood Area. The risk inherent to Design Coding, is that it serves to reinforce a perceived need for 'safe' forms of design and promotes identikit development. Successful Design Coding will manage the balance between respecting existing local character and an ability to support sympathetic contemporary design. In order to overcome the District Council's concerns it is considered that there is the need for a significant redrafting of the Design Code.

Detailed comments on the proposed codes are provided below – repeating that provided at the Regulation 14 stage where necessary.

Definition of Settlement and Countryside Focus Areas: The Countryside Focus Area ('functional countryside') includes Norwood Park, which is an unregistered park and garden – which doesn't seem appropriate.

Heritage Assets (HA): In terms of the titling, it is considered that 'Historic Environment' would be more appropriate, in that the content does not specifically relate to heritage assets themselves as such, but rather the broader historic townscape and the surrounding landscape.

The reference to 'low quality designs' in the second bullet point is considered imprecise and requires reference to how this would be defined. It is assumed that this will be framed against compliance with the Design Codes? But if that is the case this should be stated.

Bullet point 4 would require new development to seek to incorporate elements of the local vernacular. This may act to limit the potential for high standard new contemporary architecture and be interpreted as providing support for 'pastiche'. It is considered that 'respect' local vernacular would be more appropriate.

Bullet Point 5 concerning advertisements doesn't read like design coding – but rather a non-specific form of guidance. What are the specific parameters that exterior advertisement and signage would need to meet?

Layout General (LG): The reference to 'gappy silhouettes' in the first bullet point is an imprecise term, and greater explanation and/or graphical explanation of what is meant would aid the implementation of this part of the code. This doesn't appear to have been covered within the supporting 'Design Guide' either.

Content within the third bullet point around creating variation within a street scene may not always be appropriate to the wide variety of contexts this code is intended to apply to (all but one of the focus areas). For example, Georgian architecture is typically defined by symmetry/regimented facades.

Corner buildings are addressed within the 4th bullet point, and it is considered that greater flexibility is required here. Approaches necessary for an area of transition (for instance the prominent gateway locations referred to) will be different to those within an urban context. There is a similar issue with the coding on blank gables in the 5th bullet point, which can also work in the right context.

As outlined earlier, this Code would be subject to almost universal application across the Neighbourhood Area- and so the suitability of this with regards to the final bullet point is questioned. Does the spacing of development within all parts of the Town need to reflect a 'rural character', is this genuinely the form of character across the Town? Is there the need for long distance views of the countryside from the public realm to be maintained/provided for in all instances?

Context (C): Through the 2nd bullet point it is considered that 'sympathy' would be a more appropriate form of test rather than requiring *compliance* with the existing character of the area... again the inflexibility has the potential to stifle the potential for creative design approaches which whilst sympathetic to local character do not merely repeat it. This could have the undesired effect of promoting unimaginative and safe design rather than raising standards.

The reasonableness of the 5th bullet point around avoidance of 'too many identical or similar house types' is strongly questioned. There is the potential to instead turn the code into one which supports and encourages diversity.

Some of the wording in the final 6th bullet point requires improvement. It may not just be 'local intimate views' which are relevant to proposals within the extents defined through the 'Southwell Protected Views' policy (So/PV) in the Allocations & Development Management DPD. There are longer distance views which may be relevant to the interplay between heritage significance and landscape. The approach of restricting it to a more localised consideration of views is inconsistent with the existing Development Plan policy. Would 'heritage assets' not be a more appropriate form of wording than 'historic artefacts'? Ultimately it is not clear whether the first part of the code is actually necessary, given it merely seeks to repeat existing policy elsewhere? It could simply reference the need to address the Conservation Area and protect views in line with the provisions of Policy So/PV – and retain the second part in outlining what forms of demonstration may be appropriate.

Building Typology (Codes FA, TP, SDP and DP): The 4 codes all provide content around the design of parking for different residential building typologies. This content should be removed and re-located into a consolidated parking code, which takes the detailed design guidance within the [Residential Cycle and Car Parking Standards SPD](#) and forms it into Design Coding. In some areas the proposed codes don't seem to reflect the more detailed guidance available within the SPD (the content around parking courts being an obvious example).

Materials: Colours (MC): The code requirements seem unreasonable/ potentially redundant. There would be the concern over whether the LPA could also reasonably enforce against this, and whether there is actually sufficient consistency in colour as a starting point to make the approach practical?

Types of Materials (TM): It is not considered reasonable to include the requirements around render and asking for handmade brick in a new build project. The reference to ‘a simple and neat approach to detailing’ lacks precision and clarity. Through the final bullet point boundary treatments are addressed and would be necessary to distinguish private and public spaces, but would it be reasonable to resist fences to the rear of properties away from the public realm?

Historic / Heritage Detailing (HHD): It remains the case that the District Council considers this code to be poorly worded and defined, and that it requires significant redrafting. Applicants are likely to be confused by the imposition of design parameters given other aspirations in the code. There is a contradiction with Code F where the latter asks for development to accord with the surrounding townscape. Similarly, there is further contradiction with the window and roof design codes which ask designers to replicate traditional forms.

Windows and Doors (WD): The detail around use of hardwood and softwood doors and the avoidance of aluminium, UPVC and tropical hardwood windows seems to be unreasonable, and potentially lacking justification for its application across the entire area covered by the code, given the range in character that can be found across the Town. Indeed, in terms of tropical hardwood Idigbo or Sapele hardwoods are often found to be acceptable for use in historic buildings.

Roofscapes (R): The first bullet point outlines that hipped or half-hipped roof are found to a lesser extent and so should be used ‘sparingly’ – what does this mean in terms of implementation? Are there particular locations or contexts where that sparing use would be more appropriate?

Dormers and Rooflights (DR): The second bullet point also refers to the use of dormers needing to be used ‘sparingly’, which presents the same challenges as above. Is it reasonable or proportionate to rule out the use of dormers to extend floor space? Particularly given the potential for some dormers to be covered by permitted development?

Biodiversity and Natural Features (BNF): The first part of the Code seems to largely explain what Biodiversity Net Gain is, rather than providing specific design requirements around its on-site delivery. Whether other elements also represent design coding is questioned, with it appearing to be more like guidance – albeit vague and imprecise.

Protection (P): Similarly, this does not really seem to be design coding or to be focussed on a matter of design.

Buffer Strips (BS): The starting requirement for an 8m wide buffer seems overly prescriptive and arbitrary- this would require justification in order to be appropriate. There is an inconsistency between the first and final bullet points. The starting point of the code, as outlined in the first bullet point, is around ‘retention of buffer strips and other features being ‘retained’ – this is interpreted as meaning they already exist. Whereas the final bullet point appears to be requiring them where a new boundary is created. It is considered this code lacks clarity and precision – it would require redrafting into a proportionate and reasonable form in order to address these concerns.

There seems to be a lot of ‘coding’ dedicated to variations on the retention of existing landscape and natural features, and provision of new. It is accepted that these matters are an important part of good design and so capable of being the subject of coding. However, section 4.5 ‘Natural Features’ is repetitive and likely to be unwieldy from the perspective of implementation. It requires a significant reduction in scope, and revising so that it is tightly defined around design considerations.

Water and Drainage (WDR): Much of the content here is not considered to be design coding, straying to what would be a general flood risk policy and attempting to prescriptively shape matters beyond the planning system; e.g. internal layout water butts, rainwater harvesting and domestic water saving measures (low flow showers by example). It is understood that flood risk is a matter of significant concern within the Neighbourhood Area, but a Design Code needs to be focussed around providing detailed design requirements relevant to issues which fall within the planning system to control. As currently proposed the 'code' falls short of providing this and so either requires redrafting or deletion.

Energy Saving (ES): This is not considered to represent design coding, and again in some parts strays beyond matters capable of being controlled through the planning system.

Cycle Storage (CS): The requirement for (all) development to provide cycle storage is disproportionate and it should be restricted to forms and scales of development likely to trigger the need. It is considered that this is appropriately dealt with through the Residential Cycling and Parking Standards SPD, and this Code is unnecessary.

Utilities (U): Appropriate solutions for utilities can clearly contribute towards good design – however the current content is not considered to represent design coding, and again in some areas is very prescriptive- requiring all street furniture to be painted dark green for example.

Policy DH2 – Public Realm

The comments raised on criterion DH2.2 at the Regulation 14 stage remain relevant. Criterion DH2.2 currently seeks to control the form and provision of squares, parks or spaces where they are proposed. The amendments within the Plan would shift this to become a requirement for their provision as part of development proposals. The use of development proposals lacks precision and as currently written would apply to all forms of development- including some where they would not be common features – or indeed necessary. In terms of those development types where their provision could be appropriate, then no regard is had to the scale of development – or other factors which may lead a decision-maker to prioritise other elements of a scheme, as appropriate. It is considered that alteration is required to the policy to make it precise and flexible enough to be implementable. The use of 'Central' could also be interpreted as meaning public space needs to be at the centre of the site, when in some instances an alternative location may be more appropriate.

Criterion DH2.1 – it is set out that development with the potential to impact on the public realm must contribute to high quality public realm features. It is considered that all development will impact on the public realm to some extent- just by virtue of facilitating change. However, what if that impact is recessive in nature, and the scheme harmonises quietly into the street scene? Would the criterion require more impactful development?

DH3- Historic Environment

Criterion DH3.1 – the setting of listed buildings should be a relevant consideration outside of the historic Town Centre too. Negative impact would also be better referred to as 'harm'.

Criterion DH3.3- providing an archaeology report would be covered in a Heritage Impact Assessment, this could be read as requiring a new local validation requirement.

Policy TA1 – Cycle and Pedestrian Routes

The amendments made since the Regulation 14 stage would address most of the previous comments made by the District Council. Though it is presumed that the reference within TA1.2 to consideration being given to use of CIL receipts for funding improvements would still refer to use of the Town Councils 'meaningful proportion', where consistent with the CIL regulations. The requirement should therefore be amended to make this clear.

Policy TA2 – Public Transport Connectivity

As set out the policy orientates itself around 'larger residential developments, of the types identified as such in the Newark and Sherwood Allocations & Development DPD' – which seems an imprecise threshold... and open to interpretation. The policy is seeking to achieve two things- firstly requiring new residential development to include dedicated walking and cycling corridors and making use of multi-functional Green Infrastructure in their design and routes. Secondly, providing a basis for new development to contribute towards the provision and establishment of new/extended public transport links. The precision and ability to implement the policy would be aided by splitting these two matters apart, and dealing with them separately.

In terms of dedicated walking and cycling corridors then the policy content provides sound principles, which should also potentially apply to scales of residential development below that of 'larger'- dependent upon site circumstances. It is suggested that the wording could therefore just be orientated around residential development taking appropriate opportunities to secure dedicated walking and cycling corridors, which connect into existing defined routes in the surrounding area, and make use of multifunctional Green Infrastructure.

The content on provision and establishment of new/extended public transport links would also take 'larger' residential development as the threshold for its application, and where this scale of development is located beyond 300m or a 5-minute isochrone walk (whichever is the lower) of an existing public transport service then require a contribution towards the provision of a new/extended link to serve the development. Here there still appears to be inconsistencies with content in the County Council's [Developer Contributions Strategy](#) (April 2024).

Through that Strategy the County Council sets out that it *may* seek contributions from residential development of 10 or more dwellings towards the provision of local bus stop facilities. Links back to the Nottinghamshire Highway Design Guidance are also referenced in identifying the maximum walking distance to a served bus stop in urban areas as being 400m, and desirably no more than 250m. Where the nearest bus stop is further away than these distances, then the County Council will request that new bus stops are installed within the relevant distances via developer contribution or, where appropriate planning conditions. For residential developments in excess of 100 dwellings it will be considered whether a bus service contribution is required – it's also flagged that where it is known that several smaller adjoining schemes may cumulatively exceed the threshold then individual contributions may be sought on a pro-rata basis.

The proposed threshold within the policy requirement is therefore vague and imprecise, and it is not clear where the proposed distance and isochrone standards have come from. It is considered that the County Councils Developer Contributions and Highways Guidance adequately deals with the matter, and that the policy should be simplified to reference this – whilst retaining the strategic objectives at the heart of the policy. Similarly, it is considered that the thresholds within TA2.3 should be consistent also be consistent with the Developer Contributions Strategy (April 2024).

Criterion 2.3 ought to make clear that any CIL receipts spent for this purpose would currently need to come from the Town Council's meaningful proportion – where such spend is able to satisfy the relevant parts of the CIL regulations.

Policy TA3 – Highways Impact

The amendments address the District Council's comments at the Regulation 14 stage.

Policy TA4 – Parking Standards

To aid the precision of Criterion 4.1 it should be amended to read- Where appropriate, new residential development must ensure adequate parking provision with due regard to the standards, ~~adopted by N&SDC~~ set out within the Newark & Sherwood Residential Cycle and Car Parking Standards Supplementary Planning Document.

The other amendments to the policy address the concerns highlighted at the Regulation 14 stage.

Policy TA5 – Parking Strategy

The proposed amendments go a long way to addressing the comments made at the Regulation 14 stage, but it is still considered that the policy needs to be flexible enough to accommodate up-to-date evidence being provided in support of proposals which would result in the loss of car parking capacity.

Policy CF2 – Green and Open Spaces and Burial Grounds

The amendments address the comments raised at the Regulation 14 stage, and the deletion of previously proposed new 'Main Open Areas' is particularly welcomed.

It is considered the policy wording around the Local Green Spaces (LGS) at criterion 2.4 could be more effective. Paragraph 107 in the December 2023 NPPF, details that policies and decisions for managing development within a Local Green Space should be consistent with national policy for Green Belts. Clearly the framing of the policy requirement around 'inappropriate development' would be consistent with this, but this suggests that there will be some forms of 'appropriate' development and the Neighbourhood Plan policy doesn't provide any context for what that would be. It is recommended this is resolved through amending the supporting text to make reference to national Green Belt policy.

Through the amended Plan 11 LGS designations are proposed, and from an implementation perspective it is not considered that the information provided through the Plan (the combination of the Proposals Maps and Appendix 4) is sufficient to allow for the precise and consistent application of the proposed policy. No detailed mapping is provided in the appendix, and the scale, depiction, notation and resolution of the Proposals Map is insufficient to allow for the accurate identification of the designations and their extents. This will require amendment to allow for the proper application of the designations.

Paragraph 107 in the current NPPF (previously para 105) sets out the tests which LGS designations need to pass, with LGS needing to be;

- a) in reasonably close proximity to the community it serves;

b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and

c) local in character and is not an extensive tract of land

LGS1 'The Southwell Trail' – the mapping does not allow for the extent of the designation to be properly established. Whilst it would clearly satisfy tests a) and b) there could be a question over whether it is an extensive tract of land should the designation cover a large portion of the Trail. Were this to be the case, and the proposal inappropriate, then clearly the trail as a whole would be afforded protection as a community facility through Spatial Policy 8 in the Amended Core Strategy.

LGS2 'Norwood Gardens' – No objection in principle, aside from the general comments around the quality and effectiveness of the mapping.

LGS3 'Land to the East of Kirklington Road' – It is understood that part of the proposed LGS designation in this location has been subject to an objection from the landowner at the Regulation 14 stage, on the basis they deem it to constitute a private garden area. As a result of the permission 22/01023/FUL much of the garden area within what appears to logically form the pre-existing residential curtilage would be lost to accommodate a single storey extension, partial rebuild and conversion out outbuildings and the introduction of a parking spaces and turning area. With the area to the west (incorporating part of the proposed LGS) having been denoted on the approved plans as 'garden'. The evidence provided in support of the designation, identifying it as an historic orchard area is noted and public access by virtue of a right of way along the northern edge of the designation exists. It is noted that content within the PPG outlines that proposed LGS does not need to be in public ownership in order to be acceptable, however given the level of policy control which would be introduced would be consistent with green belt whether this would be proportionate in this instance is questioned. The area sits outside of the Urban Boundary for the settlement and so under normal circumstances this would afford a level of protection to non-householder forms of development.

Should the Examiner accept the proposed designation of LGS in this location then the general comments around the quality and effectiveness of the mapping would remain relevant in the view of the District Council. Appendix 4 also needs updating to reference the separate evidence base documents for LGS3 – LGS3 'Site Detail' as there is currently a holding comment here.

LGS4 'Hopewell Rise Central Open Space' - No objection in principle, aside from the general comments around the quality and effectiveness of the mapping.

LGS5 'Hopewell Rise Play Area' - No objection in principle, aside from the general comments around the quality and effectiveness of the mapping.

LGS6 'Beckett's Field Open Space' - No objection in principle, aside from the general comments around the quality and effectiveness of the mapping.

LGS7 'Beryl's Meadow' - No objection in principle, aside from the general comments around the quality and effectiveness of the mapping.

LGS8 'Higgins Mead' - No objection in principle, aside from the general comments around the quality and effectiveness of the mapping.

LGS9 'Land South of Potwell Dyke and West of Shady Lane' – the mapping doesn't allow for the extent of the proposed designation to be properly identified, and the description within Appendix 4 refers to it incorporating 'part of the gardens of houses'. The designation extending into

residential gardens is not considered proportionate, given that the level of policy control should be consistent with that of the Green Belt. Furthermore, the area has been identified as an important open space in the Easthorpe Character Area as part of the Southwell Conservation Area Character Appraisal. Therefore, in line with Paragraph 011 in the 'Open space, sports and recreation facilities, public rights of way and local green space' section of the Planning Practice Guidance, judgement will need to be given as to whether any additional local benefit would be gained by the proposed LGS designation. This additional local benefit is not considered to be present in this instance.

LGS10 'Land to the South of Potwell Dyke and East of Shady Lane' - the area has been identified as an important open space in the Easthorpe Character Area as part of the Southwell Conservation Area Character Appraisal. Therefore, in line with Paragraph 011 in the 'Open space, sports and recreation facilities, public rights of way and local green space' section of the Planning Practice Guidance, judgement will need to be given as to whether any additional local benefit would be gained by the proposed LGS designation. This additional local benefit is not considered to be present in this instance.

LGS11 'North Side of Newark Road and West of Potwell Dyke' - No objection in principle, aside from the general comments around the quality and effectiveness of the mapping.

Policy CF3 – Primary Shopping Frontage and District Centre

The amendments to criterion 3.1 address the comments made at the Regulation 14 stage concerning the E-use class and proposed deletion of shopping frontages through the Plan Review process.

Comments raised at the previous stage around the approach of the policy towards the Sequential Test (now within criterion 3.2) however remain relevant. There is an inconsistency in the proposed policy with how national and strategic local planning policy would require the Sequential Test to be implemented. The purpose of the test is to provide an objective comparison between alternative reasonably available options, with the intention that the most sequentially appropriate be prioritised. However, there is no ultimate requirement through the Sequential Test that a proposal *must* physically adjoin a defined Centre- or be so well-connected that it is possible to walk between the two (it is also noted that no standard for establishing whether a site would meet this latter test has been provided).

The sequential test is an assessment of reasonably available options – and it may be that there would be no alternative sites able to meet the proposed requirement, or where there are then they may prove inappropriate for the use. There seems to be a partial overlap between what the policy is seeking to do and the separate impact test. The further the distance from, and the lack of relationship to, a centre then the greater the impact of a proposal on that centre is likely to be- by virtue of the trade diversion and reduced linked trips. Therefore, some of the concern which seems to underpin the policy (distances being walkable and facilitating single trips) would be picked up through that test (where applicable). It should also be noted that Core Policy 8 in the Amended Core Strategy would require submission of an impact test for proposals creating retail floorspace in the Neighbourhood Area- where the gross floorspace is 350 sqm or more. The policy requires further amendment to bring it into line with national and local planning policy.

Policy HE1 – Housing Type and Density

Amendments to the policy have sought to take account of comments made at the Regulation 14 stage – with the supporting evidence (Southwell Housing Needs Assessment, May 2022) having been made available, there have also been changes to the table within the policy to make it clearer over what housing mix is being sought. The HNA has been previously reviewed and is considered to provide for an appropriate evidence base to support the proposed policy. Though this position isn't clear from the supporting text to the policy, which doesn't mention the HNA at all. It is considered that this text requires significant amendment to provide clarity to the context the policy sits within.

The target mix requirements are a direct lift from the recommendations of the HNA and so this needs to be clearly explained. In the supporting justification it would be appropriate to outline that the District-wide Housing Needs Assessment (December 2020) and its Sub-Area Reports provide evidence at the Southwell Sub-Area level (geographically wider than the Neighbourhood Area), but that this has then been built on through the preparation of a more locally detailed housing need evidence base for the Neighbourhood Area itself – with the policy reflecting its findings and recommendations.

Core Policy 3 – Housing Mix, Type and Density in the Amended Core Strategy provides the context for the policy, in seeking to secure an appropriate mix of housing types to reflect local housing need. Such a mix will be dependent on the local circumstances of the site, the viability of the development and any localised housing need information. The availability of localised housing need information, through the HNA can help inform what an acceptable mix should look like. However, it is still important that the Neighbourhood Plan policy is sufficiently flexible to be consistently implementable – with the target mix being capable of being applied non-rigidly. Viability constraints are sought to be addressed through HE1.2, but there should remain the flexibility to take account of site-specific circumstances as per Core Policy 3.

As outlined above there is the need for the specified mix within the policy to be capable of being applied in way which is flexible enough to allow for proposals broadly consistent with it to be acceptable – they are framed as a 'target' after all. How realistic will it be for every relevant proposal to include precisely 6.2% 1 bedroom units for instance? What the target mix would suggest is that the bulk of a larger residential scheme should comprise 2 and 3 bed units (loaded towards the latter), with 4 bed units making up the majority of the larger dwelling types and finally a smaller number of 1 bed units. However, support would only be provided for proposals which vary from the very specific target mix where there are other benefits outweighing the desirability of achieving the balance. This would not be consistent with that necessary flexibility, as it would rely on non-housing mix considerations to outweigh non-compliance. In order to provide for an effective and implementable policy it is considered that further amendments providing for flexibility are introduced. It is suggested that the policy ought to leave open the possibility that more up-to-date local housing needs information may also become available during the lifetime of the Neighbourhood Plan, and so there should be an accommodation of this within the policy to ensure it does not become dated. It is also questioned as to whether there is a minimum scale of residential development that the target mix should apply to?

The amendments to HE1.2 around taking account of viability cases for non-compliance are welcomed.

Whilst not raised at the Regulation 14 stage, the proposal to remove permitted development rights, presumably via condition, on new 1 and 2 bed units does raise significant concerns over proportionality and fairness. Paragraph 54 in the December 2023 NPPF (para 55 in the current version) sets out that planning conditions should not be used to restrict national permitted

development rights unless there is clear justification to do so. This is supplemented through additional content in the Planning Practice Guidance (paragraph 017 in the Use of Planning Conditions section). Which outlines that conditions restricting the future use of permitted development rights or changes of use may not pass the test of reasonableness or necessity. Area-wide or blanket removal of freedoms to carry out small scale domestic and non-domestic alterations that would otherwise not require an application for planning permission are unlikely to meet the tests of reasonableness and necessity.

It is not considered that the clear justification needed for the blanket removal of permitted development rights for new smaller dwelling types has been demonstrated, particularly given that the Amended Neighbourhood Plan proposes to introduce an updated policy taking account of localised housing need information... capable of shaping the provision of future housing mix. The requirement would also be unlikely to result in conditions which meet the tests of reasonableness and necessity, and so it ought to be deleted.

Policy HE2 – Economic Development and Employment

The majority of the comments made at the Regulation 14 stage have been addressed, and it is just those around criterion HE2.6 which require further comment. At the time of the previous comments the Amended Allocations & Development Management DPD had not yet been submitted, this subsequently occurred in January 2024 and the hearing sessions as part of the Examination occurred in November of the same year. This represents an advanced stage of preparation, albeit one yet to reach the stage where the Inspector has issued their draft Report.

Through these proposals So/E/2 would have its boundaries slightly amended to remove an area of flood risk, and So/E/3 would become 'reserved land'. The proposed policy (So/RL/1) seeks to protect the land to ensure it remains available at the next round of plan-making and allow for a comprehensive approach to addressing future development needs in this area. Development proposals which prejudice this approach are set out to not normally be appropriate.

As it stands the extents shown on Policies Map A are neither consistent with the currently Adopted Development Plan, or the amendments emerging as above.

Policy SS4 – Land East of Kirklington Road and Policy SS5 – Lower Kirklington Road

It is not clear whether the previous comments around engagement with the Highways Authority over the details for the required Transport Assessment have taken place, and what the outcome was. Further clarification over the proposed requirement is therefore sought.

Southwell Proposals Map A and B

The resolution and quality of both Proposals Maps needs improving in order to make them more legible, and allow for the precise and consistent application of Neighbourhood Plan policies. Consideration could also be given to enlarging the Inset Maps to A3 scale to assist with this.

In terms of Proposals Map A – no site allocation reference is shown for So/E/3 (see additional comments above).

Implementation Section

Paragraph 13.2 it is important that the eligibility for 15% of the CIL generated in an area is capped at £100 per dwelling plus indexation is mentioned.

Concluding Comments

Across a number of areas the Submission Amended Neighbourhood Plan has addressed concerns raised by the District Council at the previous Regulation 14 stage. This is welcomed and the intentions of the Neighbourhood Body are recognised, the District Council remains committed to positively supporting the process to update the 'made' Neighbourhood Plan. Notwithstanding this there are a number of areas where the District Council possesses significant concerns over the proposed approach within the Submission plan.

There are many areas where concerns could be addressed through the identification of the need for minor and main modifications via the Examination process. Beyond this there are a number of areas where the concerns of the District Council are more substantial in nature- principally Green Infrastructure and Biodiversity, the Design Code, Housing Mix, Type and Density and the justification of the proposed Local Green Space. The Authority would welcome the opportunity to continue to positively engage on these matters through the Examination process.

Southwell Town Council

<Sent via email to admin@southwell-tc.gov.uk>

Telephone: 01636 650000
Email: PlanningPolicy@nsdc.info
Your ref:
Our ref:

28th September 2023

Dear Clerk,

Draft Amended Southwell Neighbourhood Plan – September 2023

The following provides a response to the Draft Amended Southwell Neighbourhood Plan consultation. Please note that this response reflects Officer observations and does not provide a formal view of the District Council.

1.0 Context

- 1.1 The efforts of the Town Council in producing the current plan, and its proactive intent in commencing its review are both recognised. Through the following comments, and the informal input provided outside of the consultation, it is hoped that useful assistance can be provided to the Qualifying Body which will contribute to shaping the review. It remains the case that it is in all parties interests to see an Amended Neighbourhood Plan which is fit for purpose, implementable and able to deliver on its objectives.
- 1.2 There are a number of references on the Town Councils webpage, and in the documentation for the review, which state the District Council to have been uneven in its application of the policies and general guidance within the Neighbourhood Plan and that the Design Guidance has been largely ignored. These are not considered appropriate, and ought to be removed. It is important that the amended Plan provides for a positive forward facing vision. Regardless of what form of wording is used within individual planning policies, any planning decision will always be based on a reading and application of the Development Plan as a whole. This will often be an exercise in balanced judgement for the decision-maker between what may be conflicting policy aims and priorities. There is also the longstanding principle at the heart of the English planning system – that decisions will be taken in-line with the Development Plan *unless* material considerations indicate otherwise. It is important that this broader context within which the Development Plan (including the Neighbourhood Plan) sits and decisions are made is understood.

2.0 General Comments

2.1 In seeking to update the existing Neighbourhood Plan (NP) there are 3 types of modifications which can be made;

1. Minor non-material amendments;
2. Material modifications which do not change the nature of the plan; and
3. Material modifications which do change the nature of the plan.

2.2 The process to be followed differs for each of the types of modification, and the Town Council are of the view that whilst the modifications proposed are 'material' they do not change the nature of the Neighbourhood Plan, as originally 'made' in 2016. It is stated that no substantial additional areas of land for development have been allocated, and that the Plan's approach towards development and conservation has not been fundamentally altered. However, the proposals through Policy CF2 are sufficient on their own to mean that the nature of the Plan would be fundamentally changed. Through the policy extensive tracts of land have been identified affecting its development potential, and setting a clear direction of travel for future rounds of plan-making through effectively enclosing the majority of the existing Town.

2.3 This would mean that amended plan would, as currently written, require both examination and a referendum. However, it is ultimately the independent Examiner who will determine the effect of the proposed changes. In doing so, the examiner will consider the nature of the existing plan, alongside representations and the statements on the matter made by the Qualifying Body and the Local Planning Authority before coming to a judgement.

2.4 There is a lack of clarity between the Planning Practice Guidance and the Neighbourhood Planning regulations, over the process for updating an existing plan. The guidance appears to anticipate that after submission of the modified plan to the District Council the document would then be sent straight onto the independent Examiner, without the need for an additional stage of consultation. This would be different to the process for the production of the current SNP, which had the Regulation 16 consultation following the District Council's receipt of the plan. However, the regulations themselves do not appear to reflect this slimmed down process.

2.5 Schedule 4b of the TCPA 1990, as amended by the planning and compulsory purchase act 2004, states, at para 7 (2):

(2) The authority must submit for independent examination—

(a) the draft neighbourhood development order, and

(b) such other documents as may be prescribed.

2.6 Regulation 17 gives us the prescribed documents and in particular (d):

As soon as possible after the appointment of a person to carry out an examination under paragraph 7 of Schedule 4B to the 1990 Act (as applied by section 38A of the 2004 Act), a local planning authority must send the following to the person appointed—

(a) the plan proposal;

(b) the documents referred to in regulation 15(1) and any other document submitted to the local planning authority by the qualifying body in relation to the plan proposal;

(c) if the order proposal is one to which the Conservation of Habitats and Species Regulations 2010(1) applies, the information submitted in accordance with regulation 102A of those Regulations; and

(d) a copy of any representations which have been made in accordance with regulation 16.

- 2.7 On this basis a further consultation under Regulation 16 must take place once submission by the Town Council has occurred.
- 2.8 Positive support has been provided to the Town Council to enable this stage of consultation to be carried out. With the named bodies within the Neighbourhood Planning regulations, and landowners (or their representatives) with land included within the Strategic Housing and Employment Land Availability Assessment (SHELAA) being identified and notified on behalf of the Qualifying Body. However, as previously advised in terms of landowners these efforts should not be considered comprehensive, and the Body will need to ensure that its obligations around consultation and publication of the plan have been met. This includes the separate identification and engagement of landowners whose interests may be affected by the proposals within the Amended Neighbourhood Plan, as necessary.

3.0 Specific Comments

- 3.1 These comments have been made on the composite version of the consultation document – showing both the existing and new text, paragraph numbers referenced are taken from that document and the page numbers highlighted concern those of the pdf file itself. In some instances, there appear to be inconsistencies between the published draft and the composite – which the Town Council will need to resolve moving forwards.

Introduction

- 3.2 It would be helpful if the final sentence within para 1.1 setting out the role of the Development Plan in decision-making made reference to - decisions being made in-line with its provisions, unless material considerations indicate otherwise. This would set the Development Plan (inclusive of the Amended Neighbourhood Plan) within its proper context.
- 3.3 The statement at para 1.5 that design codes have been largely ‘ignored’ is inappropriate and should be removed. Reference to there being design codes within the current SNP is also factually incorrect, there is currently the Southwell Design Guide in place – but this is not a code.
- 3.4 Para 1.5 in the ‘Status of the Neighbourhood Plan’ section, states that the final period for public representations on the Amended Allocations & Development Management DPD was November/December 2022. This should be updated to reference the proposed second Regulation 19 stage scheduled for September 2023 – this would provide an additional opportunity for representations to be made prior to Submission to the Secretary of State.

Background to Parish

- 3.5 It is appreciated that detailed information from the most recent census may not be available, but a lot of the statistical content in this section now dates to 2011... and whether this still provides a contemporary understanding of the Parish may be questionable. Efforts could be made to update it –attempting to draw on alternative information sources, as

appropriate, if the census is lacking. This is important as the context for the Parish could help set the agenda for the review and inform the development of relevant policy objectives. This particularly concerns topic areas where changes have been proposed (for instance the unemployment figures date to 2011, some 12 years ago).

- 3.6 Para 1.17 includes housing completion statistics, it is suggested that the Qualifying Body make contact with the District Council shortly before submission and the most up-to-date figures can then be provided.
- 3.7 Para 1.25 (Employment and Services), the Town Council may wish to review the data in this section on the basis of the most up-to-date Retail Monitoring Report from the District Council. Our monitoring reports are available at;
- <https://www.newark-sherwooddc.gov.uk/monitoring/>
- 3.8 The map on page 46 (of the pdf) showing the policies and designations from the Amended NP could be clearer, the Main Open Areas are shown in a very faint way- so for the sake of clarity and legibility this could be improved. Elsewhere the map on page 48 lists the Southwell Protected Views as 'proposed'- the designation is now adopted. Given that the apparent base date of the mapping precedes adoption of the current Allocations & Development Management DPD then it either needs to be updated, or alternatively if the content within the SNP replicates existing policy elsewhere – without adding to it – then it could be considered for deletion. The detail of the map is out of date and risks imprecision.

Policies

- 3.9 Paragraph 16 of the National Planning Policy Framework outlines the tests which Plans being taken through the plan-making process should meet. Paragraph 16(d) goes on to set out that plans should contain policies that are clearly written and unambiguous, so it is evident how a decision maker should respond to development proposals. This is further reflected in the national Planning Practice Guidance, which also expects policy in a Neighbourhood Plan to be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. Policies within Neighbourhood Plans need to be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared.
- 3.10 Through the preparation of a Neighbourhood Plan regard should be had to national planning policy, and its content should be in general conformity with the strategic policies of the Development Plan for the District. Although a draft Neighbourhood Plan is not tested against the policies in an emerging Local Plan the reasoning and evidence informing the Local Plan process is likely to be relevant to the consideration of the basic conditions against which a Neighbourhood Plan is tested.

Policy SD1

- 3.11 It is not considered that the amendment of criterion i) to introduce 'is' in place of 'are' makes sense as currently written. This results in the criterion reading – *'Sustainability requirements relating to the site and proposed development is to be met, with reference to the Local Plan and applicable policies in the Neighbourhood Plan'*. The original wording was clear and ought to be retained. Point 2 of the policy should be amended from 'full account' to 'due account' or something similar, it may be that in some instances not all elements of

the 'Codes' will apply to a given proposal. The practicalities of involving an 'appropriately qualified expert' in the Defra Agricultural Land Classification Scheme to assess proposals resulting in the loss of agricultural land, under the final criterion is questioned. There is the potential for this to be both disproportionate and to load unreasonable burden onto applicants and the Local Planning Authority.

Policy E1 – Flood Risk Assessments and Mitigation

- 3.12 The proposed policy would replace 'should' with 'must' in the current requirement that there should be no development in the floodplain of local watercourses, resulting in a loss of flood plain storage without adequate compensation and an allowance for climate change. This would result in the requirement becoming compulsory, although 'should' already carries a significant expectation around compliance. Notwithstanding the concerns that have been consistently raised over this form of wording no objection is offered in this specific instance. This approach would seem consistent with the Exception Test in national and local policy, which requires development to not increase flood risk elsewhere in order for it to be permitted – the logical consequence being that where this is not the case then it ought to be refused.
- 3.13 The supporting text (para 5.2) to the policy refers applicants onto the digital map produced by Southwell Flood Forum, illustrating the engineered and natural flood mitigation interventions and through which localised flood risk 'hotspots' can be identified. The Qualifying Body will need to be content that this forms a sufficiently robust piece of evidence, and the County Council in its capacity as Lead Local Flood Authority (LLFA) would be deferred to here for a view on that.

Policy E2 – Flood Resilient Design

- 3.14 The local importance for new development providing for appropriate flood management, where it is likely to generate risk is appreciated. However, given the technical nature to much of the new content within the policy then the LLFA are best placed to provide meaningful input. It is crucial that it is confirmed that they are content with the proposed approach. There is however the general point to raise, in that it is important that any requirements are proportionate, and there may be minor forms of development where expectations should be set accordingly, the requirements outlined at E2.3 would be such an example.

Policy E3 – Green Infrastructure and Biodiversity

- 3.15 The observations of the District Council's Biodiversity and Ecology Lead Officer are appended to this letter, and provide the response to the proposed policy.

Policy E4 – Public Rights of Ways and Wildlife Corridors

- 3.16 It is not considered that the proposed amendments to criterion E4.3 are appropriate, this would remove the ability for such requirements to be shown as impracticable. This is deemed to be too-inflexible-an approach to be appropriate in all instances. Whilst it may be desirable for public right of ways to be of a sufficient width for machine maintenance to be feasible, it is not considered to be fundamental– with other approaches being available. This could also contribute to under-provision, where no alternative exists and a potential route is discounted on this basis. This is also the case in terms of the requirement that there should be an allowance for hard surfacing – not all public rights of way require such treatment and may sometimes be located in areas where this would be inappropriate, or

its provision would conflict with other policy aims – management of surface water for instance. The current policy wording is considered sufficient, in carrying the expectation that demonstration be made where this would not be practicable.

- 3.17 This inflexibility carries through into criterion E4.4 which could prove unable to be consistently implementable, whilst the intention is recognised it may not be the case that boundary screening by ‘erect vegetation’ of a ‘appropriate height and structure’ will be appropriate or practicable in every instance – it also seems somewhat vague without more detailed definition. For example, ground conditions may not be able to support such provision. The use of ‘should’ rather than ‘must’ is recommended here, so that site-specific conditions may be taken account of – but carrying the expectation that the starting point is that this will occur.
- 3.18 There are the same concerns over ‘must’ with criterion E4.5, see the content in this response around the wider concerns with the ‘Codes’ as currently presented.

Policy E6 – Climate Change

- 3.19 The intentions of the Qualifying Body to have a climate conscious Neighbourhood Plan are welcomed and the extent of, and challenges posed, by the climate emergency are recognised. Clearly in shaping the future of the District the Development Plan has an important role to play here, and the planning system in general will need to support positive action in order to meet Government net zero targets. Notwithstanding, this the development of planning policy sits within a framework of regulation and national policy and guidance- which set parameters over what can be achieved. In order to get to the point where new policy is adopted (or in the case of a Neighbourhood Plan ‘made’) and effects change in the real world then it needs to be assessed against and conform to the requirements of that framework.
- 3.20 The criterion under E6.3(iii) would require that all non-residential development should meet the BREAAAM ‘excellent’ building standard. Presently the wording is ‘should’, which clearly allows some limited room for non-compliance. This would be removed through the amendment, and I am not aware of any work having been done to establish the local viability impact of this on non-residential development. The increased level of requirement has not been justified, and so cannot be considered appropriate. It is considered that ‘should’ ought to be retained here.
- 3.21 Criterion E6.4 would be a significant departure from the existing plan and introduce strict new minimum requirements around energy efficiency for new residential development. The policy is framed around a binding requirement to meet the minimum requirements recommended by the UK Green Building Council (a building industry network) in their ‘New Homes Policy Playbook’ (published February 2021), or through the subsequent Future Homes Standard. With developers then being required to ‘seek to achieve’ the related ‘stretching requirements’, and where they fall short of this to explain why.
- 3.22 However, the legal basis through which gives Local Planning Authorities the right to set binding energy efficiency standards comes from The Planning and Energy Act 2008. Consequently, this preceded the introduction of neighbourhood planning through the Localism Act in 2011, and the 2008 Act makes no reference to Neighbourhood Plans. Accordingly, there does not appear to be any statutory basis on which the SNP could introduce a binding standard.

- 3.23 The minimum requirement would entail a 31% reduction in the Dwelling Emission Rate (DER) against the Target Emission Rate (TER) based on the 2013 Edition of the 2010 Building Regulations (Part L). With a fabric first approach being prioritised, ensuring that a minimum thermal performance of the whole envelop exceeds that of the notional specification by 5%. These recommended requirements mirror what were, at the time the Playbook was written, the Government's intended 2022 Building Regulations uplift. These requirements seem to have subsequently come into force, with Part L to the Building Regulations having been updated on the 15th June 2023. As a result, the policy content represents an unnecessary duplication of requirements within a different regime, and so ought to be deleted. Had this not been the case then it would have been recommended that the requirement be removed, given the lack of statutory basis for its introduction through a Neighbourhood Plan.
- 3.24 In terms of the 'stretching requirements' adoption of the recommendations into policy would mean an energy use intensity (EUI) target of <70 kWh/m²/year operational energy use in GIA excluding renewable energy contribution. With the target including both regulated and unregulated energy consumption. New build homes would deliver ultra-high levels of energy efficiency consistent with a space heat demand of 15-20 kWh/m²/year. Compliance would need to be demonstrated through use of a design for performance methodology such as Passivhaus PHPP or CIBSE TM54 Operational Energy.
- 3.25 As currently worded the policy states that developers 'must seek to achieve' these additional requirements, and so that falls short of being a binding requirement. However, it still carries a level of expectation that developers will strive to reach the standard, and they have to provide justification where it is not met. As far as I can see there has been no work carried out in support of the requirement, and whether it will prove to be locally viable or not. The Qualifying Body is therefore risking introduction of what turns out to be a superfluous requirement that is never delivered. There is also the concern that it will place an undue additional burden on applicants to make that demonstration on a case-by-case basis, when it could have been screened out as unviable at the plan-preparation stage. Without the necessary evidenced justification, the inclusion of the stretching requirements within the policy are objected to.
- 3.26 In order to resolve this objection the Qualifying Body could consider provision of that evidence, or alternatively amend the wording to underline that this aspect is aspirational. It may also be the case that these stretching requirements are soon overtaken through introduction of the Future Homes Standard, which as proposed would include the mandatory requirement that homes built from 2025 onwards would produce 75-80% less carbon emissions than homes built under current Building Regulations. On this timetable the SNPs 'stretching requirement' would likely only be in place for a short time, and so the Qualifying Body may wish to consider whether it is expedient to bring the necessary evidence together, or whether this matter is best left dealt with at a national level through Building Regulations.
- 3.27 Should the Body wish to disregard this advice, and test its current approach through the Examination of the amended NP then it is strongly suggested that the wording of the policy is amended. It is not clear why the 'playbook' has been referenced- as it appears to have no formal recognition, planning status or weight and may be subject to future update or withdrawal. This document would be best referenced within the supporting justification, and the actual recommended standards included within the policy – with a caveat to them

being applicable until replaced by any successor standard. This would improve the precision of the policy, and aid its implementation.

- 3.28 Criterion E6.8 would result in the introduction of a water efficiency standard, however this varies from that being sought to be introduced through the Amended Allocations & Development Management DPD. The standard within the SNP would achieve an expected water consumption of less than 100 litres per person per day, whereas the District-wide standard emerging through the Plan Review would be 110 litres per person per day. This is the recommended standard from the two local water companies and has been viability tested. It is suggested that, for ease of implementation and consistency in decision-making across the District, this evidenced standard is used within the SNP, or that this is left to the Amended Allocations & Development Management DPD to address.

Policy DH1 – Design Codes for Sustainability & Sense of Place (and all other policies containing cross references to the Design Codes)

- 3.29 The intention to drive up standards of design through the introduction of a Design Code as part of the Neighbourhood Plan is applauded. This is a mutually shared aim, with existing design policy in the Allocations & Development Management DPD to be comprehensively updated through its review and a Masterplan and Design Code for Newark currently under development. However, in order to potentially be considered a formal ‘Design Code’ then the content in the SNP will require the supporting evidence and contextual analysis to be made available. Appendix 3 ‘Key Supporting Documentary Evidence’ lists ‘Design Codes-Final Report AECOM March 2023’ as an entry, and work by the consultancy is mentioned in the justification to Policy DH1. Yet, the document itself does not appear to have been published alongside the amended SNP for the purposes of this consultation.
- 3.30 Without this evidence the development of the codes cannot be understood, their merits assessed and ultimately their implementation properly supported. For instance, it is not clear whether the National Model Design Code guidance has been followed? The content in Appendix 1 has the feel of being the end result of a process, but with none of the preceding information being made available. The PPG is clear that design codes are a set of illustrated design requirements that provide specific, detailed parameters for the physical development of a site or area. The graphic and written components of the code should build upon a design vision, such as a masterplan or other design and development framework for a site or area. Their content should also be informed by the 10 characteristics of good places set out in the National Design Guide, and the National Model Design Code. Clearly the process of selecting and setting design parameters, should directly derive from robust analysis and design visioning. The information provided within, and in support of, the Codes fall significantly short of meeting this guidance.
- 3.31 In its current form it is strongly questioned how the Local Planning Authority as decision maker will have sufficient clarity over the approach in order to apply it consistently and with confidence, when determining applications. It is also unclear whether applicants are being provided with a clear and precise approach, within which to develop proposals.
- 3.32 Given these fundamental concerns the references and cross-references to the Codes within relevant policies of the amended SNP are ambiguous – given that they do not link back to an evidenced, justified and fully formed Design Code. Consequently, it will not be possible to implement those requirements in the way anticipated, where their meeting is defined as compulsory. In order to take this forward as a Design Code the Qualifying Body is urged to publish the supporting evidence, so that the merits of the process followed and its

conclusions may be critically assessed. An alternative approach would be to revert back to more traditional design guidance, albeit with there still being the need for this to be supported by proportionate evidence. This option would also require the wording within the plan to appropriately reflect the status of guidance (i.e. there being more scope for pragmatism, consideration within the round and prioritisation of key criteria than exists with a formal code).

- 3.33 Given the benefits that can derive from the use of Design Codes at a local level it is regrettable that support for the approach within the amended SNP cannot currently be provided, and that there is no choice but to raise an in-principle objection.
- 3.34 In terms of specific comments on the wording within Policy DH1 the above has bearing for that proposed within criteria DH 1.2 – DH 1.5 (inclusive), which as it stands is considered to be inappropriate and unjustified. Separately, from an implementation perspective the mapping provided in Appendix 1 is not of a sufficient quality or at a legible enough scale to allow precise identification of site location – and so to determine what parts of the codes are relevant. This will further undermine implementation of the codes in a precise and consistent way.
- 3.35 Should the Qualifying Body wish to retain the current approach, and test it at Examination, then the wording in DH1.4 ought to be slightly amended to ensure that application of the codes deals purely with the matter of design – there may be other issues which result in a design compliant scheme not being supported. Perhaps wording similar to ‘development proposals that are consistent with the relevant Southwell Design Codes will be considered to have met an acceptable standard of design’ would be better.
- 3.36 With regards to the detailed content within Appendix 1, the following input has been provided by the District Council’s Conservation team. The CFA: A ‘functional countryside’ area includes Norwood Park, which is an unregistered park and garden – which doesn’t seem appropriate. The choice of language in SFA2 provides some discomfort, with it described as the ‘most privileged part of the Town’. SFA3 is referred to as ‘lower density’, something that is questioned and only really true of Westhorpe – perhaps agglomerated/informal would be a better description, which could then also apply to part of Halam Road?
- 3.37 Code HA; point 1 how is ‘low-quality’ defined? Point 4 may limit the potential for new architecture, wouldn’t it be better to use wording along the lines of ‘respect’ local vernacular. Point 5 should be reviewed against the advertisement regulations and the management options available.
- 3.38 There is concern over whether Code LG can work in the way currently drafted. For example Georgian architecture is typically defined by symmetry/regimented facades, context is crucial – and so should determine approaches. ‘Gappy’ silhouettes is considered to represent poor terminology. How corner buildings are addressed should be more flexible, and may not work in transition areas but can potentially be ok within an urban context. Similarly blank gables can also work in the right context.
- 3.39 Code C, the replacement of ‘compliance’ with ‘sympathy’ is recommended in Point 2. Point 5 may prove unreasonable – and so an alternative could be to turn this positive to encourage diversity, rather than framed negative and around avoidance.
- 3.40 Code MC, in terms of colours the requirements here seem slightly unreasonable/redundant – could the LPA reasonably enforce against this, and is there sufficient consistency in colour

as a starting point to make it practical. On materials, there is some discomfort around the text on render and being able to ask for handmade bricks in a new build project. It would not be possible to resist engineering bricks in footings and are partially visible, so would form from discharged condition for materials. The policy could prove to problematic therefore. The use of 'simple and neat' is unclear. Boundary treatments would be required to distinguish between private and public spaces- but would it be unreasonable to resist fences at rear of property for example away from public realm?

- 3.41 Code HHD is poorly worded and defined. Applicants will likely be confused by the imposition of design parameters given other aspirations in the code. There is a contradiction through Code F when it asks for development to accord with the surrounding townscape. Similarly, there is a contradiction with the window and roof design codes which essentially ask designers to replicate traditional forms.
- 3.42 It would seem that the context code C section is currently the most useful part of the code, and as presently drafted the suitability of the other parts of the 'code' is questioned.

Policy DH2 – Public Realm

- 3.43 Criterion DH2.2 currently seeks to control the form and provision of squares, parks or spaces where they are proposed. The amendments would shift this to become a requirement for their provision as part of development proposals. The use of development proposals lacks precision and would as currently written apply to all forms of development- including some where they would not be common features – or indeed necessary. Beyond this in terms of development where their provision could be appropriate then no regard is had to the scale of development proposed – or other factors which may lead a decision-maker to prioritise other elements of a scheme, as appropriate. It is considered that alteration is required to this policy to make it precise and flexible enough to be implementable.

Policy DH3 – Historic Environment

- 3.44 Further advice on this policy and section will be provided subsequently, following advice from the District Council's Conservation team.

Policy TA1 – Cycle and Pedestrian Routes

- 3.45 The policy would be amended to require that 'all new developments must' provide accessible pedestrian and cycle routes. This would be changed from the current wording, which ties consideration of where cycle and pedestrian route should be provided to circumstances where this is appropriate. In seeking mandatory provision through all forms of development the policy lacks precision, there will be forms and scales of development where such provision would be inappropriate. The existing wording appears to be more appropriate. If the Qualifying Body remains of the view that the wording still requires amendment, then it is suggested that something along the lines of 'Where appropriate due to the scale and form of development proposed, schemes should...' would be preferable.
- 3.46 The new criterion proposed through TA1.1 (e) would require provision of off-road cycle routes. It is considered unnecessary for this to be altered, given that this may not always be achievable, and in such circumstances then surely on-road provision is better than none taking place at all? The requirement could be amended to say something similar to, 'prioritisation should be given to provision of off-road cycle routes wherever practicable...'

- 3.47 It is presumed that the reference within TA1.2 to consideration being given to use of CIL receipts for funding improvements refers to use of the Town Councils 'meaningful proportion', where consistent with the CIL regulations. The requirement should therefore be amended to make this clear.

Policy TA2 – Public Transport Connectivity

- 3.48 Criterion TA2.2 requires residential development of more than 10 dwellings to be located within 300 metres or a 5-minute isochrone (whichever is lower) walk of existing public transport services. Sites unable to achieve this would be required to subsidise a new/extended transport link to serve the new residential site. This requirement appears to conflict with the County Councils – [Public Transport Planning Obligations Funding Guidance for Prospective Developers](#) which sits alongside their [Developer Contributions Strategy](#) and which carries 100 dwellings or more as the threshold at which consideration would be given to a bus service contribution. The County Council guidance does appear to suggest that local quality standards can also be put in place, in this respect the District Council's Developer Contributions SPD sets a threshold of 50 dwellings or a site area of 1.2ha as the trigger to potentially seek transport related Developer Contributions. It is unclear what necessitates such a radically different approach for Southwell Parish. Consequently, the proposed threshold lacks an evidence base to support it and demonstrate that it will prove locally viable for qualifying schemes. Without demonstration over the necessity, and an evidence base to support its introduction then this requirement should be deleted. The same issues extend to criterion TA2.3
- 3.49 TA 2.4 ought to make clear that any CIL receipts spent for this purpose would currently need to come from the Town Council's meaningful proportion – where such spend is able to satisfy the relevant parts of the CIL regulations.

Policy TA3 – Highways Impact

- 3.50 There doesn't appear to be any evidence in support of the specific roads and junctions identified for improvement / intervention through TA3.2 and TA3.3. These recommendations do not appear in the District Council's infrastructure evidence base, and so in order for them to be retained then such evidence will need to be provided. It is also strongly suggested that the Highways Authority be engaged.

Policy TA4 – Parking Standards

- 3.51 There is an important difference in the proposed standards to those in the District Council's Residential Cycle and Car Parking standards SPD. The SNP proposals would seek provision of 2 off street parking spaces for 3 bed dwellings, whereas the SPD seeks 3 for that size of dwelling. Amendments to the design policies within the Amended Allocations & Development Management DPD will reference the SPD. Accordingly for the ease of implementation and to avoid duplication of policy content, the inclusion of specific standards in the Neighbourhood Plan should be considered for deletion.
- 3.52 Criterion TA 4.3 would result in developer contributions being sought from commercial and retail development to provide sufficient parking provision in Southwell Town Centre, with an emphasis on free and affordable parking charges. It is unclear on what basis of need these contributions would be being sought, the policy requirement is not evidenced in any way.

- 3.53 In order to pass the planning obligation tests these contributions would have to be necessary to make the development acceptable in planning terms, directly related to the development and fairly and reasonably related in scale and kind to the development. Given the type of site that is likely to become available within the Town Centre boundary and new commercial and retail development likely to trigger the requirement is going to be extremely modest in scale, the requirement would therefore seem disproportionate and so unlikely to pass the tests. The proposal would also seem to be introducing an additional barrier towards inward investment into the Town Centre from two important Main Town Centre Uses, at a time when retail and commercial concerns are generally rationalising their floorspace and withdrawing from Town Centres. Therefore, unless robustly evidenced as necessary, this proposed approach is not in the interests of the continued vitality and viability of Southwell Town Centre.

Policy TA5 – Parking Strategy

- 3.54 The policy appears to promote a desire for parking capacity within the town to, as a minimum, be kept in equilibrium with its current levels, and that proposals which result in a loss of parking capacity would be resisted. No evidence has been presented in support of this policy stance, demonstrating that the Town has a significant issue around car parking capacity – and so it is important that this is provided, in order for the content to be considered appropriate policy response to the issue. Use, function and location are all important considerations here, and it may not prove appropriate to ‘resist’ all proposals which result in a loss of parking provision. The policy should be flexible enough to deal with the specific merits of a proposal, and allow for up-to-date evidence over available parking capacity to be taken account of. It is assumed that the form of parking provision which is most critical is either in a Town Centre location, or areas on its periphery. Therefore, would it be a proportionate policy response to constrain the loss of car parking capacity on sites without a relationship to the Town Centre? As drafted the policy could also potentially cover private car parking provision, which doesn’t seem reasonable. TA5.6 ought to make clear that any CIL receipts spent for this purpose would currently need to come from the Town Council’s meaningful proportion – where such spend is able to satisfy the relevant parts of the CIL regulations.

Policy CF2 – Green and Open Spaces and Burial Grounds

- 3.55 The wording of the amendment to CF2.1, which would require ‘public demonstration’ is deemed unnecessary. Clearly such information will already be public – given that a planning application is a matter of public record, and the Officers report should outline how they have applied relevant policies. An alternative would be to frame this around demonstration through the planning application process.
- 3.56 There are a wide range of new designations shown on the map titled ‘Green and Open Spaces and Burial Grounds’, and in terms of the ‘Main Open Areas’ the proposed policy makes no reference to them, or what approach will be taken towards their management. This provides a lack of clarity and will severely impede implementation. If the intention is that the designation will be managed in-line with Policy SoA/MOA in the Allocations & Development Management DPD then this ought to be referenced. The policy also directs the reader to ‘Appendix ??’ for the Local Green Space designations – which appear to be shown on the map above.
- 3.57 Notwithstanding there are severe concerns over the justification of the new Main Open areas, and the extent of land covered through the designation. There is a lack of clarity

around the methodology for their selection and the explanatory justification in the amended SNP does not aid the reader in understanding what role the areas play, and why this is important. Main Open Areas are a pre-existing designation within the Development Plan, and represent areas of open land within settlements that play an important role in defining their form and structure. They are not always open to the public although most are viewable from public land or accessible via public footpaths through them.

- 3.58 It is recognised that the existing MOA to the south of the Minster sits outside of the settlement – however this is very much an exception, and the openness of that space has clearly significantly influenced the form and structure of the Town despite its location outside. There is an important relationship to the Minster and it contributes towards its significance as a heritage asset (this relationship is duly reflected within the Southwell Protected Views policy). Setting aside this exceptional MOA, there would be a fundamental inconsistency between the remaining existing designations and the new ones proposed through the Amended Neighbourhood Plan, given their location outside of the settlement. Setting aside methodological concerns, they cannot be considered ‘Main Open Areas’ on this basis alone. Whilst the existing Main Open Area policies are not identified as a strategic for the purposes of Neighbourhood Planning, it is considered that the proposed approach of the SNP would nevertheless contribute to a confused policy position- undermining both the implementation of existing Main Open Area policies (in multiple locations across the District) and Policy CF2.
- 3.59 Turning to the methodology, it is assumed the intention is that the two documents entitled ‘Key to Proposed Open Spaces’ provides the basis for the identification of the land. There is however a lack of precision to this evidence base, with the majority of the methodology seeming to be based on an application of the Local Green Space criteria in the NPPF. However 18 of the 33 areas identified on the map in the SNP are listed as ‘New Main Open Areas’ and not ‘Local Green Space’. If the merits of their identification as Main Open Areas is to be properly assessed, then this must instead entail the development and application of a suitable methodology relevant to their purpose – as set out through Policy SoA/MOA. However as referred to above, it is currently unclear how they contribute to the form and structure of the Town, and in any event for the most part they are located beyond its boundary. It is not considered that the methodology is rigorous enough to support the identification of the land in the way which has occurred.
- 3.60 Many of the 11 criteria in the methodology have been taken from the Local Green Space content in the NPPF, but on their own and with no broader context provided can be extremely subjective and lacking in definition. It is necessary to understand how the methodology followed has allowed for an objective assessment to be made against the criteria. In many cases just a simple ‘yes’ or ‘no’ is given as to whether they meet a criterion or not, with the accompanying commentary for each site being extremely brief. Consequently, as it stands the proposed approach of the SNP does not seem to be based on a robust and objective evidence base. Taken cumulatively, the approach risks introducing an extremely low bar for the identification and protection of a significant amount of land within and beyond the Town. Para 103 of the NPPF states that policies for the management of development within Local Green Space should be consistent with that for Green Belt. Therefore, in order for the policy to have merit then this protection must have a degree of permanence to it, and not be undone through future rounds of plan-making. This increases the threshold that the supporting evidence base will need to pass – given the significant implications the approach would present for the future growth of the Town.

- 3.61 If the intention is that all of the land will be Local Green Space, then much of it would fail the tests within the NPPF. Some of the land could be considered to be extensive tracts when considered in isolation, and would definitely be so when taken cumulatively. The Planning Practice Guidance (para 015, reference ID: 37-015-20140306 in the Open space, sports and recreation facilities, public rights of way and local green space section) is very clear, in that Local Green Space *'should not be proposed as a 'back door' way to try to achieve what would amount to a new area of Green Belt by another name'*. There is extreme concern that when taken together this is what the proposed new Local Green Space and Main Open Areas amounts to.
- 3.62 The objective merits of land that has been identified is somewhat undermined through land around the Crew Lane area having not being included. In superficial terms, and with the apparent low threshold for inclusion of land elsewhere, there would seem little difference here between land in that location and other parcels that are covered by either the Main Open Area or Local Green Space designations. The methodology doesn't allow this to be understood.
- 3.63 Ultimately the need for the policy intervention is questioned, beyond a limited identification of appropriate Local Green Space. There is significant overlap here with protection already provided through existing policies and designations. For example, the land beyond the Urban Boundary is covered by planning policy for the open countryside – which is restrictive in what it would allow for. Whilst other spaces are likely identified through the Conservation Area Character appraisal – and where integral to that designation then protection is provided. Unnecessary duplication in local planning policy, which adds to the complexity of the Development Plan, should be avoided where there is no need for this to occur. Beyond the horizon of the current round of plan-making the proposals would likely significantly constraint the options available to future decision-makers over the growth of the Town, and so undermine its sustainable long-term planning.
- 3.64 The concern amongst some landowners over the extent of engagement that has occurred in support of the designations is noted. In terms of the Local Green Space the Planning Practice Guidance is clear that landowners should be contacted at an early stage over proposals to designate any part of their land and that opportunities should be available for them to make representations. Clearly the Town Council will need to be satisfied that they have met this, with details provided through the consultation statement supporting the amended SNP. Following submission, the District Council will also need to have sufficient detail provided to allow these efforts to be replicated. Whilst there is a lack of clarity over whether all of the land identified is intended to be Local Green Space or not, it remains the case that proactive engagement of a similar type for landowners affected by the Main Open Areas should be undertaken. There would likely be a similar outcome in terms of the impact on the development potential of the land, and so it would appear to set a reasonable precedent in what ought to be expected.
- 3.65 As it stands there are severe concerns over the proposed approach, its justification, and the ability for it to be precisely and consistently implemented. Beyond this there is the strong risk that the options available to future decision-makers will be significantly constrained and the long-term planning of the Town impeded, without the justification necessary to warrant this having been provided. Should the Town Council wish to seek to overcome the objection then there is the need for a robust and comprehensive evidence base to be brought together, which clearly demonstrates the need and justification for such

an extensive amount of land to be protected. Without this compelling justification the policy approach will require substantial amendment.

Policy CF3 - Primary Shopping Frontage and District Centre

- 3.66 It should be noted here that the District Council is proposing to delete retail frontages through its Amended Allocations & Development Management DPD. It is considered that this type of policy tool has been made redundant through changes to the use classes order, given the breadth of uses within this class and the fact that changes between them will no longer constitute development (though related alterations to building fabric to facilitate a change may require permission). It should also be noted that the change of use from E class uses to 1 or 2 flats above can be carried out subject to 'prior approval', as can the change to a state funded school. Notwithstanding this, it is clearly implicit to the definition of the E class that uses falling within it can be taken as read to support the vitality and viability of Centres. Therefore, it is not considered proportionate or appropriate that proposals be required to demonstrate this. Part 2 of the policy is unnecessary – given that change within the E use class does not constitute development.
- 3.67 The first bullet point within CF3.3 is inconsistent with how national and strategic local planning policy would require the Sequential Test to be implemented. The purpose of the test is to provide an objective comparison between alternative reasonably available options, with the intention that the most sequentially appropriate be prioritised. However, there is no ultimate requirement through the Sequential Test that a proposal **must** physically adjoin a defined Centre- or be so well-connected that it is possible to walk between the two (it is also noted that no basis for establishing whether a site would meet this test has been provided).
- 3.68 Whilst the intention behind the requirement is understood and in some respects laudable, the sequential test is an assessment of reasonably available options – and it may be that there would be no alternative sites able to meet the proposed requirement, or where there are then they may prove inappropriate for the use. There is clearly a partial overlap here with what the policy is seeking to do and the separate impact test. The further the distance from, and the lack of relationship to, a centre then the greater the impact of the proposal on that centre is likely to be, by virtue of the trade diversion and reduced linked trips. Therefore, some of the concern which seems to underpin the policy would be picked up through that separate test (where applicable). Given the inconsistency with national and local policy, then the requirement will either need to be redrafted, or deleted. Wording within the second bullet point to CF3.3 ought to be slightly modified – the phrasing 'not significantly reduce' appears somewhat imprecise, and it is suggested that 'must not result in an unacceptable loss of...' would be an improvement from an implementation perspective.

Policy HE1 – Housing Type and Density

- 3.69 It's unclear where the new housing mix requirements have come from, the supporting text suggests that they are consistent with the Southwell Sub-area profile from the District-wide Housing Needs Assessment (2020), and whilst they are similar (being broadly weighted towards those dwelling types that the 2020 work identifies as priorities... 2 and 3 bed units) there are important differences. The evidence appendix has listed the 2014 Housing Needs Sub-area Analysis, which adds to a lack of clarity here. No alternative locally produced evidence has been published alongside the plan in order to allow the figures in the policy to be understood, and so it is important that this is now made available – or that the

requirements are adjusted so that the figures in the policy match the recommendations of the source that the supporting text refers to. The way the bedrooms has been split doesn't reflect the District-wide work, which includes 1-2 bedroom houses as a single category, whereas 1 and 2 bed dwellings are separate entries in the policy table of HE1. Likewise 4 or more bedrooms is the upper size in the District-wide study, but the SNP policy table includes 5 bed dwellings as a distinct group. These are not critical issues and a more localised approach could prove appropriate, if the work behind this can be made available and its merits considered.

- 3.70 In seeking to implement the policy it is not clear which column the decision-maker should apply - is it the middle or the final column? Following on from this, the purpose of the final column ('Balance of new housing to reach target mix') in the table needs to be explained and/or retitled so that its purpose, relevance and application can be properly understood. It is assumed that this reflects an assessment of what would need to occur on the remaining site allocations, in order for the housing brought forward in the Town to match the mix recommendations. This may be interesting background context, but will reflect a constantly evolving figure – taking account of windfall development and the mixes actually delivered on remaining allocations. The importance of the mix targets in the policy being clear and precise is underlined here, and it is strongly suggested that the middle column provide the policy requirements around mix. HE1.1 still seems to refer to associated densities being sought, but these no longer seem to form part of the policy (see also erroneous references to tables HE1a and HE1b under criterion HE1.3).
- 3.71 The requirement at HE1.2 for the Town Council Planning Committee to be involved in the agreement of open book viability assessments, where schemes are not policy compliant, is not considered appropriate and should be deleted. The Local Planning Authority is the decision-making body, and the role of the Town Council in that instance is one of consultee. Given that viability appraisals should be publicly available this then allows for the Town Council to review and input into the process through that route.

Policy HE2 – Economic Development and Employment

- 3.72 Proposed amendments would result in the deletion of So/E/3 from the policy, the basis for which is assumed to reflect the proposals emerging through the Amended Allocations & Development Management DPD. However, whether this emerging amendment through the District Council's plan review can be given any significant material weight is debatable. Subject to progress with the review of the Allocations & Development Management DPD then it may be that the reference to So/E/3 will require retention, to reflect the currently adopted plan. This could be the case should progress stall or the Neighbourhood Plan overtake the District Council's own Plan Review process.
- 3.73 It is unclear why the amendment to HE2.5 has replaced 'employment' with 'commercial', particularly given that the test within the policy remains orientated around demonstration an employment use is no longer viable. The proposed change altering the alternative need for a demonstrable beneficial environmental improvement, to become just an environmental improvement represents a significant lowering of the threshold that proposals would need to pass. This could result in minor perceived environmental benefits justifying the loss of an otherwise viable commercial or employment use. The reference to 'public well-being' in the final sentence of HE2.5 seems a little imprecise, and it is suggested that wording along the lines of 'public amenity' may be better used.

- 3.74 HE2.6 outlines that where So/E/2 and So/E/3 are considered unnecessary to meet employment needs that other uses will be considered. So/E/2 is not currently explicitly identified in this way within the existing policy, and no objection is offered here – it is recognised that a release under those circumstances may prove acceptable. Proposals emerging through the Amended Allocations & Development Management DPD would result in So/E/3 becoming ‘reserved land’ with the intention that it be protected from development and remain available to be considered within a future round of plan-making. There is however a divergence here between the two positions, and the proposed content within the Neighbourhood Plan could result in its earlier development. Whilst the Amended Allocations & Development Management DPD is yet to be submitted to the Secretary of State it is important that a coherent approach across the Development Plan is struck for this area of the Town. It is therefore suggested that this matter is the subject of further discussions between the two Councils.

Policy SS4 – Land East of Kirklington Road and Policy SS5 – Lower Kirklington Road

- 3.75 Engagement should take place with the Highways Authority to ensure the additional requirements that the Transport Assessment for the sites also take account of impact the Kirklington Road / Lower Kirklington Road junction – with provision of appropriate mitigating measures being made- is necessary.

‘Southwell Proposals Map A’

- 3.76 The map appears to show changes emerging through the Amended Allocations & Development Management DPD – for instance the Reserved Land at Crew Lane – which has not been tied into content within the proposed amended Neighbourhood Plan. In this instance the employment policy still references So/E/2 and So/E/3 – so this provides for a confused position with the map and policies not aligning with one another. It is suggested that the map within the SNP needs to provide an accurate representation of its policy contents, and so requires amendment. Site allocation SS7 is shown on an extended basis – as per proposals emerging through the District Councils Plan Review, but the indicative site capacity remains at around 15 dwellings – whereas this has been proposed to be increased to 18 dwellings in order to reflect that larger site area. It is recommended that the SNP also reflect this higher dwelling number.
- 3.77 The Urban Boundary would be slightly expanded through the SNP, to include land between the south of SS7 and Fiskerton Road. The Urban Boundary is a strategic policy for the purposes of Neighbourhood Planning, and so any proposals within the amended SNP will need to be in general conformity with the existing Development Plan. In this instance, given the boundary would be drawn more generously, then the change could be made and general conformity maintained. However, the Town Council should be aware of the implications, which may arise from the change. Under Policy DM1 the new location within the settlement boundary would make its development for a range of uses acceptable in principle, but there would be no policy to control how it would be brought forward – other than application of general policies within the Plan. Loss of the land to development may also prevent the area forming part of comprehensive future options for that part of the Town.

Implementation Section

- 3.78 Paragraph 13.2 it is important that the eligibility for 15% of the CIL generated in an area is capped at £100 per dwelling plus indexation is mentioned. Paragraph 13.5 should refer to

'programmes listed' in 13.7 and not 'policies' – it is also queried whether the paragraph referenced should actually be 13.8. In terms of the programmes referred to in the list, it is important to recognise that some may not be able to be realised without the consent of private owners (e.g. the steps that lead from Beckett's field footpath to the end of Halloughton Road).

4.0 Strategic Environmental and Habitats Regulations Assessments

4.1 Separate to this response a screening opinion on the proposed amended plan against the need for Strategic Environmental and Habitats Regulations Assessments will be provided.

5.0 Concluding Comments

5.1 Objections have been raised across a number of important areas in the emerging Amended Neighbourhood Plan. It is appreciated that the Qualifying Body may be disappointed to receive this input, however it is intended to help positively shape the Plan and ensure that it is fit for purpose, able to be consistently and precisely applied and to provide a plan that can deliver on local objectives. The Qualifying Body is not obligated to follow the input provided, and may choose to submit the plan unchanged with areas of disagreement to be resolved through its Examination. Notwithstanding this Officers remain committed to positively supporting the development of the amended Neighbourhood Plan, and would be happy to discuss matters in further detail.

Yours faithfully,



Matthew Tubb
Senior Planner (Policy)
Planning Policy & Infrastructure

1.0 Preamble

- 1.1. It seems that Southwell are trying to pre-empt (possibly inadvertently) the secondary legislation which will be required to mandate biodiversity net gain. Therefore, my overarching advice would be for Southwell (if possible) to wait until this, and the associated guidance, has been published and peer reviewed regarding its interpretation. There would then be a clearer view of what will be covered by legislation, and where the scope will be for local authorities and neighbourhood plans, to capture conservation, enhancement and subsequent gains for biodiversity which might be considered desirable/necessary, but which fall outside of any legislative requirement. I would consider that taking this route would be the best way for Southwell to achieve enhanced gains for biodiversity at a local level, rather than just trying to capture/repeat legislative requirements or NSDCs policies.
- 1.2. It's debatable whether local planning policy needs to include policy that reflects legislative requirements. However, a sceptical view might be that the Government may never get around to introducing the required secondary legislation (very unlikely), or that successive governments might remove/replace the legislation (always a possibility). The recent Government announcement reversing their stance on nutrient neutrality serves to remind how quickly things can be changed. Therefore, LPAs and Neighbourhood Plans might want to safeguard against this, albeit probably unlikely, scenario by including the requirement for mandatory net gain in local policies. However, the wording would be tricky, as in this scenario it would be unlikely that there would be a nationally adopted and maintained biodiversity metric that could be relied upon for the necessary calculations. Even if this was the rationale for including mandatory net gain in local policy, it would be better informed if drafted after the secondary legislation and guidance was available.
- 1.3. It's my understanding that:
 - a. A neighbourhood plan should align with strategic local plan policies and then focus on influencing development that sits outside of these policies; and
 - b. Planning applications within an area covered by a neighbourhood plan must be determined in accordance with the development plan (i.e., Policy DM7 Biodiversity and Green Infrastructure, and Core Policy 12 Biodiversity and Green Infrastructure for NSDC).

The following comments are made on this basis and are referenced against the Southwell Neighbourhood Plan with DRAFT CHANGES – May 2023.

2.0 Policy E3 – Green Infrastructure and Biodiversity **Introductory Paragraphs**

[5.15]. No comment to make.

[5.16]. I suggest that '*... to foster plant and animal (wildlife)...*, would be better as '*... to foster wildlife habitats and species in the parish and achieve gains for biodiversity*'.

Reason: It is important to highlight habitats which are composed of plant species rather than just 'plant'.

[5.17]. I suggest the following:

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‘This policy is part of a multi-faceted approach towards conserving the natural environment and the character of Southwell, which is accessible via its extensive and attractive Rights of Way network’.

Reason: The Rights of Way network is something that sits within the wider landscape or ‘Green Infrastructure’ but its importance is probably that it provides accessibility to the natural environment which the policy seeks to protect and enhance.

[E3.1]

- 2.1. This paragraph appears to try and capture the legislation regarding the timing of determining baseline biodiversity values for the purpose of mandatory biodiversity net gain, and accounting for deliberate ‘trashing’ of sites to reduce their baseline biodiversity value.
- 2.2. How this will work is that the applicant and the Local Planning Authority can agree the date for the pre-development biodiversity value of onsite habitats (i.e., the baseline). If there has been no agreement the baseline value date is then deemed to be the date that the planning application has been submitted.
- 2.3. This does not remove the ‘anti-trash’ safeguard embedded in the Environment Act 2021. If any activity has taken place between 30 January 2020 and the date agreed by the applicant with the LPA for the pre-development baseline value (i.e., the date that the baseline survey was undertaken), or in the absence of an agreed date, the date of the planning application, and those activities were not consented under a planning permission, and they reduce what the application site’s baseline biodiversity value would have otherwise been on the agreed date, then the pre-development onsite biodiversity value must be calculated as what it would have been immediately prior to those activities taking place.
- 2.4. This flexibility is quite important as in some situations some clearance of vegetation might be required to facilitate site investigations that are needed to develop a proposal and meet validation checks. The flexibility to allow applicants to agree a date with the LPA enables the biodiversity value to be captured without unnecessary disputes regarding potential ‘trashing’ actions.
- 2.5. In the situation where it has been considered that deliberate ‘trashing’ has taken place, calculating the baseline value can be very difficult as this will mostly be reliant on aerial photography which doesn’t give the accuracy required to make an accurate judgement.
- 2.6. There are inherent problems with the ‘anti-trashing’ guidelines, particularly as time advances and it will become harder to determine what the baseline value was, and whether the actions were a deliberate act to reduce the biodiversity value.
- 2.7. There should be no reason to specifically identify Local Wildlife Sites as the policy is attempting to capture vegetation manipulation in advance of submitting a development proposal, so this should be a catch-all on any area of land, irrespective of any designation.
- 2.8. As this will form part of the legislation it’s debatable whether this needs to be included within Policy E3, or any local planning policy. However, there are some scenarios where mandatory net gain will not apply. The following are currently excluded but the secondary legislation (expected before the end of November 2023) is expected to specify further exemptions:

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- Permitted development;
 - Marine development;
 - Development where the baseline biodiversity score is zero (i.e., the site is formed entirely by sealed surfaces which have a zero baseline value); and
 - Where the work will be temporary and will be restored within two years as measured by the Biodiversity Metric version 4.0.
- 2.9. Therefore, if local planning policy (or neighbourhood plan policy) wants to include currently excluded types of development within a biodiversity net gain policy I think it can do this, and then inclusion of wording to account for baseline values and anti-trashing would be appropriate as it wouldn't be covered by the legislation. If that's the case, the wording I have suggested for E3 below would need further modification.
- 2.10. Also, on the assumption that paragraph [E3.1] of the policy would be an extension of the existing NSDC policies, and the application type would be one that would fall outside of the mandatory net gain legislation, there wouldn't be a need for NSDC to agree the timing for the baseline value with the applicant, or a requirement to check for deliberate trashing, so I'm unsure how the Southwell NP would/could deal with this? If it formed part of Policy E3 within an adopted version of the Neighbourhood Plan, would it be NSDC's obligation to do this as part of its duty?
- 2.11. Assuming that Southwell want to keep the essence of what they are trying to capture, and safeguard against the secondary legislation not being introduced, I would suggest that the following wording would achieve this and give flexibility for changes in the legislation and also provide a basis for future changes if Southwell want to capture development types that will be exempt from mandatory net gain. However, it's worth re-iterating that this would be best left until after the end of November 2023 to see if the legislation appears, and if it does, to be better informed by that legislation. Otherwise, it will invariably require further modification to be fit for purpose.

Policy E3

E3.1 All development required by relevant legislation to provide a measurable, minimum net gain for biodiversity at a level set by that legislation, and calculated using a 'metric' the use of which is mandated by the relevant legislation, will be required to demonstrate delivery of at least the required minimum biodiversity gain in accordance with the legislation.

E3.2 If activities have taken place between 30 January 2020 and the date agreed with Newark and Sherwood District Council for the baseline biodiversity value calculation, or in the absence of any such agreed date, the date of the planning application, which have reduced the baseline biodiversity value of the application site from what it would otherwise have been, then the pre-development value will be taken as the value immediately prior to those activities. This will be determined using historic aerial imagery and any other relevant published information.

E3.3 The required net gain should be maximised onsite, with any shortfall delivered offsite, either within the Newark and Sherwood District, or as a last resort outside of the District.

E3.4 All development required by relevant legislation to provide a minimum biodiversity gain should be supported by an appropriate management plan, approved by Newark and Sherwood District Council, setting out objectives, management prescriptions, responsibilities, and a monitoring and reporting procedure.

Explanatory

On publication of enabling secondary legislation to mandate a minimum biodiversity net gain requirement, current legislation (i.e., Environment Act 2021), will require the baseline biodiversity value of a development application site to be determined either at a date agreed between the applicant and Newark and Sherwood District Council or in the absence of any such agreement, the date of the planning application. The legislation includes provision to prevent deliberate actions to reduce the baseline biodiversity value.

It is considered that in addition to the biodiversity gain plan required by the Environment Act 2021, additional detail will be required for the management and monitoring of on-site biodiversity gains.

[E3.2]

2.12. This is not logical. If a site has been degraded for the purpose of reducing its baseline biodiversity value, the 'anti-trashing' rule will account for this. Otherwise, what this paragraph means is that the developer would be expected to replant features at a ratio of 2:1, only for the application to then be considered against what its baseline value was prior to the 'trashing', making the 2:1 ratio irrelevant. Also, it is impossible to retain features at a ratio of 2:1. This section is not only very poorly worded, but also potentially irrelevant.

[E3.3]

2.13. This replicates Core Policy 12 but I consider it takes it further by indicating that only applications that protect and possibly enhance the biodiversity value of LWS, LNRs and priority habitats and species would be supported. I think that this is potentially unhelpful for the purposes of the overall objectives of Core Policy 12. This is because LWS are a non-statutory designation and therefore there is no legal requirement for owners to manage their LWS specifically to protect or enhance their biodiversity interest. Also, I'm not sure how well the LWS in the District have been monitored, or to what extent there has been engagement with LWS owners to encourage sympathetic management. In many districts there are LWS that have not been looked at for decades and their original interest has been lost. In some instances, better gains for wildlife can be made from losing part of a LWS to development, but then securing long-term favourable management for the remainder of the site as a planning condition. I think that para. [E3.3] potentially restricts the opportunity to do this.

[E3.4].

2.14. This is just repeating the legislation, so is it needed? The suggested re-wording under Paragraph 2.11 above would encompass this?

2.15. The legislation will require a Biodiversity Gain Plan (BGP) to be submitted and approved by the LPA and development cannot legally commence until the BGP has been approved. However, the BGP will potentially be different from a management plan as the current 'working draft' template does not include a requirement for detailing management prescriptions etc. for on-site net gain, but if offsite gains are involved, it does require the offsite approved Habitat Management and Monitoring Plan to be provided as part of the BGP.

2.16. I think that to be able to discharge their statutory duties LPAs will need a Habitat Management and Monitoring Plan for the proposed onsite gains as well, and potentially these will need to be conditioned as currently the detail for these doesn't appear in the working draft template for the BGP. So there might be merit here for a paragraph to capture which I have suggested at E3.4 under para 2.11.

[E3.5].

2.17. Same as above, but poorly worded as it doesn't make a clear distinction between on-site and off-site gain, or the option to use the national register.

E3.1.

2.18. This is irrelevant, as in this situation the development would be illegal and unable to proceed.

E3.2.

2.19. Mirrors Core Policy 12. I would be uncomfortable having a policy that becomes specifically tied to Natural England Standing Advice, as this is 'catch-all' advice and not always appropriate. This paragraph appears to seek additional benefits beyond what might be required to deliver mandatory net gain. This is to be encouraged as the 'biodiversity metric' is a proxy for providing enhancements for species and there are many options for delivering benefits for biodiversity which cannot be included in the 'biodiversity metric' calculation, and which are not specifically stipulated in NSDC's policies DM7 and CP12. The Neighbourhood Plan could require certain features in the parish's developments and thereby ensure local benefits for biodiversity that cannot be ensured through other means. So a suggested wording to capture this would be:

E3.5 In addition to the requirement for development proposals to deliver measurable gains for biodiversity, and the need to give due regard to designated sites, irreplaceable habitats and priority habitats and species as required by Newark and Sherwood District Council Adopted Core Strategy Core Policy 12, development with the parish will be required to provide specific enhancements for species via the following:

A) Residential development involving a single dwelling:

- *The provision of a single integrated bat roosting box*

B) Residential development involving 4-5 dwellings:

- *The provision of an integrated bat roosting box on 2 dwellings and the provision of an integrated bird nesting box on a further 3 dwellings; and*

- *Boundaries to be permeable for European hedgehog, by the provision of suitable holes in walls and close-board fencing to create a 'hedgehog highway' through residential gardens.*

C) Residential development involving 10 or more dwellings:

- *Integrated bat roosting boxes to be provided on 20% of the dwellings; and*
- *Integrated swift boxes in minimum groups of 3 to be provided on 10% of the dwellings; and*
- *Integrated bird nesting boxes for species other than swifts to be provided on 10% of the dwellings; and*
- *Soft landscaping schemes to demonstrate how the use of native species, or non-native species that are known to be beneficial to wildlife in the UK, have been maximised.*

Advisory

The provision of suitable features to support roosting bats and nesting birds cannot be included in the calculations for biodiversity gain, despite their known value to provide enhancement for species. Their inclusion with developments therefore needs to be secured by other means.

Migratory swifts have been in decline for many decades, with this decline particularly acute in the past two decades. Whilst all the reasons for this decline are still unknown, the loss of nest sites in buildings due to changes in building design and building regulations is considered a contributing factor. Whilst uptake of artificial nest sites for swifts is variable, they have been successful in many areas, and if not used by swifts, they are equally suitable to support other bird species.

Hedgehogs are a species of principal importance for conservation, but have long been in decline. Recent studies have indicated that the urban population is now stable and might be recovering. Urban areas, including residential gardens are thought to provide a suitable refuge and initiatives to improve habitats for hedgehogs and create habitat connectivity by providing small holes at the base of fences is considered to have helped to halt population declines in urban areas.

The use of native plant species, or non-native plant species and ornamental varieties known to be of value to wildlife in the UK, will increase the value of landscaping for a wide range of species.

Evidence that the design and location of the required enhancements are appropriate should be provided, and for developments of more than 1 dwelling, this should be via a report produced by a competent ecologist.

[E3.7]

- 2.20. I think the wording is too subjective as what defines the features to be of 'merit'. Also it appears to be contradictory, saying that features should not be degraded or lost, but then in the same sentence talking about being retained 'wherever possible'. This might

just be a case of word placement, as the ‘wherever possible’ might just relate to maintaining heights. It’s very restrictive and that restriction has the potential to block options for biodiversity improvement. For example, the loss of a hawthorn dominated hedge in poor condition, compensated for by the creation of a new native species, species-rich hedgerow within the development design would likely be a better outcome than retaining the existing hedge.

E3.3

2.21. Similar comments to those given in para. 2.20. Is this feasible and achievable in a viable development?

[E3.8]

2.22. Fine to be aspirational, but has this requirement been made based on the authors having a copy of these standards (which cost hundreds of pounds) so is there an understanding of what this actually involves? Also, the Design Codes seem to have been struck out in the Appendices, so have they been ditched?

[E3.9]

2.23. Appears to contradict [E3.7] which states that such features ‘...*must be retained*...’

[E3.10]

2.24. Is this necessary?

[5.18]

2.25. No comment as factual information.

[5.19]

2.26. Would suggest the following amendment

There are no sites of international importance for the habitats and species they support within Southwell parish. However, development has the potential to have negative effects on habitats and species that are a priority for conservation at national and local level of importance. This includes protected species and those listed on Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006 and those identified within the Nottinghamshire Biodiversity Action Plan.

[5.20]

2.27. No comment to make.

[5.21]

2.28. Although frequently referred to as the Defra metric etc. it is published by Natural England so would perhaps be better referred to as ‘The Natural England Biodiversity Metric’ also, the type of habitat is important. Also, this is the first instance in the document that the Defra Biodiversity metric term has been used, so it seems odd to include it in the explanatory paragraphs. A more factually correct version would be:

Biodiversity and Ecology Lead Officer Comments on Southwell Neighbourhood Plan

The Natural England Biodiversity Metric uses a standardised methodology to calculate 'biodiversity units' in relation to development proposals, based on the type, condition and extent of habitats present pre and post development.

[5.22]

2.29. I'm not aware of what this 'Register of Vegetation' is. So cannot comment further.

[5.23]

2.30. I think that all these bulleted examples are likely correct, so no comment.

6.1[5.24]

2.31. No comment.



Report to: Cabinet Meeting: 18 February 2025

Portfolio Holder: Councillor Claire Penny - Sustainable Economic Development

Director Lead: Matt Lamb, Director - Planning & Growth

Lead Officer: Matthew Norton, Business Manager - Planning Policy & Infrastructure, Ext. 5852

Report Summary	
Type of Report	Open Report / Non-Key Decision
Report Title	Winthorpe with Langford Neighbourhood Plan
Purpose of Report	<ul style="list-style-type: none"> To update Cabinet on the progress of the development of the Winthorpe with Langford Neighbourhood Plan. To approve the District Council consultation response to the Winthorpe with Langford Neighbourhood Plan.
Recommendation	That Cabinet approve the District Council consultation response to the Winthorpe with Langford Neighbourhood Plan as set out in Appendix A of this report.
Alternative Options Considered	It is necessary for the District Council to run the Regulation 16 Consultation on the Winthorpe with Langford Neighbourhood Plan because Winthorpe with Langford Parish Council have submitted a Neighbourhood Plan proposal under Regulation 15 (1) of The Neighbourhood Planning (General) Regulations 2012. Officers' comments are in some cases necessary to correct inaccurate or misleading material in the Neighbourhood Plan and in other cases intended to make the document easier to understand and use in reaching decisions on development proposals in the Parish.
Reason for Recommendation	To allow District Council to submit a consultation response on the Winthorpe with Langford Neighbourhood Plan.

1.0 Background

1.1 Since 2020, a steering group made up of local residents has led the production of the Winthorpe with Langford Neighbourhood Plan. The Plan identifies key issues relating to development for the community, sets out a vision and objectives for development in Winthorpe with Langford Parish and contains a range of policies to be used in the assessment of development proposals. If 'made', it will become part of the Development Plan for land use and development proposals within the Parish for the plan period.

- 1.2 The Neighbourhood Plan was subject to several rounds of consultation with residents of Winthorpe with Langford, most recently a consultation under Regulation 14 of The Neighbourhood Planning (General) Regulations 2012 (the Regulations). Following this, Winthorpe with Langford Parish Council have submitted a Submission Draft version of the Neighbourhood Plan to the District Council under Regulation 15 of the Regulations. This submission has met the requirements under Regulation 15, and so the District Council has now published the Neighbourhood Plan for comments under Regulation 16 of the Regulations.
- 1.3 Following the Regulation 16 Consultation, the Neighbourhood Plan will be submitted to an independent examiner. If the examiner is minded to recommend that the Neighbourhood Plan should proceed to the next stage, the District Council will organise a referendum in Neighbourhood Plan Area. If the majority of those who vote in a referendum are in favour of the draft Neighbourhood Plan, then the Neighbourhood Plan must be made by the District Council within 8 weeks of the referendum.

2.0 Proposal/Details of Options Considered

- 2.1 Officers have prepared a consultation response on the Submission Draft version of the Neighbourhood Plan, and these are attached as **Appendix A**. The Submission Draft version of the Neighbourhood Plan itself can be seen on the District Council's website:

[Winthorpe with Langford Neighbourhood Plan | Newark & Sherwood District Council](#)

- 2.2 The issues addressed in the Officers' comments include the need to clearly define the plan period, BNG requirements going beyond District and national policy, unclear mapping, District Council documents being referred to incorrectly and recommended factual updates.
- 2.3 Planning Policy Board considered and endorsed the proposed consultation response at their 28 January 2025 meeting.

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.

Financial Implications - FIN24-25/156

- 3.1 The District Council is responsible for the costs associated with the ensuing stages of examination and referendum of the Winthorpe with Langford Neighbourhood Plan. Funding from Central Government is available to cover these costs.

Legal Implications (LEG2425/7497)

- 3.2 Cabinet 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.

Winthorpe with Langford Submission Neighbourhood Plan.

Dear Examiner,

Date

Winthorpe with Langford Neighbourhood Plan – Regulation 16 Stage District Council Response

This letter provides the formal response from the District Council to the Regulation 16 stage of the Winthorpe with Langford Neighbourhood Plan (the Plan).

Please note that although due to transitional arrangements it may not be necessary to amend the document to take account of changes to the NPPF, it is recommended that the Qualifying Body do so because it will make it a more useful, up-to-date and comprehensible document.

A table is provided after these comments showing where District Council documents are referred to incorrectly and how they should be referred to.

1.10: It is stated here that the plan period is up to 2034, but the foreword says that it is 2023 – 2033. Clarity on this is necessary because there cannot be any doubt about what the plan period is.

2.33 The number of the paragraph is in italics for no reason, and the reference to a paragraph in the NPPF needs to be updated.

Biodiversity in Winthorpe: Throughout this section many species names are in capital letters when they should be lower case. Species are correctly in lower case in the ‘Biodiversity in Langford’ section.

2.41: The second sentence should begin with ‘Muntjac and roe deer’. If a third deer species is intended to be referred to, it should be named.

Figure 8 (p20): The map does not appear to show which shade of blue is which flood zone. This should be made clear.

2.55: Are there maps missing here? This may be a reference to figure 9, but this doesn’t appear to show how the village’s accessibility and permeability have changed over time.

Housing and Housing Needs (p23): The new NPPF and housing targets for the District should be discussed in this section.

Figure 10 (p27): The area called Newark Showground Policy Area does not match the Newark Showground Policy Area defined in the Allocations & Development Management DPD (which remains unchanged in the ongoing review of this document). The area to the south of the A17 is not included in this designation in the DPD. A new map should be provided.

4.1: There has been progress in the review of the Allocations & Development Management DPD since this was written. It is now accurate to say: 'Newark & Sherwood District Council is in the process of reviewing the Allocations & Development Management DPD. An amended version of the document has been submitted to the Planning Inspectorate and an Examination in Public was held in November 2024. The District Council is not proposing to make any new housing, employment or retail allocations through this review.'

4.3: The paragraph in the NPPF referred to here is now numbered 31.

4.4: Not all of the material quoted here is in paragraph 11 now.

4.6: It would be more accurate to say that the two main documents of the local development framework are the Amended Core Strategy and the Allocations & Development Management DPD. Other documents such as Supplementary Planning Documents and the Policies Map also make up the local development framework.

6.3: The second sentence should say 'the presumption in favour of sustainable development' instead of 'the presumption of sustainable development'.

6.4: Again, it should be 'the presumption in favour of sustainable development'.

Policy 1, 1e: This needs to be changed. It refers to 'a net increase of at least 10% in biodiversity within the Neighbourhood Plan Area'. While non-exempt development must now demonstrate a Biodiversity Net Gain (BNG) of 10% or more, it should be accepted and made clear that it may not always be possible to provide this on-site or even in the local area so it would be better to remove the words 'within the Neighbourhood Plan Area'.

Policy 1, iib: 'At and adjoining Newark Showground' needs explanation and clarification - some of the Neighbourhood Plan Area is in the open countryside and this should be treated differently to that in the settlements. It should be explained how this part of the policy sits against Policy NUA/SPA/1 of the Allocations and Development Management DPD which concerns the Newark Showground Policy Area defined on the Policies Map.

6.7: This needs 'of' to be inserted before 'Winthorpe', and the references to paragraphs in the NPPF need to be updated. Later in this paragraph, it appears that there is a reference to a Policy within the Amended Allocations and Development Management DPD. It should be made clear that this is not an adopted document, and while it gives an indication of the direction of travel of District Council policy, only limited weight can be attached to it currently.

6.8: The references to paragraphs in the NPPF need to be updated.

Policy 3, throughout: It would be better to say 'plant, infrastructure and machinery' instead of just 'plant' to be more inclusive of potential sources of renewable energy.

Policy 3, 3: This should say 'will not usually be supported' rather than 'will not be supported' because there may be situations where, for instance, the loss of productive agricultural land could be made acceptable through mitigation or compensation.

6.10: The references to paragraphs in the NPPF need to be updated.

6.12: Again, it appears that there is a reference to a Policy within the Amended Allocations and Development Management DPD. It should be made clear that this is not an adopted document, and while it gives an

indication of the direction of travel of District Council policy, only limited weight can be attached to it currently.

Policy 4: In paragraph 1, i, ii, iii and arguably iv and v are very similar. Could a) be one point?

The measures set out in paragraph 2 may not always be appropriate or possible and local policy provides guidance but does not enforce standards.

In paragraph 2, there is a requirement for charging facilities for electric vehicles which goes beyond local and national policy – please see the Building Regulations 2010 Approved Document S:

[Building Regulations Approve Document S](#)

Please also see the Newark & Sherwood Residential Cycle and Car Parking Standards & Design Guide Supplementary Planning Document:

[Residential Cycle and Car Parking Standards and Design Guide SPD](#)

New developments are not always required to provide charging facilities. The wording of the policy could be altered a little to bring it in line with local and national policy, but it might be better and much simpler to delete this aspect of the policy as any planning application will need to comply with Building Regulations anyway, so it is not necessary.

In paragraph 3 a) and b) need to be better explained and allow for the loss of a pathway if mitigated, and also b) is realistically unenforceable. How could it actually be applied? How would a decision maker know if an application would adversely impact on any future expansion of the footpath and cycle path network or other active travel facility as outlined in the Neighbourhood Plan's Active Travel aspirations? This should be rewritten.

6.15: The references to paragraphs in the NPPF need to be updated.

6.21: The references to paragraphs in the NPPF need to be updated.

6.23: This appears to be referring to the amended version of Core Policy 3 which appears in the Amended Allocations and Development Management DPD (although Core Policy 3 is in the Amended Core Strategy, the District Council is seeking to amend it through the current review). It should be made clear that Amended Allocations and Development Management DPD is not an adopted document, and while it gives an indication of the direction of travel of District Council policy, only limited weight can be attached to it currently.

Policy 6: The last sentence of paragraph 1 b should refer to a – b above, not a – c above.

In 'c. Provisos' i, there is not a mandatory requirement for *all* new housing to be M4(2) compliant, so this policy appears to go beyond local and national policy without justification. Also in c, what precisely is meant by ii and how would it apply to Langford, in particular 'the main body of the village'? Would separate policies for each village be more appropriate, for example such as:

'Schemes for new development in Winthorpe should normally be small scale in size with 5 units considered a reasonable upper limit. Schemes for new development in Langford should normally be small scale in size with 1 unit often being considered appropriate.'

6.24: Please see comments on Figure 10, above.

6.25: The references to paragraphs in the NPPF need to be updated.

6.27: Neither the original or the amended versions of Policy DM8 actually state exactly what is claimed in the last sentence of paragraph 6.27. This needs to be changed and it should be made clear which document is being referred to.

6.28: Neither the original or the amended versions of Policy DM11 actually state in section 5 exactly what is said in this paragraph. The wording chosen makes the policy sound more restrictive than it really is. This needs to be changed and it should be made clear which document is being referred to.

Policy 7: Paragraph 2 refers to Use Class E1 which does not exist. This needs to be changed to show what is really intended.

Paragraph 3 could be interpreted as being permissive of new residential development – is this what is meant? This needs clarification either way.

Paragraph 5 needs to be proportionate – language like ‘would unreasonably detract’ would be better.

6.32: Presumably section 9 of what should be described as ‘Policy DM8 of the Allocations and Development Management DPD’ is being referred to here. Paragraph 6.32 makes it sound as if this policy protects existing facilities in the same way as Spatial Policy 8. Policy DM8 is more concerned with controlling and guiding new developments in the Open Countryside and this needs to be clarified.

6.33: Two accidentally inserted full stops should be removed from this sentence.

6.34: This should be altered to acknowledge that not all new development has to deliver 10% BNG, some types of development are exempt. The reference a paragraph in the NPPF needs to be updated.

6.36: What should be described as ‘Policy DM3 of the Allocations and Development Management DPD’ does not state that new developments should contribute to the development of new green infrastructure where appropriate. The policy actually states: ‘planning applications will be expected to include appropriate infrastructure provision.’ This certainly does not mean green infrastructure exclusively or even primarily. The amended version of this policy in the Amended Allocations and Development Management DPD sets out that: ‘the Council will work with Nottinghamshire County Council, neighbouring Local Authorities and infrastructure partners to ensure that development is supported by the timely, and where appropriate phased, provision of necessary physical, social and green/blue infrastructure and where appropriate its maintenance.’ If it is this that is being referred to, it should be made clear that Amended Allocations and Development Management DPD is not an adopted document, and while it gives an indication of the direction of travel of District Council policy, only limited weight can be attached to it currently.

6.37: This paragraph refers to what should be described as ‘Policy DM5(b) of the Amended Allocations and Development Management DPD’. Again, it should be made clear that Amended Allocations and Development Management DPD is not an adopted document, and while it gives an indication of the direction of travel of District Council policy, only limited weight can be attached to it currently.

6.38: This paragraph refers to what should be described as ‘Policy DM7 of the Amended Allocations and Development Management DPD’. Again, it should be made clear that Amended Allocations and Development Management DPD is not an adopted document, and while it gives an indication of the direction of travel of District Council policy, only limited weight can be attached to it currently.

Policy 9: The third paragraph should be clear that some types of development are exempt from the requirement to provide 10% BNG, and that it may not always be possible to provide the BNG locally.

6.39: The reference a paragraph in the NPPF needs to be updated.

6.40: The references to paragraphs in the NPPF need to be updated.

6.41: This paragraph refers to what should be described as ‘Policy DM5(b) of the Amended Allocations and Development Management DPD’. Again, it should be made clear that Amended Allocations and Development Management DPD is not an adopted document, and while it gives an indication of the direction of travel of District Council policy, only limited weight can be attached to it currently.

Throughout 6: Policies: There is inconsistent numbering of the paragraphs within the policies.

Appendix A: Higher Tier Planning Policy Context: The references to paragraphs in the NPPF need to be updated.

Newark and Sherwood Local Plan: Spatial Policy 3 Rural Areas is largely duplicated.

Paragraph number	Correct document(s) reference
6.4	'Core Policy 9 of the Amended Core Strategy and Policy DM12 of the Allocations and Development Management DPD'
6.7	'Core Policies 3, 9, and 13 of the Amended Core Strategy', or 'Core Policies 3, 9, and 13 of Newark and Sherwood District Council's Amended Core Strategy'
6.8	'Core Policy 10 of the Amended Core Strategy' and 'Policy DM4 of the Allocations and Development Management DPD'
6.11	'Core Policy 7 of the Amended Core Strategy', or Core Policy 7 of the Newark and Sherwood District Council's Amended Core Strategy', and 'Strategic Objective 9 of the Amended Core Strategy', or 'Strategic Objective 9 of Newark and Sherwood District Council's Amended Core Strategy'
6.16	'Core Policy 14 of the Amended Core Strategy', or 'Core Policy 14 of Newark and Sherwood District Council's Amended Core Strategy'
6.17	'Policy DM9 of the Allocations and Development Management DPD'
6.22	'Core Policy 3 of the Amended Core Strategy', or 'Core Policy 3 of Newark and Sherwood District Council's Amended Core Strategy', and 'Core Policy 9 of the Amended Core Strategy', or 'Core Policy 9 of Newark and Sherwood District Council's Amended Core Strategy'
6.26	'Core Policy 7 of the Amended Core Strategy', or 'Core Policy 7 of Newark and Sherwood District Council's Amended Core Strategy'
6.27	'Core Policy 6 of the Amended Core Strategy', or 'Core Policy 6 of Newark and Sherwood District Council's Amended Core Strategy', and 'Policy DM8 of the Allocations and Development Management DPD'
6.28	'Policy DM11 of the Allocations and Development Management DPD'
6.31	'Spatial Policy 8 of the Amended Core Strategy', or 'Spatial Policy 8 of Newark and Sherwood District Council's Amended Core Strategy'
6.32	This should be 'Policy DM8 of the Allocations and Development Management DPD'.
6.35	'Core Policy 12 of the Amended Core Strategy', or 'Core Policy 12 of Newark and Sherwood District Council's Amended Core Strategy'
6.36	'Policy DM3 of the Allocations and Development Management DPD'
6.37	'Policy DM5(b) of the Amended Allocations and Development Management DPD'
6.38	'Policy DM7 of the Amended Allocations and Development Management DPD'
6.41	'Core Policy 10 of the Amended Core Strategy', or 'Core Policy 10 of Newark and Sherwood District Council's Amended Core Strategy', and 'Policy DM5(b) of the Amended Allocations and Development Management DPD'



Report to: Cabinet Meeting: 18 February 2025
 Portfolio Holder: Councillor Paul Taylor - Public Protection and Community Relations
 Director Lead: Matthew Finch, Director of Communities and Environment
 Lead Officer: Jenny Walker, Business Manager – Public Protection, Ext. 5210

Report Summary	
Type of Report	<p>Open Report (with exempt appendix) / Key Decision</p> <p>The report appendix contains exempt information as defined under Schedule 12A of the Local Government Act 1972 Paragraph 3 under which the Cabinet has the power to exclude the press and public if it so wishes.</p> <p>It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because it contains information which is commercially sensitive financial details and technical information that could pose a cyber security risk if disclosed.</p>
Report Title	Update on the Creation of an In-House CCTV Control Room
Purpose of Report	To update Members on the proposed project to create an in-house CCTV Control Room based in Newark & Sherwood, detail the costs associated and the remit of the proposed Control Room.
Recommendations	<p>That Cabinet:</p> <ul style="list-style-type: none"> a) note the findings of the internal CCTV Review; b) approve the integration of the internal cameras within the new control room; c) note the changes in the Long-Term Towns Funding; d) approve the Capital Budget, financed by the Change Management Reserve as set out in Section 6.3 for the: <ul style="list-style-type: none"> ○ New control room at £700,000 ○ Integration of internal CCTV systems into the new control room at £40,000; and e) approve procurement via the ESPO Framework of: <ul style="list-style-type: none"> ○ Consultant costs for complete start-to-finish project management of £39,160 funded the General Fund favourable variance in 2024/25.

<p>Alternative Considered</p> <p>Options</p>	<ul style="list-style-type: none"> • Work with an external existing control room to monitor our cameras – this would not allow for a dedicated Newark & Sherwood monitoring as it would sit within another partnership. • Create a new partnership with shared resources and a new control room – it is possible once the new control is set up that decisions are made to bring in further CCTV cameras from outside of the district for a revenue fee. This would need to be considered in line with the control room aims.
<p>Reason for Recommendations</p>	<p>The creation of the CCTV Control Room previously approved at Cabinet aligns with the Community Plan Objective 4 – Reduce Crime and Anti-Social Behaviour.</p> <p>Bringing NSDC CCTV Assets centrally into the control room ensures legal compliance and increases the control reach.</p>

1.0 Background

- 1.1 At the March 2024 meeting of Cabinet, a report was presented setting out the business case and costs for creating a dedicated in-house CCTV Control Room within Newark & Sherwood. A decision was taken by Cabinet on 26 March 2024 to create a new in-house CCTV Control Room as detailed in the business case and issue notice to the current CCTV Partnership of our intention to withdraw, at the end of the partnership’s current agreement on 31 March 2026 (minute number 13 refers).
- 1.2 Following the Cabinet meeting the notice was issued to all partners and all related contractors were also advised. These included the CCTV maintenance contract and the control room staffing contract.
- 1.3 Members will recall that the consideration of an in-house CCTV control room for Newark & Sherwood was first recommended by the member led ASB Working Group through the Policy & Performance Improvement Committee, which was later ratified by Cabinet on 21 February 2023 (minute 19 refers).
- 1.4 Since the notice has been issued NSDC has remained an active member of the CCTV partnership. Each of the other councils who are part of the partnership are determining their intention for the future.
- 1.5 The current location of the CCTV Control Room at Police Headquarters at Sherwood Lodge has 2 years remaining on the agreement. It is not expected that the lease for hosting the CCTV Control Room will be renewed after its current end date. The costs for moving from Sherwood Lodge are to be borne by the partnership, any consideration for improving the current set up would cost more money in the longer term once the space is required back.

2.0 Long Term Towns Fund 2

- 2.1 The March 2024 report set out proposals to create a state-of-the-art CCTV Control Room at a location with NSDC assets to ensure that the longevity and certainty of a lease is no longer an issue. This would enable the council to have full control of the location.

- 2.2 The financing for the control room was to be applied for through the Long-Term Towns Fund 2. Throughout the spring and summer of 2024 the application and presentations to the Towns Board on this project was undertaken and the project remains within the draft Investment Plan.
- 2.3 During this process the funding allocation from Long Term Towns Fund for this project was reduced by half. This would require match funding from NSDC of £350k to deliver the project from capital reserves.
- 2.4 Following the change in government, we have been advised of a delay in the funding release for the Long-Term Towns Fund to the financial year of 2026/27. This change in funding timescales impacts the funding for the control room and the required timescales for its delivery, as the control room must be in full operation by the end of the notice period of 31 March 2026. Government guidance related to the Long-Term Towns Fund is still pending and officers will try and ascertain whether retrospective funding is allowable. It should be noted this is not guaranteed but will be sought based on the draft Investment Plan the Town Board developed in 2024.
- 2.5 This would require the full capital costs for the creation of the control room to be funded from NSDC Capital Budgets. Details relating to this are included in the financial implications section 6.3.

3.0 Internal CCTV Systems

- 3.1 In addition to our public realm cameras that are monitored by the Control Room at Police Headquarters, NSDC also has a number of independent, stand-alone CCTV systems at key assets. These include:
- Castle House and car park
 - Brunel Drive Depot
 - Palace Theatre/Civil War Museum
 - Jubilee Bridge
 - Buttermarket
 - Vicar Water
 - Active4Today sites
 - Ollerton Customer Services Centre
- 3.2 Each of these systems are managed by separate business units rather than corporately. Many of these are CCTV systems are not directly monitored and just record. When there is an incident, the footage is then reviewed sometimes requiring an officer to attend the site and manually review the footage. The Senior Information Governance and Data Protection Officer is the Council's nominated responsible person for CCTV, which is a requirement by the Surveillance Commissioner. In order to ensure that these standalone systems meet all the legal requirements for their use, a review has been undertaken to determine whether the existing systems can be better delivered through the CCTV Control Room.
- 3.3 To understand the current systems across the authority, a technical review has been undertaken to understand each of the systems in place currently and whether these can be integrated into the new control room.

3.4 Each system is slightly different in terms of make, model, age and connectivity. The full review identified some systems that would require additional upgrades to ensure suitable compliance and connectivity into the new control room. The full details are provided within the exempt **Appendix**.

4.0 Project Management

4.1 The design and creation of the in-house control room is a technically complex project. To date we have been supported by an external CCTV specialist who has assisted in the CCTV review, design and business case and most recently the internal CCTV review that is provided in the Appendix.

4.2 The next process is to create full design and technical specifications and to undertake a procurement exercise for the control room build and set up. To ensure that this process is managed effectively provision has been made to use specialist consultants to undertake this process. This will be managed within existing budgets.

5.0 Staffing the CCTV Control Room

5.1 The current staffing of the CCTV Control Room is through a contract with the partnership. This delivers the CCTV Monitoring but also the Out of Hours provision for all authorities. Some of the staff working in the control room have remained since the control room was based at Kelham Hall. The staff have TUPE'd across as the contracts over time have been procured. The current contract also includes a TUPE clause which is currently being explored with the supplier. It is too early at this stage to determine if any existing staff will formally TUPE across.

5.2 Consideration has been given to the required staffing levels required for the new control room to ensure that it staffed 24/7. This is based on the number of officer hours that are required to operate the control room and includes consideration of annual leave and sickness. It has been determined that the control room would require:

- Control Room Manager (1.5 FTE)
- CCTV Operatives (5 FTEs)

5.3 The detailed staffing costs are not currently known until the roles are fully developed and are appropriately job evaluated to determine the scale.

5.4 The costs of the service overall are expected increase by £120k on the existing 26/27 budget for the staffing costs and other running costs of the service. However, we estimate that the revenue costs for the running of the control room would be offset by the revenue expenditure for staffing and related costs from the partnership.

5.5 The long-term Commercial Strategy is to generate further revenue income from additional monitoring service contracts to offset the revenue costs. This may include the provision of CCTV monitoring services for other organisations that have public realm cameras within the district alongside a future consideration of where the Careline function operates from, which may reduce the revenue costs to the council.

6.0 Local Government Re-Organisation

- 6.1 Since the Government has announced the requirement for all authorities to submit proposals for the creation of unitary councils, there has been inevitable discussions related to the timescales of those proposals and what, if any, impact there may be for certain projects.
- 6.2 In the case of this project, there is currently no viable alternative that can be considered for the creation of an in-house CCTV control room and the timescales are set, as the notice has already been issued, as agreed by Cabinet. The announcement of the local government reorganisation and the timescales related to such a programme would mean that new authorities would not be in place until 2027 – 2028. This is two years after the control room would be in operation.
- 6.3 The creation of any new unitary authority would be set up and operate as “safe and legal” at the point of vesting day. It will take a number of years following vesting day for on the ground transformation to be considered and take place. The new control room and the equipment within would be under warranty and be built into the asset register for replacement and upgrade review after 10 years, it is unlikely that the control room, once set up for 1 April 2026 would be looked at alongside any other control rooms in the new unitary area by 2030 at the earliest.

7.0 Implications

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

Data Protection Implications

- 7.1 I have considered the move of stand-alone surveillance systems, operated directly by individual business units within the Council, into a centralised control room. This would allow the Council to become and remain compliant with the Biometric and Surveillance Camera Commissioner's requirements. Working in line with the surveillance camera code of practice. Ensuring the governance requirements are met in each occasion. This also removes the staff time to attend sites and review footage following an incident. Access to the data would be secure, controlled and only shared where it is legally allowed to be.
- 7.2 A centralised function for all of the Council's surveillance assets would also support gaining accreditation with the Biometric and Surveillance Camera Commissioner.
- 7.3 In conclusion a centralised CCTV control room, enforces good governance and strongly supports legal compliance as well as mitigating risks associated with stand-alone surveillance systems.

Digital and Cyber Security Implications

- 7.4 To ensure optimal performance and security, hardware and software must be regularly updated and maintained. This not only enhances performance but also protects against cyber threats, especially when handling sensitive data such as CCTV footage.
- 7.5 With Rushcliffe moving disaster recovery provision to their own assets, NSDC must relocate its disaster recovery provision to its own asset due to funding and demise of the reciprocal agreement.

Financial Implications (FIN24-25/501)

Revenue

- 7.6 The table below illustrates the **estimated** financial cash budget for bringing the CCTV Control Room 'in house' and will subsequently affect the 2026/27 Budget as the initial year starting April 2026, and every year thereafter, if approved.

	2025.26 Budget	Proposal	Variance
Salary Related Expenditure	52,980	285,300	232,320
Premise Related Expenditure	32,930	32,930	0
Transport Related Expenditure	230	230	0
Supplies and Services Expenditure	199,170	69,230	(129,940)
Revenue Income	(47,470)	(22,150)	25,320
	237,840	365,540	127,700
Business Support Officer Saving		(13,780)	(13,780)
25.26 TOTAL BUDGET	237,840	351,760	113,920
26.27 (with 2% inflation)	240,000	360,000	120,000
27.28 (with 2% inflation)	244,800	367,200	122,400
28.29 (with 2% inflation)	249,700	374,540	124,850

- 7.7 The initial years impact for 2026.27 would be circa £120,000 based on an additional 1.5 Control Manager and 5 operatives.
- 7.8 Surveillance costs currently paid to the current service provider for the Control Room staff will cease from 2026.27. These costs are in the region of £110,000 per annum.
- 7.9 Additional revenue costs for the current partnership also include the lease at Sherwood Lodge, the costs for the data mast and the maintenance contract of which would also cease from 2026.27.
- 7.10 Current Salaries include a percentage of the Business Manager, Community Protection Manager, Business Support Officer and an Emergency Planning and CCTV Officer
- 7.11 Proposed Salaries include the current salaries plus an assumption of 1.5FTE NS9 CCTV Control Managers and 5 NS5 CCTV Operatives at the top of the grades, and a saving in the Business Support Officer post which currently remains vacant following the retirement of the post holder.

- 7.12 It is currently unclear what the cost implications are of TUPING staff from the current provider, and if this is a possibility.
- 7.13 It is important to note that the Salary Grades are just estimated, and that the spinal column points have been assumed at the top of the scale. Detailed employee costs will be known once the full Job Evaluation process has been completed.
- 7.14 There may be some employee costs in 2025/26 in preparation, but any requests will be reported separately seeking approval to change the current establishment.
- 7.15 The longer-term commercial strategy seeks to increase revenue income for the new control room by undertaking monitoring for other public realm cameras that are in place across the district. This would be through a service contract with other organisations or companies to undertake their monitoring.
- 7.16 At Cabinet in March 24 it was agreed to allocate £30,000 from the Capital Feasibility Reserve in order for the full business case proposal to be developed in line with Towns Fund Requirements. This is no longer required, for this purpose and can be de-committed. The budget required to fund the Project Manager Consultant, can be made available from the overall general fund favourable variance by way of a management carry forward.

Capital

- 7.17 The budget required for the creation of the in-house CCTV control room of £740,000 which can be financed by the Change Management Reserve with no further impact on the revenue budget.

Summary

- 7.18 The Capital and Revenue budget reports elsewhere on the agenda do not include the financial implications of this report. If approved the budget will be added to the Capital Programme and Revenue budget / MTFP reports for Full Council 6 March 2025.

Human Resources Implications - HR2425/9587 SL

- 7.19 HR & Training are working with the project team to determine whether there are any implications arising from TUPE. A full due diligence process needs to be completed before comprehensive advice can be given.
- 7.20 Currently we believe the employees of the partnership work across all users of the service, which indicates to us that the employees are not 'assigned' to NSDC. If this is the case it is likely TUPE will not apply, however, the partnership believe that TUPE does apply. We may need to seek some legal advice should there be a dispute with the partnership over this matter and once we are clear on our position, should the outcome be that employees are not 'assigned' then there is no reason why we couldn't encourage those employees to apply for our vacancies as long as a fair and equitable, competitive recruitment procedure is carried out.

- 7.21 SLT are advised that should it turn out that employees are 'assigned' then a formal consultation process will be implemented. SLT are advised that any liabilities connected with transferring employees, the liability transfers with the employee. Therefore, as mentioned above, a full due diligence process will be undertaken and SLT will be advised of any potential liabilities and recommendations for managing those.
- 7.22 It is noted that in s5.2 management have indicated numbers of staff required to run the service and HR and Training recommend that, if not already done so, these staffing numbers should include allowance for average annual leave and sickness absence.
- 7.23 It is well known that working night shifts can have an impact on the health and wellbeing of employees, therefore, it is recommended that when shaping jobs and structures, account is given to H&S provisions for staff who work nights.
- 7.24 Management should also ensure adequate provision is made for breaks and shift handover. We do not currently have a policy in place for employees working in this way and it may be necessary to develop some guidance on 24/7 working which will apply to this group of employees.

Legal Implications (LEG2425/9032)

- 7.25 Cabinet is the appropriate body to consider the content of this report. The Legal Team will need to be instructed in relation to contractual matters and lease arrangements.

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.

- PPIC – 28 November 2022 - Recommendations from the Review of Anti-Social Behaviour – Member review suggesting CCTV Control Room feasibility to come in house
- Cabinet – 21 February 2023 - Anti-Social Behaviour (ASB) Working Group Review – agreed for feasibility of in-house CCTV control room to be submitted to cabinet
- Cabinet – 26 March 2024 - In-house CCTV Monitoring Business – Members approved the creation of a new CCTV Control Centre as set out in the exempt Appendix

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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