



**Castle House
Great North Road
Newark
NG24 1BY**

Tel: 01636 650000
www.newark-sherwooddc.gov.uk

Monday, 7 July 2025

**Chair: Councillor L Tift
Vice-Chair: Councillor R Jackson**

To all Members of the Council:

MEETING:	Full Council
DATE:	Tuesday, 15 July 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 on Tel: 01636 655243 Email: nigel.hill@newark-sherwooddc.gov.uk.

AGENDA

Page Nos.

- | | | |
|----|---|--------|
| 1. | Notification to those present that the meeting will be recorded and streamed online | |
| 2. | Apologies for absence | |
| 3. | Declarations of Interest by Members and Officers | |
| 4. | Minutes from the meeting held on 20 May 2025 | 5 - 18 |
| 5. | Communications which the Chair, Leader, Chief Executive or Portfolio Holders may wish to lay before the Council | |
| 6. | In accordance with Rule No. 3.1 to receive the presentation or the debating of any Petitions from Members of the Council (if any) | |
| 7. | Questions from Members of the Public and Council | |

In accordance with Rule No. 3.3.3 the following question has been submitted to the Council from Councillor John Lee:

Potential Impact of Boundary Changes on Health, Wellbeing, and Leisure Services in Nottinghamshire

“As Nottinghamshire considers transitioning to a unitary authority, concerns have arisen regarding the potential impact of boundary changes on essential services, particularly those under your portfolio of Health, Wellbeing, and Leisure. Given your extensive involvement in community health initiatives, including your role as Chair of the Friends of Newark Cemetery and your advocacy for improved healthcare access, your insights on this matter are invaluable.

Nottingham City Council has faced significant financial challenges in recent years. In November 2023, the Council issued a Section 114 notice due to a £23 million overspend for the 2023-24 financial year, primarily attributed to rising social care costs, increased homelessness, and inflationary pressures. The collapse of Robin Hood Energy in 2020 further exacerbated the Council’s financial position, resulting in a loss of £38 million.

In contrast, Nottinghamshire County Council has demonstrated prudent financial management. The 2024/25 budget reflects an increase in overall spending of over £47 million, with more than £160 million invested in capital projects across the county. However, the Council is projected to spend an additional £31 million on adult social care, highlighting the existing pressures on essential services.

Given your commitment to promoting healthier lifestyles and ensuring residents have access to affordable, nutritious food, as evidenced by your participation in initiatives like the Crop Drop scheme and cookery classes for young people, there is a valid concern that any division of the current County Council area could lead to reduced funding for Nottinghamshire's unitary authority. This reduction could, in turn, impair the delivery of health, wellbeing, and leisure services, with detrimental effects on our residents.

In light of these potential risks, do you agree that maintaining the integrity of the Nottinghamshire County Council area during the transition to a unitary authority is essential to safeguard the funding and effectiveness of our health, wellbeing, and leisure services?"

8.	Local Government Reorganisation in Nottingham and Nottinghamshire	To Follow
9.	Changes to the Council's Constitution - Replacing the Audit & Governance Committee	19 - 28
10.	Political Composition of the Council and Allocation of Seats on Committees	29 - 32
11.	To Allocate Members to Committees	33 - 34
12.	Community Governance Review - Newark Town Council	35 - 44
13.	Notices of Motion	45 - 48

In accordance with the Rule No. 3.4.3, the following motions are to be considered

Motion One – Mandating Swift Bricks in New Developments

Motion Two – Protecting Areas of Significance for Nature

14.	Minutes for Noting	
(a)	Cabinet - 10 June 2025	49 - 56
(b)	Policy and Performance Improvement Committee - 2 June 2025	57 - 60
(c)	Planning Committee - 5 June 2025	61 - 65
(d)	Audit and Governance Committee - 2 July 2025	66 - 70
(e)	General Purposes Committee - 19 June 2025	71 - 74
(f)	Licensing Committee - 19 June 2025	75 - 77
(g)	Trustee Board of the Gilstrap and William Edward Knight Charities - 24 June 2025	78 - 81

- | | | |
|-----|---|-----------|
| (h) | Policy and Performance Improvement Committee - 30 June 2025 | To Follow |
| (i) | Planning Committee - 3 July 2025 | To Follow |

15. Exclusion of the Press and Public

To consider resolving 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 involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

None

Note – Fire Alarm Evacuation

In the event of an alarm sounding please evacuate the building using the nearest fire exit in the Civic Suite. You should assemble at the designated fire assembly point located in the rear car park and remain there until the Fire Service arrive and advise it is safe to return into the building

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 20 May 2025 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)
Councillor L Tift (Vice-Chair)

Councillor N Allen, Councillor A Amer, Councillor A Brazier, Councillor L Brazier, Councillor C Brooks, Councillor I Brown, Councillor R Cozens, Councillor S Crosby, Councillor L Dales, Councillor P Farmer, Councillor A Freeman, Councillor S Forde, Councillor P Harris, Councillor S Haynes, Councillor R Holloway, Councillor R Jackson, Councillor J Kellas, Councillor J Lee, Councillor S Michael, Councillor D Moore, Councillor P Peacock, Councillor C Penny, Councillor M Pringle, Councillor P Rainbow, Councillor K Roberts, Councillor N Ross, Councillor S Saddington, Councillor T Smith, Councillor M Shakeshaft, Councillor M Spoors, Councillor P Taylor, Councillor T Thompson, Councillor T Wendels and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor D Darby, Councillor K Melton and Councillor E Oldham

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

The Chair advised the Council that the meeting was being recorded and streamed online in accordance with usual practice.

2 ELECTION OF CHAIR OF THE COUNCIL FOR 2025/26

Councillor P Peacock moved and Councillor R Cozens seconded that Councillor L Tift be elected Chair of Newark & Sherwood District Council for the 2025/26 municipal year.

AGREED (unanimously) that Councillor L Tift be elected Chair of Newark & Sherwood District Council for the 2025/26 municipal year.

3 CHAIR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

Councillor L Tift signed the Declaration of Acceptance of Office and received the Chain of Office from the retiring Chair.

Councillor L Tift presented the past Chair's badge to Councillor J Hall.

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

4 ELECTION OF VICE-CHAIR OF THE COUNCIL FOR 2025/26

Councillor S Michael moved and Councillor P Rainbow seconded that Councillor R Jackson be elected Vice-Chair of Newark & Sherwood District Council for the 2025/26 municipal year.

AGREED (with 35 votes for with 1 abstention) that Councillor R Jackson be elected Vice-Chair of Newark & Sherwood District Council for the 2025/26 municipal year.

5 VICE-CHAIR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

Councillor R Jackson signed the Declaration of Acceptance of Office and received the Vice-Chair's Chain of Office.

6 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest from Members and Officers and the Council noted the interests previously declared by Members in Agenda Item No. 18 – Minutes for Noting.

7 MINUTES FROM THE MEETING HELD ON 6 MARCH 2025 AND THE EXTRAORDINARY MEETING HELD ON 19 MARCH 2025

AGREED that the minutes from the meetings held on 6 March 2025 and 19 March 2025 were agreed as a correct record and signed by the Chair.

8 COMMUNICATIONS WHICH THE CHAIR, LEADER, CHIEF EXECUTIVE OR PORTFOLIO HOLDERS MAY WISH TO LAY BEFORE THE COUNCIL

The newly elected Chair of the Council advised that her chosen charities for the forthcoming civic year were the Emmaus Trust and the Samaritans. She also advised that she wished to introduce a 'moment of reflection' at the start of each Council meeting.

The Leader of the Council advised that he had extended an invitation to the new Leader of Nottinghamshire County Council to visit the District. He also advised that there was no further update in respect of Local Government Reorganisation. He also took the opportunity to thank all Newark & Sherwood District Council Officers who had been involved with the two unauthorised Gypsy & Traveller encampments in the District.

The Portfolio Holder for Public Protection & Community Relations provided the Council with an update on the actions taken following the isolated violent incident, in Newark.

The Portfolio Holder for Housing thanked all Housing and ICT Officers for their work on 'HMS Sea Change'.

9 QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCIL

In accordance with Rule No. 3.3.3 two questions had been submitted to the Council from Councillor P Harris and Councillor M Spoors. Details of the questions put forward and the responses given by Councillor P Peacock and Councillor C Penny are attached as Appendix A to the Minutes.

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

The Council considered the report of the Chief Executive which sought to consider the allocation of seats to political groups in accordance with the political balance rules. A supplemental report had been published given a further change in political composition, following the publication of the agenda.

Section 15 of the Local Government & Housing Act 1989 required the Council to consider the political composition of the Council. The Act, together with the Local Government (Committees & Political Groups) Regulations 1990, required the Council to allocate seats on committees on a proportional basis in accordance with the number of seats held on the Council by each political group.

AGREED (with 35 votes for and 1 abstention) that the allocation of seats to Political Groups (as set out as Appendix B to these minutes) be approved.

11 TO ALLOCATE CHAIRS, VICE-CHAIRS AND MEMBERS TO COMMITTEES ETC.

The Council were circulated with a proposed schedule of appointments to the Council's Committees, including the positions of Chairs and Vice-Chairs and substitute Members.

In accordance with Rule 4.6.1, Councillor J Kellas proposed and Councillor S Haynes seconded an amendment that the proposed Chairs and Vice-Chairs of the Policy & Performance Improvement Committee and the General Purposes Committee and Licensing Committees be Councillor S Haynes and Councillor T Wendels as Chair and Vice-Chair of Policy & Performance Improvement Committee and Councillor S Saddington and Councillor T Wildgust as Chair and Vice-Chair of the General Purposes and Licensing Committees.

This proposed amendment on being put to the vote was declared lost with 17 votes for and 19 against.

AGREED (with 22 votes for, 13 against and 1 abstention) that the appointments of the Chairs and Vice-Chairs on Committees and the appointment of other Members to Committees etc. as set out in the schedule attached as Appendix C to these minutes, be approved.

(Councillor S Forde left the meeting following the vote on this item.)

12 COMMUNITY PLAN 2023 - 2027

The Council considered the report of the Chief Executive and Director – Customer Services & Organisational Development which sought approval of the refreshed Community Plan for 2023 to 2027.

The Plan was the key direction setting document which outlined the priorities and vision of the Council. Following the LGA Peer Challenge, one of the key items of feedback was to review the Community Plan with a particular focus on reducing the number of actions together with encouragement to focus to a greater extent on those functions that were the Council's core business. Subsequently, Portfolio Holders, Committee Chairs and Vice Chair had undertaken a comprehensive review of the Plan and developed a refreshed version. The refreshed Plan had been presented to the Policy & Performance Improvement Committee for comment on 10 March 2025, and subsequently the Cabinet at their meeting on 1 April, where it was recommended to Full Council for approval.

AGREED (with 19 votes for, 4 against and 12 abstentions) that the refreshed version of the Community Plan, for continued implementation between 2025 to 2027, be approved.

13 REVIEW OF THE COUNCIL'S CONSTITUTION

The Council considered the report of the Assistant Director – Legal & Democratic Services & Monitoring Officer proposing amendments to the Council's Constitution in relation to: Financial Procedure Rules; Contract Procedure Rules; Petitions; Motions; Licensing & General Purposes Committees; Audit & Governance Committee; Planning Policy Board; Acquisitions & Disposals Policy; and some minor amendments to the Terms of Reference for Planning Committee and the Officer Scheme of Delegation in relation to the sealing of legal documents. The proposed amendments were set out in detail in the report, and these had been considered by the Audit & Governance Committee at their meeting held on 7 May 2025, where they were recommended to full Council for approval.

In accordance with Rule No. 4.6.1, Councillor S Haynes moved and Councillor S Michael seconded an amendment to the report recommendations as follows:

“That Full Council: -

- a) adopts the Constitutional amendments set out in Appendices A, B, C, D, H, I and J and paragraph 2.8 of the report;
- b) subject to the approval of a) above, notes the adoption of templates for motions and amendments as illustrated in Appendices E and F to the report;
- c) adopts the terms of reference for a new Licensing Committee as set out in Appendix G of the report, to be implemented with effect from 15 July 2025;
- d) confirms for the Licensing Committee Terms of Reference in the Constitution to be updated accordingly once the Committee has approved any revisions to its Scheme of Delegation;

- e) ~~approves a reduction in membership of the Audit & Governance Committee to 9 Members with effect from 15 July 2025 for a trial period, and adding two further meetings of the Committee to the Schedule of Meetings;~~
- f) approves the addition of 'Principal Legal Officer' to the Officers listed in the Council's Constitution as having authority to seal legal documents on behalf of the Council;
- g) notes that a further report will be brought to the Full Council meeting on 15 July 2025 to consider a revised allocation of seats on committees, if the changes recommended at c) and e) above are approved;
- h) approves the convening of the Independent Remuneration Panel to undertake a ~~desktop review of the affected~~ **full review** of all Members' Special Responsibility Allowances, ~~if the proposed changes to Committees are agreed.~~ And
- i) to refer the review of arrangements for Audit & Governance Committee back to the Committee, with instruction to split Audit and Governance out and create two new committees "Audit and accounts" as well as "Governance, General purposes and LGR"; bringing proposed terms of reference and size of membership to next Full Council on 15 July 2025. Subject to those changes, the following chairs and vice chairs to be appointed from 15 July 2025:

Audit & Accounts: Chair: Councillor S Michael; Vice Chair: Councillor N Allen

Governance. General Purposes and Local Government Reorganisation: Chair: Councillor R Holloway; Vice Chair: Councillor P Rainbow

(Meeting adjourned at 7.52pm to consider the amendment and recommenced at 8.05pm).

The amendment, on being put to the vote, was declared carried with 18 votes for and 17 against.

On being agreed, the amendment became the substantive motion as follows:

AGREED (with 18 votes for and 17 against) that Full Council:

- a) adopts the Constitutional amendments set out in Appendices A, B, C, D, H, I and J and paragraph 2.8 of the report;
- b) notes the adoption of templates for motions and amendments as illustrated in Appendices E and F to the report;
- c) adopts the terms of reference for a new Licensing Committee as set out in Appendix G of the report, to be implemented with effect from 15 July 2025;
- d) confirms for the Licensing Committee Terms of Reference in the Constitution to be updated accordingly once the Committee has approved any revisions to its Scheme of Delegation;

- e) approves the addition of 'Principal Legal Officer' to the Officers listed in the Council's Constitution as having authority to seal legal documents on behalf of the Council;
- f) notes that a further report will be brought to the Full Council meeting on 15 July 2025 to consider a revised allocation of seats on committees, given the changes in respect of the Licensing and General Purposes Committees and to the Audit & Government Committee;
- g) approves the convening of the Independent Remuneration Panel to undertake full review of all Members' Special Responsibility Allowances; and
- h) to refer the review of arrangements for Audit & Governance Committee back to the Committee, with instruction to split Audit & Governance out and create two new committees 'Audit & Accounts' as well as 'Governance, General Purposes and Local Government Reorganisation'; bringing proposed terms of reference and size of membership to next Full Council on 15 July 2025. Subject to those changes, the following Chairs and Vice-Chairs to be appointed from 15 July 2025:

Audit & Accounts:

Chair Councillor S Michael

Vice Chair Councillor N Allen

Governance, General Purposes & Local Government Reorganisation:

Chair Councillor R Holloway

Vice Chair Councillor P Rainbow

14 CALL-IN ANNUAL REPORT

The Council considered the report of the Assistant Director – Legal & Democratic Services and Monitoring Officer which detailed call-in requests received during the 2024/25 municipal year.

AGREED (unanimously) that the report be noted.

15 MINUTES FOR NOTING

15a CABINET - 11 MARCH 2025

15b CABINET - 1 APRIL 2025

Minute No. 265 – Community Plan Refresh

Councillor J Lee requested an explanation as to the reasoning behind the decision taken in relation to the reallocation of funds from the Motion for the Ocean to flood mitigation measures which had occurred within a 6-month period. The Leader of the Council advised Councillor Lee that he would provide a written response.

- 15c POLICY AND PERFORMANCE IMPROVEMENT COMMITTEE - 10 MARCH 2025
- 15d POLICY AND PERFORMANCE IMPROVEMENT COMMITTEE - 14 APRIL 2025
- 15e PLANNING COMMITTEE - 13 MARCH 2025
- 15f AUDIT AND GOVERNANCE COMMITTEE - 16 APRIL 2025
- 15g AUDIT & GOVERNANCE COMMITTEE - 7 MAY 2025
- 15h GENERAL PURPOSES COMMITTEE - 20 MARCH 2025
- 15i LICENSING COMMITTEE - 20 MARCH 2025
- 15j EXECUTIVE SHAREHOLDER COMMITTEE - 11 MARCH 2025
- 15k PLANNING COMMITTEE - 8 MAY 2025

Meeting closed at 8.50 pm.

Chair

ANNUAL FULL COUNCIL MEETING – 20 MAY 2025

QUESTIONS FROM MEMBERS OF THE COUNCIL

In accordance with Rule No. 3.3.3 the following question was submitted to the Council from Councillor Peter Harris:

“The Bus Improvement Grant for 2025-6 is allocated by the East Midlands Combined County Authority. The capital element of this grant is equivalent to over £130,000 for Southwell. How is the Leader of the Council monitoring this expenditure to make sure that this money is spent on capital improvements on Southwell's bus services?”

Reply from Councillor Paul Peacock – Leader of the Council and Portfolio Holder for Strategy, Performance & Finance

“Thank you for your question, it's worth mentioning my role within the East Midlands Combined Counties Authority, I was elected by the Leaders of Nottinghamshire District and Borough Councils to be one of two representatives on the EMCCA board, my role there is to reflect the views of all District and Boroughs. This position is classed as non-constituent without voting rights. Meetings are advertised widely and meetings are live streamed and meeting agendas and minutes made available to the public. There are also opportunities for public involvement at the meetings, I am sure Councillor Harris would be warmly welcomed if he wanted to raise issues himself.

It is a matter of public record that I have raised on several occasions at these public meetings that District and Borough Councils are not consulted widely enough and have too little influence over decision making, I'm pleased to say that EMCCA are now listening and are indeed consulting more widely. I still expect this to improve further as EMCCA matures as an authority.

I am also pleased that Peter has raised the question of transport infrastructure funding as it gives me a chance to congratulate Mayor Claire for bringing in an extra £88M for transport projects across Nottinghamshire and Derbyshire, bringing the total to £175M for 2025/26, this level of funding is unprecedented. Of this Councillor Harris will be pleased to know that £21M has been made available to the 4 constituent Councils for Bus Service Improvement Plans. Nottinghamshire County Council published the details of its Bus Service Improvement Plan for 2025/26 in 2024. The Bus Service Improvement Plan will be delivered through the County Council as the Highway Authority for 2025/26 with EMCCA assuming control of Bus Service Improvement Plans from 2026, in line with the Transport Transition Plan and to coincide with the emerging East Midlands Local Transport Plan in 2026. We will be able to contribute to the consultation of the Local Transport Plan in the autumn of this year as individuals and collectively and I would welcome contributions from all members.

In terms of understanding and making representations about Southwell's transport infrastructure needs, indeed any area's transport infrastructure needs, I need members to raise issues directly with me, I'm not sure a formal question to council is the most effective way to bring this to my attention. It is worth noting that Councillor Harris hasn't contacted me about any transport issues in Southwell during the entirety of my Leadership or my term of

office as a EMCCA Board member, I am accessible for most parts of every day, which I'm sure most councillors, officers and residents will confirm.

I do know that Southwell is well catered for regarding Bus Service Infrastructure in comparison to other places within the District and County, particularly in regard to Real Time Passenger Information Displays.

As a current member of the EMCCA Board and the EMCCA Transport and Digital Connectivity Committee I will continue to raise local issues and I will be pleased to work with any Member to discuss issues within their wards to make sure your voices are heard".

Supplemental Question from Councillor Harris

"Will the Leader report back on the rural capital spend across the District Council area after he has spoken with Mayor and the EMCCA?"

Reply from Councillor Paul Peacock – Leader of the Council and Portfolio Holder for Strategy, Performance & Finance

"In terms of real time displays, Southwell currently have 11, Retford have 7 whereas Worksop will have more but of course is a larger town. The infrastructure is in place but that does not mean that this should not be increased further. Monies from the fund should be used properly and local people should be consulted. The Leader of Southwell Town Council and the District Councillors should be consulted on where, how and what should happen with that funding. I am happy to discuss this with you and come to Southwell to look at where you think that money should be spent and to lobby for that in the same way I have spoken to other Members about improvements to the A614 and A6075, whereby I spoke to Members along those roads who were tired of waiting for those improvements to take place, so I lobbied the Mayor of the EMCCA to secure an additional £7.5m contribution towards those projects. That is the type of power we can have but I need Members to come and talk to me about these things, and I am more than happy to lobby on Members' behalf whether within this District, or the other districts which I represent on the EMCCA board and the EMCCA Transport & Digital Connectivity Committee."

In accordance with Rule No. 3.3.3 the following question was submitted to the Council from Councillor Matthew Spoors:

"What is the Council's understanding of the impact of the withdrawal of the sustainable farming initiative, and what will its response be?"

Reply from Councillor Claire Penny – Portfolio Holder for Sustainable Economic Development

"The Council understands that the Sustainable Farming Incentive (SFI) encourages farmers and land managers to adopt practices that support sustainable food production while also protecting and enhancing the environment. It provides financial rewards for implementing specific "SFI actions" that benefit both the environment and farm productivity. The SFI aims to reduce the environmental impact of farming, improve soil health, increase biodiversity, and help farmers adapt to climate change. We understand that 37,000 agreements are in place in the UK, but do not know exactly how many are in operation in Newark & Sherwood.

We do understand that the closing of the current programme will only have affected those farmers who have yet to submit an application, and not those who have been confirmed agreement (who will continue to receive funds). We do understand that whilst the current application process closed in March 2025, that there will be a reformed SFI programme after the spending review in summer 2025. We will encourage applications to the new programme when it is launched for farmers in our area”.

ALLOCATION OF SEATS TO POLITICAL GROUPS

Committee	Conservative	Labour	Independents for Newark & District	Liberal Democrats	Newark & Sherwood District Independents	Green	Independent N/A - Amer	Independent N/A - Brown	Independent N/A - Holloway	Independent N/A - Lee	Total Seats By Committee
Policy & Performance Improvement	4	4	3	1	1	1			1		15
Planning	5	4	2	2		1	1				15
General Purposes	5	4	2	1	1	1				1	15
Licensing	5	4	2	1	1	1				1	15
Audit & Governance*	3	3	3	1	1				1		12
Board of Gilstrap Trustees+	2	1					1	1			5
Total Seats by Group	24	20	12	6	4	4	2	1	2	2	77

*Note The Audit & Governance Committee includes one independent co-opted member acting in an advisory capacity

+Note The Board of Trustees of the Gilstrap Charity includes up to four non-voting co-opted Members (Newark Wards)

MEMBERS APPOINTMENTS – 2025/26

Chair of the Council
Vice Chair of the Council

Councillor Linda Tift
Councillor Roger Jackson

PORTFOLIO HOLDERS

Strategy Performance and Finance

Councillor Paul Peacock
(Leader of the Council)

Heritage, Culture & the Arts

Councillor Rowan Cozens
(Deputy Leader of the Council)

Climate and the Environment

Councillor Simon Forde

Sustainable Economic Development

Councillor Claire Penny

Housing

Councillor Lee Brazier

Health, Wellbeing & Leisure

Councillor Susan Crosby

Public Protection & Community Relations

Councillor Paul Taylor

CONSERVATIVE GROUP

Leader

Councillor Jack Kellas

Deputy Leader

Councillor Roger Jackson

LABOUR GROUP

Leader

Councillor Paul Peacock

Deputy Leader

Councillor Lee Brazier

INDEPENDENTS FOR NEWARK & DISTRICT

Leader

Councillor Rowan Cozens

LIBERAL DEMOCRAT GROUP

Leader

Councillor Peter Harris

Deputy Leader

Councillor Keith Melton

NEWARK & SHERWOOD DISTRICT INDEPENDENTS

Leader

Councillor Debbie Darby

GREEN

Leader

Councillor Emma Oldham

Note Paragraph 1.1 of the Constitution

1.1 Appointment and Term of Office

- 1.1.1 The Leader is elected by the Council and holds office for a four-year period starting on the day of their election as Leader at an Annual Meeting of the Council, unless their term of office as a Councillor is shorter, in which case the term of office as Leader will be the same as their term of office as a Councillor.
- 1.1.2 The Leader's period of office will cease at an earlier date if they
- i. resign from the office; or
 - ii. are no longer a Councillor; or
 - iii. are removed from office by resolution of the Council.
- 1.1.3 If there is a vacancy in the position of Leader, the Council will elect a Leader at the first meeting following such vacancy.

MEMBERSHIP OF COMMITTEES

POLICY & PERFORMANCE IMPROVEMENT COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. S. Haynes	1. A. Brazier	1. J. Hall	1. K. Roberts	1.T. Thompson	1. M. Spoors	1. R. Holloway
2. R. Jackson	2. C. Brooks	2. D. Moore				
3. P. Rainbow	3. A. Freeman	3. N. Ross (V/C)				
4. T. Wendels	4. M. Pringle (C)					
SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES
1. N. Allen	1. L. Tift		1. P. Harris	1.D. Darby	1. -	
2. S. Michael	2. -					
PLANNING COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. L. Dales	1. C. Brooks	1. S. Forde	1. P. Harris		1. E. Oldham	1. A. Amer
2. P. Rainbow	2. A. Freeman (C)	2. D. Moore (V/C)	2. K. Melton			
3. S. Saddington	3. M. Shakeshaft					
4. T. Smith	4. L. Tift					
5. T. Wildgust						
LICENSING COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. N. Allen	1. A. Brazier	1. J. Hall (C)	1. K. Roberts	1. D. Darby	1. M. Spoors	1. J. Lee
2. R. Jackson	2. L. Brazier	2. D. Moore				
3. S. Michael	3. P. Taylor					
4. S. Saddington	4. L. Tift (V/C)					
5. T. Wildgust						
GENERAL PURPOSES COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. N. Allen	1. A. Brazier	1. J. Hall (C)	1. K. Roberts	1. D. Darby	1. M. Spoors	1. J. Lee
2. R. Jackson	2. L. Brazier	2. D. Moore				
3. S. Michael	3. P. Taylor					
4. S. Saddington	4. L. Tift (V/C)					

5. T. Wildgust						
AUDIT & GOVERNANCE COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. N. Allen	1. A. Freeman	1. R. Cozens	1. P. Harris	1. D. Darby		R. Holloway (C)
2. S. Haynes	2. C. Penny	2. S. Forde				
3. S. Michael (V/C)	3. M. Shakeshaft	3. J. Hall				
BOARD OF GILSTRAP TRUSTEES^						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. S. Haynes	1. P. Taylor					1. A. Amer (C)
2. J. Kellas						2. I. Brown
MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE#						
CABINET						
1. L. Brazier						
2. S. Crosby						
3. P. Peacock						

TENANT ENGAGEMENT BOARD
Membership to comprise of the Portfolio Holder with responsibility for housing and three representatives to be appointed by the Policy & Performance Improvement Committee (plus three tenant representatives).
PLANNING POLICY BOARD
Membership to comprise of the Portfolio Holder with responsibility for planning policy and four representatives to be appointed by the Planning Committee and four representatives to be appointed by the Policy & Performance Improvement Committee.

Notes

1. C = Chair
2. VC = Vice-Chair
- ^ Newark Ward Members not appointed to sit on the Trustee Board as non-voting co-optees.
- # The Mansfield Crematorium Joint Committee is an Executive Function which does not need to reflect political balance and will comprise of Executive Members.



Report to: Meeting of the Full Council: 15 July 2025

Committee Chair: Councillor Rhona Holloway, Audit & Governance Committee

Director Lead: Sue Bearman – Assistant Director Legal & Democratic Services and Monitoring Officer

Lead Officer: Nigel Hill – Business Manager Elections and Democratic Services and Deputy Monitoring Officer, Ext. 5243

Report Summary	
Report Title	Changes to the Council's Constitution – Replacing the Audit & Governance Committee
Purpose of Report	To adopt terms of reference and membership for two new Committees – Audit & Accounts Committee and Governance, General Purposes & Local Government Reorganisation (LGR) Committee.
Recommendations	<p>That Council:</p> <ul style="list-style-type: none"> a) approves the Terms of Reference for the two new Committees as set out in the Appendix to this report: b) approves the meeting schedule for the two new Committees as set out in paragraphs 2.5 and 2.6 of the report; c) notes that arrangements will now be made to convene an Independent Remuneration Panel to undertake a full review of Members' Special Responsibility Allowances as set out in this report; and d) confirms a cost envelope of £2,200 for the Independent Remuneration Panel.
Reason for Recommendation	To implement the resolution of the Full Council on 20 May 2025.

1.0 Background

- 1.1 At its meeting of 20 May 2025, Full Council resolved for the Audit & Governance Committee to develop Terms of Reference for two new committees to undertake the current functions of Audit & Governance Committee. These two Committees were to be the Audit & Accounts Committee, and Governance, General Purposes & Local Government Reorganisation (LGR) Committee.

- 1.2 Audit & Governance Committee considered draft terms of reference for the two new Committees at its meeting held on 2 July 2025 and resolved to recommend them to this Full Council meeting for approval.

2.0 Proposal/Options Considered

- 2.1 Draft Terms of Reference for the two new Committees are attached at the **Appendix** to this report.
- 2.2 The draft Terms of Reference for the Audit & Accounts Committee contain no material changes to the terms relating to those functions in the current Terms of Reference for the Audit & Governance Committee.
- 2.3 The draft Terms of Reference for the Governance, General Purposes & LGR Committee:
- Contain no material change to the terms relating to those functions in the current Terms of Reference for Governance and Standards functions, except for the addition of 'overview of the Council's arrangements for Member training and development' to reflect the fact that Audit & Governance Committee has been undertaking this function.
 - Include functions to be transferred from General Purposes Committee as approved by Full Council on 20 May 2025.
 - Include functions in relation to Local Government Reorganisation.
 - Include provision for informal working parties.
- 2.4 Members will note the proposal for membership of Governance, General Purposes & LGR Committee to include Group Leaders or their nominees and the Chair of the Policy & Performance Improvement Committee or their nominee, both being subject to political proportionality and the allocation of seats to Groups on Committees. The rationale for this is to facilitate LGR work in the most effective way. The terms of reference allow for substitute Members, which is consistent with the terms of reference for Policy & Performance Improvement Committee. It is custom and practice for the Council to appoint the same number of substitutes in respect of each political group as that group holds ordinary seats on that committee, up to a maximum of two in respect of each group.
- 2.5 The proposal is for a membership of 9 for Audit & Accounts Committee plus 1 co-opted independent member; this is consistent with CIPFA guidance that large audit committees should be avoided. A membership of 12 is proposed for the Governance, General Purposes & LGR Committee. The rationale for this Committee to have a larger membership is to ensure effective representation from all groups at both Committee meetings and working parties, which may often be arranged at short notice.
- 2.6 The schedule of meetings for the Audit & Governance Committee in 2025/26 is as follows:
- Wednesday 24 September 2025
Wednesday 10 December 2025
Wednesday 4 March 2026
Wednesday 22 April 2026

It is proposed that the dates above will be retained as a schedule for the Audit & Accounts Committee.

- 2.7 The Council will need to approve a schedule of meetings for the remainder of the 2025/26 municipal year for the Governance, General Purposes & Local Government Reorganisation (LGR) Committee. The Chair of this Committee has indicated that her preferred day for meetings going forward is a Thursday. Therefore, the following schedule is proposed:

Thursday 11 September 2025

Thursday 27 November 2025

Thursday 5 February 2026

Thursday 16 April 2026

- 2.8 In respect of the Members Allowances, Full Council resolved on 20 May 2025 for a full review of Special Responsibility Allowances, given the impending changes to Committees. Arrangements will need to be made by officers to convene an appropriate panel to undertake this review.
- 2.9 Subject to availability, it is proposed to reconvene the same Panel who undertook the last review of special responsibility allowances, following changes in portfolios, given their familiarity with our governance arrangements.
- 2.10 For consistency with the last review, it is proposed to have a cost envelope of £2,200 to cover payments to the panel.

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 (FIN25-26/2029)

- 3.1 An Independent Remuneration Panel will be convened in order to undertake a full review of Members Special Responsibility Allowances given the changes in committees subject to approval of this report.
- 3.2 The costs associated with the convening of the Independent Remuneration Panel can be accommodated within existing budgets for the 2025/26 financial year.
- 3.3 Once the IRP has considered the appropriate remuneration, a further report will be brought back to Council to consider.

Legal Implications (LEG2526/5366)

- 3.4 Adoption and alteration of the Constitution is a function reserved to Full Council; therefore, Full Council is the appropriate body to consider the content of this report.

- 3.5 The process for determining and setting Members' Allowances for local authorities is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003. These Regulations set out the range of allowances that can be paid to Councillors and the requirement to have an Independent Remuneration Panel to make recommendations to the Council regarding Members' Allowances.

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.

Audit & Governance Committee Report - 2 July 2025 – Item 10 - <https://democracy.newark-sherwooddc.gov.uk/ieListDocuments.aspx?CId=298&MIId=1167>

The current Councillors' Allowance Scheme is published - <https://www.newark-sherwooddc.gov.uk/your-council/your-council/councillors-and-committees/councillor-allowances/>

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JULY 2023**

**Part C – Responsibility for Functions
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7.2. AUDIT AND ACCOUNTS COMMITTEE

Rules

- The Committee Procedure Rules and the Access to Information Procedure Rules shall apply to the Audit and Accounts Committee.

Membership, Chair and Quorum

Number of Members	9 + 1 co-opted Independent Member (non-voting)
Substitute Members Permitted	No
Political Proportionality Rules Apply	Yes
Appointments / Removals	Resolution of Full Council
Restrictions on Chair/Vice Chair	None
Quorum	One quarter (1/4) of the committee members rounded up
Number of Ordinary Meetings per Council Year	At least 4 per year (1 per quarter)

Purpose

To provide independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the Council's financial reporting and governance processes.

Remit and Terms of Reference

1. Oversee the Council's financial reporting process.
2. Approve the Council's Annual Statement of Accounts in accordance with the relevant prevailing legislation.
3. Receive and consider the reports, plans and opinions of the internal auditor; agreeing and monitoring the implementation of actions agreed in respect of such reports, plans and opinions, and ensuring effective control within the assurance framework.
4. Receive and consider the reports and opinions of the external auditor and external inspection agencies; monitoring the implementation of actions agreed in respect of such reports and opinions.
5. Scrutiny of the Council's Treasury Management Strategy, Investments Strategy and Capital Strategy and the in-year monitoring of compliance with these.
6. Scrutiny of the Council's Medium Term Financial Plan, annual budget and in-year monitoring of these in the context of financial sustainability.

7. Assurance of the Council's governance, risk management framework and associated control environment and policies including the Council's Risk Register, Risk Management Strategy, and anti-fraud and anti-corruption arrangements.
8. Review any matters within the committees' remit and terms of reference referred to it by the Chief Executive, Section 151 Officer, Monitoring Officer or any Body of the Council.
9. Act as an advisory committee to the Cabinet and Council on matters relating to the Committee's terms of reference.
10. Such other matters as required by law or guidance to be the proper remit of the Audit & Accounts Committee.
11. Ensure that the Council achieves value for money through all its arrangements.

**CONSTITUTION
JULY 2023**

7.2. GOVERNANCE, GENERAL PURPOSES AND LGR COMMITTEE

Rules

- The Committee Procedure Rules and the Access to Information Procedure Rules shall apply to the Governance General Purposes and Local Government Reorganisation (LGR) Committee and as applicable to its Sub-Committees.
- The business of the Sub-Committees shall also be conducted in accordance with the Council's Arrangements for Dealing with Standards Complaints and associated Codes and Protocols.
- The business of informal Working Parties shall be conducted in accordance with terms of reference as determined by the Committee or at the discretion of the Chair as provided for by these Terms of Reference.

Membership, Chair and Quorum

Number of Members	12
Substitute Members Permitted	Yes
Political Proportionality Rules Apply	Yes
Appointments / Removals	Resolution of Full Council
Restrictions on Membership	Group Leaders or their nominees and Chair of Policy and Performance Improvement Committee or their nominee to be allocated a seat subject to political proportionality
Restrictions on Chair/Vice Chair	None
Quorum	One quarter (1/4) of the committee members rounded up
Number of Ordinary Meetings per Council Year	At least 4 per year (1 per quarter)
Standing Sub-Committee	<ul style="list-style-type: none"> • None • Standards Complaint Hearing Panel convened as required • Informal Working Parties convened as required

Purpose

To promote and maintain high standards of conduct by Members, to maintain overview of arrangements for Local Government Reorganisation, the Council's Constitution and decision-making, and to consider electoral and boundary matters as required.

Remit and Terms of Reference

Governance

1. Overview of the Council's Constitution and consideration of proposed amendments or revisions to the Constitution including the Schemes of Delegation, Procedure Rules and Protocols.
2. Receive and review corporate complaints reports and Ombudsman reports except for those reserved to Full Council.
3. Assurance of the Council's legal governance framework and policies including the Council's 'whistleblowing', and surveillance policies.

Standards

4. Promote and maintain high standards of conduct by Members and Co-opted Members of the Council.
5. Overview of the Council's Members' Code of Conduct, Arrangements for Dealing with Standards Complaints and associated Protocols; recommendations as to the adoption of and/or amendments to the Code, Arrangements and associated Protocols.
6. Assist and advise Members and Co-opted Members of the Council and parish councils within the district of the Council on standards and compliance with the Code and associated Protocol including as regards members' interests, gifts and hospitality.
7. Make recommendations as to the appointment of Independent Persons.
8. Support and assist the Monitoring Officer in their discharge of the role as regards member standards, conduct and behaviour.
9. Convene a Standards Complaint Hearing Panel as may be required by the Monitoring Officer for the purpose of determining a standards complaint made against a Member or Co-opted Member of the Council or parish council in accordance with the Arrangements.
10. Overview of the Council's arrangements for Member training and development.

General Purposes

11. Functions relating to parishes, elections and electoral registration.
12. Functions relating to Polling Station reviews.

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13. Functions relating to Community Governance Reviews.
14. Making recommendations to Council relating to the name and status of areas and individuals.
15. Making recommendations to Council on the promotion or approval of local bill.
16. Making recommendations to the Council as to recommendations to the Secretary of State on district boundaries, ward boundaries, electoral divisions, wards or polling districts.

Local Government Reorganisation (LGR)

17. To oversee the plans for, and impact of, Local Government Re-organisation within Nottingham and Nottinghamshire.
18. To provide a sounding board and steer to the Leader and Chief Executive to inform discussions with other Nottinghamshire Leaders on the views and perspectives of Newark and Sherwood District Council.
19. To consider the selection of final proposal(s) to be submitted to Government and make recommendations to Cabinet and/or Full Council as appropriate.
20. To receive regular reports and updates on the progress of Local Government Re-organisation.
21. To pay particular attention and oversight to the key challenges and risks associated with the transition to a new unitary structure, including continuity of service provision, delivery of the Council's Community Plan and staff recruitment and retention.
22. To liaise with and advise the Council's Cabinet, Audit and Accounts Committee, Policy and Performance Improvement Committee and other committees as appropriate.

General

23. Review any matters within the committees' remit and terms of reference referred to it by the Chief Executive, Section 151 Officer, Monitoring Officer or any Body of the Council.
24. Such other matters as required by law or guidance to be the proper remit of the Governance, General Purposes and LGR Committee.
25. Act as an advisory committee to the Cabinet and Council on matters relating to the Committee's terms of reference.

Standards Complaint Hearing Panel

26. Shall be a Sub-Committee of the Governance General Purposes and LGR Committee constituted as required by the Monitoring Officer.
27. Shall comprise 3 elected Members of the Governance General Purposes and LGR Committee.
28. Shall be politically proportionate.
29. Shall hear and determine in accordance with the Arrangements as regards standards complaints referred to the Hearing Panel.

Informal Working Parties

30. The Committee can convene Informal Working Parties, open to the whole membership of the Committee, as required. Any Committee Chair or Portfolio Holder may be invited to attend where the subject matter is relevant to their role. Any named substitute to the Committee may attend a Working Party as substitute.
31. The Committee Chair, or in their absence the Vice Chair, has authority to convene Working Parties in accordance with paragraph 30. above where it would cause undue delay to wait for the next meeting of the Committee.
32. Working parties will normally be led by the Chair or Vice Chair of the Committee.
33. Working Parties are unable to make decisions and will report back to Committee, except for Working Parties relating to Local Government Reorganisation where it would cause undue delay to report back to the Committee, in which case the findings of Working Parties may be reported directly to Full Council or Cabinet as applicable.



Report to: Meeting of the Full Council – 15 July 2025

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

Director Lead: John Robinson, Chief Executive

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

Report Summary	
Report Title	Political Composition of the Council and Allocation of Seats on Committees
Purpose of Report	In accordance with the Constitution, to consider the allocation of seats to political groups in accordance with the political balance rules, following the changes made to the Council's Committees.
Recommendations	That the Council approve the allocation of seats to political groups in accordance with Appendix A to the report.
Reason for Recommendation	To ensure the Council complies with Section 15 of the Local Government & Housing Act 1989 and the Local Government (Committees & Political Groups) Regulations 1990.

1.0 Background

- 1.1 As Members will be aware, the political composition of the Council and allocation of seats to committees, was considered and approved at the Annual Meeting held on 20 May 2025. The seats held by each political group on the Council remain unchanged from the last meeting and is confirmed in the tables below.

Political Group	Membership	Percentage of Council (rounded)
Conservative	12	30.77
Labour	10	25.64
Independents for Newark & District	6	15.38
Liberal Democrats	3	7.69
Green	2	5.14
Newark & Sherwood Independents	2	5.14

Independent Non-Aligned Members	Percentage of Council (rounded)
Cllr Amer	2.56
Cllr Brown	2.56
Cllr Holloway	2.56
Cllr Lee	2.56

- 1.2 The change is to the actual number of seats on Committees, which had decreased from 77 to 71 given the effective deletion of the General Purposes Committee and the establishment of the Audit and Accounts and the Governance, General Purposes and Local Government Reorganisation Committee.
- 1.3 Those Committees which are now required to reflect political balance rules are as follows:

Committee	No. of Members
Policy and Performance Improvement Committee	15
Planning Committee	15
Licensing Committee	15
Audit and Accounts Committee	9
Governance, General Purposes and LGR Committee	12
Board of Gilstrap Trustees	5
Total	71 seats

- 1.4 Given this change to 71 seats, the following calculation can be made in terms of allocation of seats:

			<u>Rounded</u>
Conservative	71 x 30.77%	21.84	22
Labour	71 x 25.64%	18.20	18
Independents for Newark & District	71 x 15.38%	10.92	11
Liberal Democrats	71 x 7.69%	5.46	5
N&S District Independents	71 x 5.14%	3.65	4
Green	71 x 5.14%	3.65	4
Ind N/A (Amer)	71 x 2.56%	1.84	2
Ind N/A (Brown)	71 x 2.56%	1.84	1
Ind N/A (Holloway)	71 x 2.56%	1.84	2
Ind N/A (Lee)	71 x 2.56%	1.84	2
			<hr/> 71 <hr/>

- 1.5 The allocation of seats on Committees to each political group calculated above, gives seats to the independent non-aligned Members, but the allocation of these seats is at the discretion of the Full Council, and currently Councillor Irene Brown only has one seat on Committees.
- 1.6 The revised matrix at **Appendix A** sets out the proposed allocation of seats to political groups.

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 and Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Legal Implications (LEG2526/996)

- 2.1 Full Council is the appropriate body to consider the content of this report. There is no legal requirement for Non-aligned Independent Members to be allocated Committee seats.

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

ALLOCATION OF SEATS TO POLITICAL GROUPS

Committee	Conservative	Labour	Independents for Newark & District	Liberal Democrats	Newark & Sherwood District Independents	Green	Independent N/A - Amer	Independent N/A - Brown	Independent N/A - Holloway	Independent N/A - Lee	Total Seats By Committee
Policy & Performance Improvement	4	4	3	1	1	1			1		15
Planning	5	4	2	2		1	1				15
Licensing	5	4	2	1	1	1				1	15
Audit & Accounts*	3	2	2		1					1	9
Governance, General Purposes & LGR	3	3	2	1	1	1			1		12
Board of Gilstrap Trustees+	2	1					1	1			5
Total Seats by Group	22	18	11	5	4	4	2	1	2	2	71

*Note The Audit & Accounts Committee includes one independent co-opted member acting in an advisory capacity

+Note The Board of Trustees of the Gilstrap Charity includes up to four non-voting co-opted Members (Newark Wards)



Report to: Meeting of the Full Council: 15 July 2025

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

Director Lead: John Robinson, Chief Executive

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

Report Summary	
Report Title	To Allocate Members to Committees
Purpose of Report	To agree the membership of the Council's Committees following the changes made to the structure of the Committees
Recommendations	That the Council note the appointments of the Chairs and Vice-Chairs on Committees and approve the appointment of other Members to Committees etc. as per the schedule to be circulated at the meeting.

1.0 Background

- 1.1 As Members will be aware the Council agreed to adopt the terms of reference for a new Licensing Committee at the Annual Meeting held on 20 May 2025, and at that same meeting, referred the review of the arrangements for the changes to the Audit & Governance Committee back to that Committee on 2 July 2025. This referral was to split Audit & Governance out and create two new committees - Audit & Accounts and Governance, General Purposes & Local Government Reorganisation. Item 8 on the agenda for this meeting sets out the agreed terms of reference for these new committees.
- 1.2 The resolution of the Full Council on 20 May 2025 also appointed the Chairs and Vice-Chairs to these new committees.
- 1.3 The previous report on the agenda set the new structure of Council Committees, given those changes, for the remainder of the 2025/26 municipal year, and allocated seats to groups in accordance with the political composition of the Council as per the requirements of Section 15 of the Local Government and Housing Act 1989.
- 1.4 Group Leaders will be asked to make appointments to Committee in accordance with the revised matrix. The full schedule of appointments will be circulated at the meeting once they have been received from the political groups.

- 1.5 The Council are asked to note the appointments of the Chairs and Vice-Chairs on Committees as set out in the table below and agree the other appointments which will be set out on the schedule to be circulated.

Committee	Chair	Vice-Chair
Policy & Performance Improvement Committee	Councillor Mike Pringle	Councillor Neil Ross
Planning Committee	Councillor Andrew Freeman	Councillor David Moore
Licensing Committee	Councillor Jean Hall	Councillor Linda Tift
Audit & Accounts Committee	Councillor Sylvia Michael	Councillor Neil Allen
Governance, General Purposes & Local Government Reorganisation Committee	Councillor Rhona Holloway	Councillor Penny Rainbow
Board of Gilstrap Trustees	Councillor Adrian Amer	

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 where appropriate.

Legal Implications (LEG2526/2125)

- 3.1 Full Council is the appropriate body to consider the content of this report in accordance with paragraph 1.1 of the Full Council Procedure Rules in Part D of the Council's Constitution; Full Council is required to keep the allocation of seats under review.

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: Meeting of the Full Council: 15 July 2025

Relevant Committee Chair: Councillor Jean Hall, General Purposes Committee

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

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

Report Summary	
Report Title	Community Governance Review – Newark Town Council
Purpose of Report	To approve the Final Recommendations following the Community Governance Review of Newark Town Council undertaken by the General Purposes Committee.
Recommendations	That Council: a) approve the Final Recommendations as set out at Appendix B to the report for publication on the Council’s website; and b) make the appropriate Community Governance Order following notification to interested parties of the outcome of the review.
Reason for Recommendation	To conclude the Community Governance Review of Newark Town Council to ensure the ward boundaries and electoral arrangements remain effective and convenient for the local community.

1.0 Background

- 1.1 In accordance with the Local Government & Public Involvement in Health Act 2007, the Council has the responsibility for undertaking community governance reviews.
- 1.2 The General Purposes Committee began such a review of Newark Town Council following approval of the Terms of Reference at their meeting held on 12 December 2024. These Terms of Reference (attached as **Appendix A** to the report) set out the scope for the review and timetable.
- 1.3 In accordance with the timetable for the review, the General Purposes Committee considered representations on draft proposals at their meeting held on 19 June 2025, and agreed to recommend the Final Recommendations, attached as **Appendix B** to the report, to Full Council for approval.

2.0 Proposal/Options Considered

- 2.1 The Local Government & Public Involvement in Health Act 2007 places a duty on the Council to have regard to the need to secure that any Community Governance Review reflects the identities and any interests of the local community and that it is effective and convenient. Relevant considerations which influence judgements against those two principal criteria include the impact on community cohesion and the size, population and boundaries of the proposed area.
- 2.2 The context for the review was the housing development in the South Ward, the lack of housing development in the East Ward, and ensuring that Member representation was equitable across the Town Council.
- 2.3 The Final Recommendations contain minimal changes which are set out in paragraph 2.1 of Appendix B. These changes will ensure appropriate electoral arrangements ahead of the scheduled poll to be held in May 2027.

3.0 Implications

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

Legal Implications (LEG2526/8177)

- 3.1 Full Council is the appropriate body to consider the content of this report. The Council's Constitution reserves electoral matters including functions relating to community governance to Full Council for decision.
- 3.2 The review considered the Local Government Boundary Commission for England Guidance on Community Governance Reviews. The review provides for a transparent and accessible consultation process, for a reasonable period, to ensure that the views of local electors and other stakeholders are fully considered.

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.

General Purposes Committee Report - 12 December 2024 – Item 5 <https://democracy.newark-sherwooddc.gov.uk/ieListDocuments.aspx?CId=144&MIId=1003>

Report to General Purposes Committee - 20 March 2025 – Item 5 <https://democracy.newark-sherwooddc.gov.uk/ieListDocuments.aspx?CId=144&MIId=1004>

Report to General Purposes Committee – 19 June 2025 – Item 5 <https://democracy.newark-sherwooddc.gov.uk/ieListDocuments.aspx?CId=144&MIId=1141>

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

Review of Newark Town Council Ward Boundaries and Electoral Arrangements

Terms of Reference

1.0 Introduction

The Council will undertake a Community Governance Review of the Newark Town Council ward boundaries and electoral arrangements in light of future development of housing in the town and the current electoral arrangements.

In undertaking the Review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and Guidance on Community Governance Reviews issued by the Department of Communities and Local Government and the Electoral Commission.

These Terms of Reference will set out the matters on which the Review is to focus.

2.0 Why is the Council Undertaking the Review?

The Review is being undertaken given the current ward boundaries and the electoral arrangements for Newark Town Council. The context being that the current South Ward continues to see new development whilst development planned in the East Ward has yet to come forward, but both Wards are represented by one Member under existing arrangements.

3.0 What will the Review Consider?

The Review is to consider the current Town Council ward boundaries and the electoral arrangements with consideration as to the appropriate number of Ward Members for each of the Wards and the number of electors to reflect good community cohesion.

4.0 Maps

The following map has been produced to assist with the review process:

Map 1 showing the existing Ward boundaries.

5.0 Further / Background Information

The Local Government Boundary Commission for England conducted a review on the electoral arrangements for Nottinghamshire County Council under Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009. The Commission's review was published in November 2015, and their final recommendation and subsequent Nottinghamshire (Electoral Changes) Order 2016 gave effect to the following warding / electoral arrangements for Newark Town Council as follows:

Beacon - 4 Members; Bridge - 3 Members; Castle - 2 Members; Devon - 5 Members; East - 1 Member; Magnus - 1 Member; Sleaford - 1 Member; and South - 1 Member.

Following a request by Newark Town Council to review its boundaries given development on land south of Newark, the District Council undertook a Community Governance Review in 2017 and in so doing, made a Community Governance Order on 28 November 2018, which made provision for the electoral arrangements for Newark Town Council to be as follows for the full election to be held on 2 May 2019:

Beacon – 5 Members; Bridge - 3 Members; Castle - 2 Members; Devon - 6 Members; Magnus - 1 Member; and Sleaford - 1 Member.

The reason for the change to the electoral arrangements were that there were insufficient electors in the East and South Wards to return a Town Councillor, but the Town Council wished to retain 18 Town Councillors.

Ahead of the full election held on 4 May 2023, electorate figure showed that there were sufficient electors registered in the South Ward, but this was not the case in the East Ward given the anticipated housing development had not taken place. Given that, the 2023 election was conducted in accordance with the following electoral arrangements:

Beacon - 5 Members; Bridge - 3 Members; Castle - 2 Members; Devon - 5 Members; Magnus - 1 Member; Sleaford - 1 Member; and South - 1 Member.

6.0 Scope /Purpose of the Review

The District Council wishes to regularise the warding and electoral arrangements for Newark Town Council given current numbers on the electoral register and future housing growth projections.

Using the revised Register of Electors published on 1 December 2024, the latest local government electorate figures are as follows:

Beacon - 4,934; Bridge - 3,842; Castle - 2,686; Devon - 6,588; East - 4; Magnus - 1,973; Sleaford - 1,013, South - 1,006.

Given that, the elector ratios based on the current electoral arrangements are as follows:

Beacon Ward =	5 Members	Ratio to electors 1: 987
Bridge Ward =	3 Members	Ratio to electors 1: 1,281
Castle Ward =	2 Members	Ratio to electors 1: 1,343
Devon Ward =	5 Members	Ratio to electors 1: 1,318
East Ward =	0 Members	
Magnus Ward=	1 Member	Ratio to electors 1: 1,973
Sleaford Ward=	1 Member	Ratio to electors 1: 1,013
South Ward=	1 Member	Ratio to electors 1: 1,006

7.0 Housing Growth

South Ward – construction continues on the strategic urban extension Land South of Newark, known as Middlebeck. As set out in the table below 534 dwellings have been constructed so far at

the site and a further 307 are anticipated to come forward between 2024/5 and 2028/9, 686 between 2029/30 and 2032/33 and post 2033 a further 1623 dwellings are predicted to come forward.

Housing Growth in Newark South Ward as at 1 April 2024 – NAP2a Land South of Newark – Middlebeck							
Planning Application Ref	Address	Details	Status	Already Built	Total in 5-year period 2024/25 -29/30	Rest of Plan Period 2029/30-2032/33	Post Plan Period
10/01586/OUTM 14/01978/OUTM	NAP2a - (Land South of Newark) Residual	NAP2a - Urban & Civic - Outline planning permission for up to 3,150 dwellings etc.	Already completed parcels	382			
10/01586/OUTM 14/01978/OUTM	NAP2a - (Land South of Newark) Residual	Residual of NAP2a - Urban & Civic - Outline planning permission for up to 3,150 dwellings etc.	Residual Outline for 2,223 dwellings. 3 parcels currently under construction see below	Not Started	25	575	1,623
14/01978/OUTM 19/01164/RMAM	NAP2a - (Land South of Newark) Phase 1, Parcels 4a & 4b	Countryside Properties - Reserved matters permission for 160 dwellings.	Under Construction.	147	13	0	0
14/01978/OUTM 21/02093/RMAM	NAP2a - (Land south of Newark) Phase 1, Parcel 6	Bellway Homes - Reserved matters permission for 104 dwellings.	Under Construction.	5	99	0	0
14/01978/OUTM 23/01161/RMAM	NAP2a - (Land south of Newark) Phase 3, Parcel 5	Miller Homes - Reserved matters permission for 281 dwellings.	Under Construction	None completed	170	111	0
Sub Total				534	307	686	1623
Overall Total for Land South of Newark							3,150

East Ward – At present the strategic site Land East of Newark does not have planning permission and it is not anticipated that development will commence in the next five years. At present the Council anticipates that following any consent 275 dwellings will be delivered between 2029/30 and 2032/33.

8.0 Parish Governance within the District

The Council wants to ensure that there is clarity and transparency to the areas that parish councils represent and that the electoral arrangements are appropriate, equitable and readily understood by the electorate.

The Council is aiming to put in place strong and clearly defined boundaries and electoral arrangements.

In their White Paper, Strong and Prosperous Communities, the Government emphasised that “Ultimately, the recommendations made in a community governance review ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services”.

9.0 Who undertakes the Review?

The Council’s General Purposes Committee will approve this Terms of Reference for the review and the Members on that Committee will consider the representations received during the consultation process with the Full Council approving both draft and final recommendations.

10.0 How the Council proposes to conduct consultations during the Review?

In arriving at its recommendations in a Review, the Council will need to take account of the views of local people. The Local Government and Public Involvement in Health Act 2007 requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review (for instance the local Member of Parliament and the County Council) and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

The Council will consult in an appropriate and accessible manner within the Review area ensuring that those most affected are given the opportunity to respond. Any decisions made and the reasons for those decisions will be published following the Review.

In accordance with the Local Government and Public Involvement in Health Act 2007, representations received in connection with the Review will be taken into account, and consultees will be informed of the outcome of the review. The mechanism for this will be through the Council’s website, issuing press releases, personal communication where appropriate and through the lodging of key documents on deposit at parish council offices etc.

11.0 Timetable for the Review

- | | |
|------------------|--|
| 12 December 2024 | Terms of Reference and Timetable for Review to be approved by the General Purposes Committee |
| 7 January 2025 | Council to publish the Terms of Reference |

18 February 2025	Consultation begins with initial submissions being invited
20 March 2025	Closing date for submission of initial submissions
	General Purposes Committee Members to be consulted on initial submissions
24 March 2025	Council to publish Draft Proposals
	Consultation begins on Draft Proposals
2 May 2025	Closing date for submissions on Draft Proposals
19 June 2025	General Purposes Committee to be consider submissions on Draft Proposals and to make final Recommendations to the Full Council
15 July 2025	Full Council to approve and publish final Recommendations.
July – August 2025	Interested parties including the Electoral Commission informed of the outcome of the Review
	Reorganisation Order is made.
May 2027	Elections to be held if required

12.0 Reorganisation of Community Governance Orders and Commencement

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, any maps which affect the order of the detail and the document which sets out the reasons for the decisions that the Council has taken will be deposited at Castle House and on the Council's website.

13.0 List of Consultees

Nottinghamshire County Council
Newark Town Council
Local government electors / residents (via the District Council website etc)
Nottinghamshire Police and Crime Commissioner

14.0 How to Contact Us

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

Nigel Hill – Business Manager – Elections & Democratic Services Email voting@newark-sherwooddc.gov.uk

15.0 Date of Publication of Terms of Reference

Terms of Reference due to be published 7 January 2025.

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

Review of Newark Town Council Ward Boundaries and Electoral Arrangements

Final Recommendations – July 2025

1.0 Background Information

- 1.1 The Council has undertaken a Community Governance Review of the Newark Town Council ward boundaries and electoral arrangements in light of future development of housing in the town and the current electoral arrangements.
- 1.2 In undertaking the Review, the Council was be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and Guidance on Community Governance Reviews issued by the Department of Communities and Local Government and the Electoral Commission.
- 1.3 The Terms of Reference for the Review were approved by the Council's General Purposes Committee on 12 December 2024. Comments on the Terms of Reference were considered by the General Purposes Committee on 20 March 2025, and Draft Recommendations were approved for a second consultation period which ended on 2 May 2025. The General Purposes Committee considered feedback from this second consultation period on 19 June 2025, and in considering those, recommended these Final Recommendations to the Full Council for approval.

2.0 Final Recommendations

- 2.1 The District Council's Final Recommendations are as follows:
- The Town Council retain 18 Members.
 - The South Ward be renamed Middlebeck.
 - The East Ward (although retained as a boundary) be merged with Beacon Ward.
 - The electoral arrangements for Newark Town Council, effective ahead of the May 2027 elections be as follows:
- Beacon Ward – 4 Members
Bridge Ward – 3 Members
Castle Ward – 2 Members
Devon Ward – 5 Members
Magnus Ward – 2 Members
Middlebeck Ward – 1 Member
Sleaford Ward – 1 Member
- 2.2 The attached map shows the ward boundaries (changes in red).

3.0 Next Steps

- 3.1 In accordance with the Terms of Reference for the Review, the District Council, at their meeting to be held on 15 July 2025, will publish final proposals, having taken into account the recommendations of the General Purposes Committee.
- 3.2 The Council will inform interested parties, including the Electoral Commission and the Local Government Boundary Commission for England, of the outcome of the Community Governance Review and make the Community Governance Order.
- 3.3 In accordance with the Local Government and Public Involvement in Health Act 2007, representations received in connection with the Review will be taken into account, and consultees will be informed of the outcome of the Review. The mechanism for this will be through the Council's website and through the lodging of key documents on deposit at parish council offices etc.
- 3.4 Once made, the final Community Governance Order will be effective immediately, which will enable the full elections to the Town Council scheduled for May 2027 to be undertaken in accordance with these new electoral arrangements and boundaries, in addition to any by-elections to fill casual vacancies ahead of those full elections.

4.0 Further Information

For further information contact:

Nigel Hill – Business Manager – Elections & Democratic Services Email voting@newark-sherwooddc.gov.uk

5.0 Date of Publication of Final Recommendations

Final Recommendations due to be published in July 2025.

Legend

-  Parish Wards
-  Newark

Drawing Reference

Location
Newark Parish

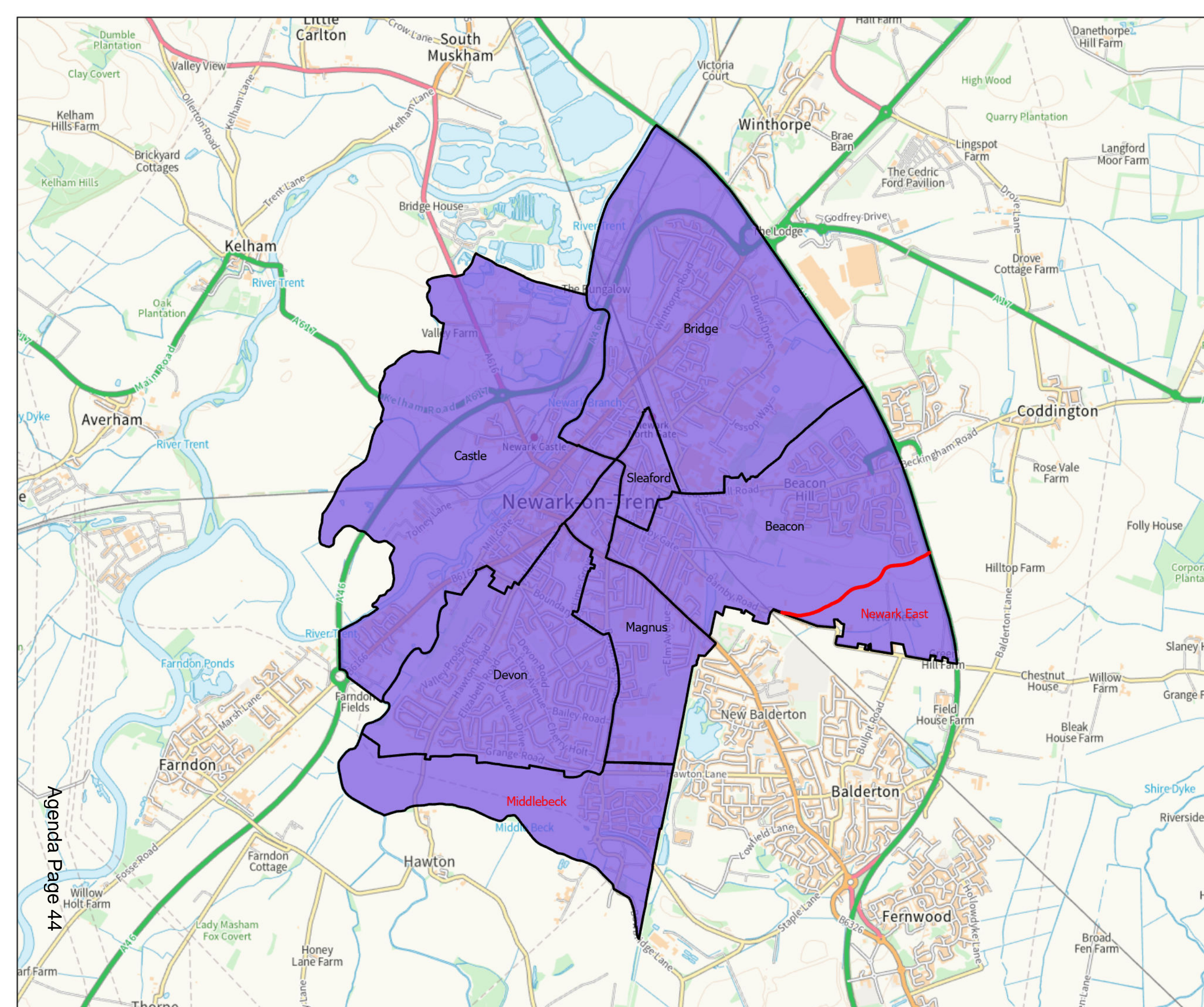
Drawing Title
Newark Parish Wards

Date Exported: 11/03/2025

Scale: 1:26,551

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NOTICE OF MOTION FOR FULL COUNCIL

See [Part D of the Council's Constitution – Council Procedure Rules](#) – for the rules on motions

Title of Motion:	Mandating Swift Bricks in New Developments
Date of Council meeting:	15th July, 2025
Proposer of Motion: (Name, and signature if hard copy submitted)	Councillor Emma Oldham
Seconder of Motion: (Name, and signature if hard copy submitted)	Councillor Claire Penny

Background/supporting information (maximum 300 words):

- The UK's population of swifts, house martins, house sparrows and other cavity-nesting urban birds is in steep decline, with four of the eight species known to use swift bricks now on the Red List of Birds of Conservation Concern (Common swift, House martin, Common starling, House sparrow).
- Modern construction techniques, insulation schemes and sealed buildings are accelerating the loss of natural nesting sites.
- Swifts and similar species are 100% reliant on buildings for breeding and are site-faithful, returning to the same location each year.
- Swift bricks provide a proven, low-cost (Approx £25), zero-maintenance solution to support multiple cavity-nesting bird species in built environments.
- The update of biodiversity features in housing developments remains inconsistent and largely unenforceable under current planning guidance alone.
- There is a British Standard for integral bird nest boxes, making the technology of 'swift bricks' feasible and operable at scale.
- An amendment to the Planning and Infrastructure Bill, currently passing through Parliament, seeks to mandate the inclusion of swift bricks in all new housing developments, and that, without inclusion in legislation or Building Regulations, the action remains optional and unenforceable.
- Other elements, such as air bricks, are already regulated via Building Regulations, proving that small design features like swift bricks can and should be included.
- Studies consistently demonstrate the wellbeing benefits of everyday access to nature – including urban birdlife – for people of all ages and backgrounds.

Motion to be proposed (active section):

This Council acknowledges the significant and ongoing decline in swift and other cavity-nesting bird populations across the UK, with four species known to use swift bricks now on the Red List of Birds of Conservation Concern. These species, including swifts and house martins, rely entirely on buildings for breeding and are rapidly losing nesting sites due to modern construction practices and insulation schemes that seal off access to traditional cavities.

Council therefore resolves to:

1. **Formally support the call to mandate swift bricks** through an amendment to the Planning and Infrastructure Bill and/or via changes to Building Regulations.
2. **Write to the Secretary of State for Levelling Up, Housing and Communities**, the local MP for Newark, and relevant Ministers at DEFRA, urging the UK Government to:

- Accept or table an amendment to the Bill requiring mandatory installation of swift bricks in all suitable new housing developments
 - Commit to updating Building Regulations to incorporate integral nest bricks for cavity-nesting birds as standard.
3. **Ask officers to explore** the implications of mandating swift bricks across all new HRA suitable properties and NSDC commercial buildings and report to Cabinet as soon as practicable.
 4. **Ask Arkwood to consider committing to installing swift bricks across all suitable properties**, complementing those planned for Lowfield Lane.
 5. **Encourage developers within Newark and Sherwood District** to install swift bricks in all suitable new residential developments and publish guidance on best practice placement.
 6. **Support the Planning Policy team to continue exploring opportunities** to embed swift bricks within local planning policy or supplementary planning guidance—such as in future iterations of the Newark Town Centre Design Code—and report back with options for their inclusion in upcoming Local Plan updates and biodiversity net gain assessments.

Date and time received:

(for completion by Democratic Services)

3 July 2025 – 16.48

NOTICE OF MOTION FOR FULL COUNCIL

See [Part D of the Council's Constitution – Council Procedure Rules](#) – for the rules on motions

Title of Motion:	Protecting Areas of Significance for Nature
Date of Council meeting:	15 th July 2025
Proposer of Motion: (Name, and signature if hard copy submitted)	Councillor Keith Melton
Seconder of Motion: (Name, and signature if hard copy submitted)	Councillor Matthew Spours

Background/supporting information (maximum 300 words):

The Government's revised National Planning Policy framework introduces new rules allowing developers to compensate for environmental impacts by making payments into a Nature Restoration Fund (NRF). While the establishment of a fund to support ecological restoration is laudable, these rules raise critical concerns regarding the protection of sites of special scientific interest (SSSIs), areas of outstanding natural beauty (AONBs), and other ecologically significant places.

It is our view – which we share with many nature-based NGOs – that Section 3 of the Bill needs serious amendment before it is acceptable. At the moment we are concerned that it encourages or allows developers to offer “cash to trash” the natural environment.

Key Objections:

- **Insufficient Mitigation:** Environmental offsetting through the NRF risks underestimating the complexity and scope of damage caused by development. Financial compensation may not fully restore lost biodiversity or ecosystem health.
- **Short-Term Solutions:** The NRF focuses on immediate financial measures rather than addressing the root causes of ecological degradation, such as unsustainable development practices and inadequate long-term conservation strategies.
- **Risk to Protected Areas:** Allowing developers to bypass direct protection obligations could weaken current protections under the Conservation of Habitats and Species Regulations. SSSIs, AONBs, and other habitats could face increased threats.
- **Alternative Uses of Funds:** Recent controversies, like the Scottish Government's diversion of NRF funds for non-environmental purposes, highlight risks that the fund could be misused or deprioritised.
- **Economic Prioritization Over Sustainability:** Critics argue that the NRF, if not carefully implemented, may prioritise development at the expense of the long-term health of natural habitats.

Motion to be proposed (active section):

Newark and Sherwood DC calls upon the Government to amend Part 3 of the Planning and Infrastructure Bill before it becomes an Act of Parliament.

Developers must be required to demonstrate that their projects will not harm biodiversity or reduce the resilience of natural ecosystems, with financial offsets only used as a supplementary measure under strict regulatory oversight.

Furthermore, NSDC resolves to write to the Secretary of State for Housing, Communities and Local Government to express our concerns regarding these changes.

Re: Concerns Over the Nature Restoration Fund in Part 3 of the Planning and Infrastructure Bill

I am writing on behalf of Newark and Sherwood District Council expressing our serious concerns regarding Part 3 of the Government's Planning & Infrastructure Bill that involves proposals that will allow some developments to make payments into a Nature Restoration Fund (NRF) thereby disregarding existing, tried and tested legislation, currently affording protection to European Sites, sites of special scientific interest (SSSIs) and protected species.

Whilst we commend the initiative to establish a UK-wide NRF and its potential to support nature restoration efforts, we believe these changes present substantial risks to biodiversity, ecosystems, and the integrity of protected areas and protected species.

It is our view that Part 3 of the Bill needs substantial amendment before it becomes an Act of parliament. Specifically, we are concerned about:

- The adequacy of financial offsets in fully mitigating environmental damage;
- The potential for short-term solutions that fail to address the root causes of ecological degradation;
- The weakening of protections afforded under the Conservation of Habitats and Species Regulations;
- With the potential removal of site ecological survey work, a subsequent degradation of the application of the ecological mitigation hierarchy;
- The prioritisation of economic development over the long-term sustainability of habitats and species.

We urge the Government to reconsider Part 3 of the P&I Bill and provide greater assurances that protected areas and protected species will continue to receive the highest level of legal protection.

Developers must be held accountable for demonstrating that their activities will not harm biodiversity or reduce the resilience of ecosystems, with financial offsets used only as a supplementary measure under rigorous control.

We are further concerned that the process proposed would be highly likely to remove biodiversity restoration to areas entirely separated from the areas which may be harmed and will, anyway, not be capable of restoration at anything close to a "Like for Like" level.

We look forward to your response and hope to see action taken to address these pressing concerns.

Date and time received:

(for completion by Democratic Services)

7 July 2025 – 10.20

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, 10 June 2025 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

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

ALSO IN ATTENDANCE: Councillor I Brown, Councillor S Michael and Councillor P Rainbow

267 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.

268 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

269 MINUTES FROM THE PREVIOUS MEETING HELD ON 1 APRIL 2025

The minutes from the meeting held on 1 April 2025 were agreed as a correct record and signed by the Chair.

270 CARELINE SERVICE

The Careline Team Leader presented a report which highlighted to Cabinet the success of the Careline Service and provided an insight into the vision for the future of the service and how it could be marketed. The vision for the future of the service was to be the largest provider of choice in the County.

The report provided statistics in terms of the growth of the service, including expansion into neighbouring districts and income generation, and detailed the proposal to develop a brand and marketing strategy going forward.

AGREED (unanimously) that Cabinet:

- a) note the successes to date and the income generated from the Careline Service; and
- b) approve a proposed budget for marketing of 10% of the income generated in year 2024/25.

Reasons for Decision:

To support the continued business growth and promotion of the Careline Service aligns with the Community Plan ambition 7 “Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves”.

Options Considered:

Standing still is an option, but continued business growth and external recognition of excellent, consistent service delivery places the Council in a good starting position through the optics of Local Government Reform.

271 GOOD NEIGHBOURHOOD MANAGEMENT POLICY

The Director – Housing, Health & Wellbeing presented a report which sought approval for the Good Neighbourhood Management Policy which outlined the Council’s approach to managing complaints relating to noise nuisance or disruption where the situation was not defined as anti-social behaviour. The draft policy was attached as an appendix to the report. The Cabinet noted that the policy had had several revisions in tone, content, wording and style in response to tenant feedback.

AGREED (unanimously) that the Good Neighbourhood Management Policy be approved.

Reasons for Decision:

The Regulator for Social Housing and the Housing Ombudsman recommend the introduction of a Good Neighbourhood Management Policy which aligns with the Community Plan ambition 7 “Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves.”

Options Considered:

The Council has the option to rely on the ASB Policy for dealing with noise and nuisance between neighbours, but good practice and alignment with both the Regulator for Social Housing and the Housing Ombudsman is to manage these relationships in a more mediatory way.

272 UK SHARED PROSPERITY FUND AND RURAL ENGLAND PROSPERITY FUND GRANTS 2025-26 (KEY DECISION)

The Programmes Manager presented a report which provided an update on the proposed grants throughout 2025 to 2026 funded by the Rural England Prosperity (REPF) and UK Shared Prosperity Fund (UKSPF). The selected list of local UKSPF projects, as approved by Cabinet on 18 February 2025, for delivery throughout 2025/26 was provided in Appendix A to the report. In addition, it was reported that the funding commitment to the area had now been formalised through a grant award to the Council from the East Midlands County Combined Authority (EMCCA).

The report also advised that in March 2025, the Government confirmed an additional 12-month extension to the REPF, known as the ‘top-up’ to UKSPF, for eligible rural areas. This would provide a further £267,369 of capital funding for the district this financial year, in addition to the £1.34m of UKSPF previously reported. The additional

funding would also be passported by EMCCA to the Council and incorporated within the existing grant funding agreement, with a requirement to spend by 31 March 2026.

AGREED (unanimously) that Cabinet approve:

- a) the addition of £267,369 within the 2025-2026 capital programme, funded by incoming Rural England Prosperity Fund (REPF) grant, as detailed in paragraph 1.3 of the report; and
- b) the proposed approach to managing the REPF and UKSPF grant schemes in 2025-2026, including the application, appraisal and award process as detailed in paragraph 1.9 of the report (Table 1), with delegated authority being given to the S151 Officer to approve individual grant allocations.

Reasons for Decision:

The proposed processes set out within the report facilitates prompt and flexible delivery of grants, considering the requirement for any unspent funds after 31 March 2026, to be returned to Government. In addition, the process established is objective, open and transparent, avoiding any conflicts of interest, as set out as a clear requirement within the Governments Grants Functional Standard, demonstrating a best practice approach to managing grants.

Options Considered:

There is the opportunity not to accept future REPF grant funding allocated to the district and to decline participation in the scheme. This approach has been discounted from the proposals outlined within the report as it would re-present a missed opportunity to invest in local rural communities, supporting the Council's Economic Growth Strategy and Community Plan objectives.

273 PLAN FOR NEIGHBOURHOODS UPDATE (KEY DECISION)

The Programmes Manager presented a report concerning the 'Plan for Neighborhoods' (PfN) scheme. The scheme followed the former Long-Term Plans for Towns (LTPT) initiative. Up to £19.5m over a 10-year period would be available to Newark through the scheme'. The new programme offered a revised fixed funding profile with core delivery funding set to commence in April 2026. Details of the new funding profile through the PfN were set out in Appendix A to the report. Given the interdependencies between the PfN scheme, Towns Deal and former LTPT, the Newark Town Executive Board would act as the 'Neighbourhood Board' for the purpose of the PfN scheme.

To facilitate the development of local plans, and support the costs associated with scheme delivery, £200,000 revenue capacity funding was announced for PfN in 2025/26, and a further £150,000 revenue capacity funding was expected to follow in 2026/27. The first £200,000 was to be received by each Local Authority in the coming weeks. It remained the responsibility of the Neighbourhood Board to decide the most appropriate uses of future capacity funding, depending on local context and planning. Example uses included resourcing, capacity, marketing, business case development, communications, engagement and feasibility to support local strategy/project development. To facilitate flexible and responsive formation of plans, the revenue budget of £200,000 capacity funding was required to be established in 2025/26.

AGREED (unanimously) that Cabinet:

- a) note the report, including the announcement of the Plan for Neighbourhoods programme, and the award of up to £19.5m to Newark over a 10-year period, in accordance with paragraph 1.2 of the report, subject to the development of a Local Regeneration Plan, and subsequent Government approvals;
- b) approve the addition of a £200,000 revenue budget in 2025-26 funded by programme capacity grant, to be allocated by Newark Town Executive Board, in accordance with paragraph 1.10 of the report; and
- c) note that a future update report will be presented to Cabinet regarding local programme plans, prior to submission of the Regeneration Plan in 2025, in accordance with paragraph 1.11 of the report.

Reasons for Decision:

The recommendations are provided on the basis of the next steps in the delivery of the Plan for Neighbourhoods Programme with Newark Town Board. The opportunity provided through this programme will assist in achieving shared objectives over the next 10 years for Newark.

Options Considered:

There is an option to choose to inform Government that Newark does not wish to retain the offer of the Plan for Neighbourhoods Programme. This option has been discounted as the resource would achieve shared goals identified by the Community Plan and the Newark Town Board.

274 SOLAR ENERGY SUPPLEMENTARY PLANNING DOCUMENT (KEY DECISION)

The Business Manager – Planning Policy & Infrastructure presented a report which sought endorsement for the draft Solar Energy Supplementary Planning Document (SPD) which had been amended in response to comments received during the consultation process. The SPD addressed issues around major solar energy developments. The comments received and the actions taken were set out in Appendix A to the report – the Consultation Responses Document. The amendments following the consultation had been endorsed by the Planning Policy Board. The amended SPD was set out in Appendix B to the report.

AGREED (unanimously) that Cabinet approve:

- a) the Council's responses within the Consultation responses document at Appendix A to the report; and
- b) the adoption of the Solar Energy SPD as attached at Appendix B to the report.

Reasons for Decision:

To allow the District Council to adopt the Solar Energy SPD.

Options Considered:

Cabinet has already approved the production of the Solar Energy SPD, therefore no

alternative options have been considered.

275 STRATEGIC HOUSING AND EMPLOYMENT LAND AVAILABILITY ASSESSMENT

The Business Manager – Planning Policy & Infrastructure presented a report which sought approval for the proposed Strategic Housing and Employment Land Availability Assessment (SHELAA) Methodology prior to carrying out a ‘Call for Sites’ exercise. The draft SHELAA Methodology was consulted on between 7 April and 19 May 2025 and the responses received were set out in Appendix 1 to the report, the SHELAA Methodology Post Consultation Statement. Several minor amendments were made to the draft document in response to representations, and these were set out in Appendix 2 to the report.

The ‘call for sites’ exercise was where the Local Planning Authority invited landowners, developers and the public to put sites forward for consideration in the new Local Plan to meet the future needs of the area. The sites submitted would then be assessed using the SHELAA Methodology.

AGREED (unanimously) that Cabinet approve:

- a) the proposed consultation responses as set out in Appendix 1 to the report;
- b) the proposed final Methodology Document as set out at Appendix 2 to the report;
and
- c) a ‘Call of Sites’ exercise to be undertaken in the Summer 2025.

Reasons for Decision:

To allow the District Council to approve the SHELAA Methodology and undertake a ‘Call for Sites’ exercise.

Options Considered:

Cabinet has already approved the production of a new SHELAA Methodology therefore no alternative options have been considered.

276 PROCUREMENT OF VEHICLES FOR THE ROLLOUT OF DOMESTIC KERBSIDE FOOD COLLECTION SERVICE (KEY DECISION)

The Waste & Recycling Manager presented a report which set out the vehicle requirements to prepare for the domestic food waste collections which were to start from October 2027. The report set out notable changes and timescales for how authorities were to collect waste and recycling with October 2027 being the date by which all households would be able to access food waste collections from the kerbside.

The report referred to the plans that had already been drafted to determine round sizes, vehicle numbers, disposal points, bin colours, staff requirements, and depot requirements. The current disposal option put forward by Nottinghamshire County Council was an Anaerobic Digestion facility in Colwick which was a 44-mile round trip from the depot. To maximise efficiency and to have as much operating time as possible, it was planned to make this journey one a day, therefore 11 tonne vehicles

would be required to ensure that all food waste collected from one round each day could be confined to one load. It was proposed to purchase 7 waste vehicles and one spare, based on property numbers and anticipated participation levels.

AGREED (unanimously) that Cabinet approve:

- a) a Capital budget of £1,304,750 financed by the £1,093,049 Capital Grant received in 2024/25 and the remaining £211,701 Revenue Contribution to Capital from the Revenue Grant received for the purchase of 8 food waste collection vehicles and 55,071 bins;
- b) the allocation of the remaining Revenue Grant of £1,215,299 (of the £1,427,000) to the Residential Food Waste Reserve in the event of additional costs; and
- c) the Revenue Budget increase from 2027/28 where possible, funded from Food Waste Reserve, in anticipation of an increase in the establishment by 18 new employees from 2027/28.

Reasons for Decision:

The proposal aligns to Objective 5 of the Community Plan as we develop plans for a weekly food waste collection. There is a statutory requirement to provide a kerbside food waste collection service from October 2027.

Options Considered:

Consideration was given to collect food waste using alternative collection methodology. Collection modelling was carried out to assess the viability of collecting using an entirely new fleet of split bodied vehicles or collecting alongside source separated recycling materials from the kerbside each week in a new fleet of recycling vehicles.

These options were both discounted due to the significant capital expenditure required (estimated to be around £3m and £4m respectively) and the issue of needing to re-establish the 7-year fleet replacement schedule as an entire new fleet that is the same age would otherwise need replacing at the same time.

277 NOTTINGHAMSHIRE AND NOTTINGHAM DRAFT LOCAL NATURE RECOVERY STRATEGY CONSULTATION (KEY DECISION)

The Business Manager – Planning Policy & Infrastructure presented a report informing the Cabinet of the production and consultation on the Local Nature Recovery Strategy (LNRS) by Nottinghamshire County Council and sought approval of the District Council's response. The Environment Act 2021 established a requirement to produce a LNRS with the purpose of helping to reverse the ongoing decline of nature and biodiversity in England through coordinated, practical and focused action.

The County Council was appointed as the Responsible Authority for the LNRS for Nottingham and Nottinghamshire and carried out the requisite consultation in March and April 2025. The District Council raised a number of issues, but it was considered that the matters raised could be addressed as part of any updates to the Strategy and therefore did not object. The Council's letter and a summary of those issues were attached as Appendix A to the report.

The next stage was for the County Council to undertake a public consultation on the LNRS for six weeks which runs to 16 June 2025. The Council's proposed response to this consultation was attached as Appendix B to the report. Both the Planning Policy Board and the Policy & Performance Improvement Committee had endorsed the proposed the draft response. The publication of the final LNRS for consideration would be undertaken in September 2025.

AGREED (unanimously) that:

- a) the proposed consultation response at Appendix B be approved; and
- b) the Portfolio Holder for Climate and the Environment, in consultation with the Planning Policy Board, be given delegated authority to comment at the next stage as set out in paragraph 2.7 of the report.

Reasons for Decision:

To allow the District Council as a supporting authority to respond to consultations on the Local Nature Recovery Strategy.

Options considered:

None, as a supporting authority it is considered important to respond to the consultation to assist the County Council in preparing the Local Nature Recovery Strategy.

278 REVIEW OF THE COUNCIL'S CARBON NET NEUTRAL TARGET (KEY DECISION)

The Director – Communities and Environment presented a report which reviewed the Council's carbon footprint and made recommendations for next steps within the climate strategy action plan. After being appointed in May 2023, the incoming Climate Change Portfolio Holder expressed a desire to reassess the Council's carbon neutrality target. In the interests of consistency and best practice the 'Carbon Trust' were again commissioned to calculate the Council's existing baseline and to develop an options analysis for both the feasibility of bringing the 2035 target forward to 2030 and the feasibility of integrating the Council's housing stock into the existing 2035 target.

The Carbon Trust had completed their review, and the findings were set out in Appendix A to the report. The report of the Carbon Trust had been endorsed by a working group of Members in March 2025. The report recommendation was to maintain the current baseline for carbon emissions for 2035 and to defer any target for housing stock given the likely transition to a new unitary authority in 2028.

AGREED (unanimously) that:

- a) the 2035 carbon net neutral target within the current scope is retained; and
- b) Members note the potential to set a 2050 target for housing, but that this is not progressed pending a review by the new local authority entity covering Newark & Sherwood following Local Government Reorganisation in 2028.

Reasons for Decision:

This work aligns with the Council's Community Plan ambition to "reduce the impact of climate change and protect and enhance green spaces".

There is a specific activity under this ambition to 'Further develop and deliver a Council-wide decarbonisation plan for our built assets/deliver a programme of prioritised decarbonisation actions, in response to the Carbon Trust report 2025, following engagement with stakeholders.'

Options Considered:

To maintain the 2035 target but include housing; and to advance the Council's net zero target to 2030 (corporate emissions only).

Meeting closed at 7.35 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Performance Improvement Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Monday, 2 June 2025 at 6.00 pm.

PRESENT: Councillor M Pringle (Chair)
Councillor N Ross (Vice-Chair)

Councillor A Brazier, Councillor C Brooks, Councillor A Freeman, Councillor J Hall, Councillor S Haynes, Councillor R Holloway, Councillor R Jackson, Councillor D Moore, Councillor P Rainbow, Councillor K Roberts, Councillor M Spoors, Councillor T Thompson and Councillor T Wendels

IN ATTENDANCE: Councillor N Allen, Councillor R Cozens, Councillor E Oldham and Councillor C Penny

105 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

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

The Chair advised that the meeting was being recorded and live streamed from Castle House.

107 MINUTES OF THE MEETING HELD ON 14 APRIL 2025

The minutes from the meeting held on 14 April 2025 were agreed as a correct record and signed by the Chair.

The Chair advised the Committee that he had amended the running order of the Agenda to bring forward Agenda Item No. 7 – Presentation by Portfolio Holder for Strategy, Performance & Finance to Agenda Item No. 5 following which the Agenda running order would resume as published.

108 PRESENTATION BY PORTFOLIO HOLDER FOR STRATEGY, PERFORMANCE & FINANCE

The Committee considered the report of the Portfolio Holder for Strategy, Performance & Finance which sought to provide Members with an update on the Corporate Peer Challenge Action Plan and three of the Council's Capital Projects: 32 Stodman Street; Ollerton and Clipstone Regeneration; and Newark Town Centre Masterplan.

Corporate Peer Challenge Action Plan

It was reported that the Action Plan had been developed by a cross-party working group and had been designed to deliver on the peer team's observations. This had resulted in a review of the Council's Community Plan which had been presented to full Council on 20 May 2025. Progress of the Action Plan was to be monitored by the Senior Leadership Team.

32 Stodman Street

The report set out the background to the project, including the rationale for the purchase of the building and how the project had been funded to-date, together with details of the reasons for the delay in completion and the need for additional grant monies.

Levelling Up Fund 2 – Ollerton & Clipstone Regeneration Projects

The report set out the background to the project, providing details of the funding and the delays and changes experienced since it was identified by the Council and key partners as a local strategic priority in 2021/2022. Further specific details in relation to the two regeneration project areas were provided in paragraphs 4.8 to 4.10.

Newark Town Centre Masterplan

It was reported that an in-depth update on the Masterplan had been provided at the previous meeting. It was reported that it would provide a long-term vision for the Town, offering confidence on what would be supported and resisted together with the identification of opportunity areas for future interventions and managing physical or spatial change. It would also inform landowner and investor decisions and could inform future interventions of the Council or potentially future grant-funding opportunities. It was also noted that the design code would be the first of its type in a historic setting.

In considering the report and presentation, Members raised a number of queries which the Portfolio Holder responded to directly.

In closing the debate, the Chair requested regular updates in relation to the Stodman Street retail units and also what support the Council may expect going forward in relation to Local Government Reorganisation.

AGREED that the report and presentation be noted.

109 NOTTINGHAMSHIRE & NOTTINGHAM DRAFT LOCAL NATURE RECOVERY STRATEGY CONSULTATION

The Committee considered the report of the Business Manager – Planning Policy & Infrastructure and the Ecology & Biodiversity Lead Officer which provided Members with details of the production and consultation on the Local Nature Recovery Strategy (LNRS) by Nottinghamshire County Council (NCC) and which also sought endorsement of the Council's proposed response to the consultation.

The report provided the background to the establishment of the LNRS advising that NCC had been appointed by the Secretary of State for Environment, Food & Rural Affairs on 26 June 2023 as the Responsible Authority for its preparation, publication, reviewing and re-publication. NSDC, along with other local authorities in Nottinghamshire, the East Midlands Combined County Authority and Natural England being identified as supporting authorities. The report noted that the LNRS must be evidence based, locally led and collaborative with details of what it must include being provided at paragraph 1.3 of the report. The report set out the work undertaken to produce a draft LNRS together with the process for its adoption.

In considering the report and the Council's proposed response Members made reference to a number of issues arising therefrom.

In relation to paragraph 5.1 of the consultation response, it was suggested that additional areas be mapped at the southern buffer zone on Lowfield Lane. The Business Manager advised that there were 2 local wildlife sites near to that area and an assessment would be made as to whether a grassland site could also be included.

A Member queried what, if any, safeguards were in place to maintain the mapped areas within the strategy, noting that many were in private ownership. The Ecology & Biodiversity Lead Officer advised that there was no obligation to maintain the mapping and that the landowners could request that their land be removed. The Business Manager advised that protected areas would remain unchanged and that wildlife sites would continue to be protected locally.

A Member queried whether consideration had been given to the purchase of land to further enhance biodiversity in the district. The Business Manager advised that a review of the Council's landholdings in this regard was to be undertaken with a possibility of specific purchases being made in the future for such development.

In closing the debate, the Chair requested that the Committee be kept informed as to the progression of the consultation and formal adoption of the Strategy.

AGREED that Appendix B to the report, be recommended to Cabinet for approval as the Council's consultation response.

110 YORKE DRIVE DEVELOPMENT UPDATE

The Committee considered the report and presentation of the Business Manager – Regeneration & Housing Strategy. The Business Manager and the Senior Regeneration Officer provided Members with details on the following: the Yorke Drive Neighbourhood Study; accelerated construction funding 2017; outline planning approval 2019; developer procurement; reserved matters – challenges and outcomes; and reserved matters approval – January 2025. In considering the presentation Members raised a number of queries.

In relation to the impact on the population figures, a Member queried whether this would affect local schools. The Business Manager advised that an increase was expected but that Section 106 monies would mitigate that.

In response to a query raised about the anticipated final completion date of Winter 2031, the Business Manager advised that the predominant reason for the length of time to complete the project was due to the undertaking given to residents that they would only be required to move once.

A Member queried how confident Officers were in relation to adhering to the dates of each of the phases. The Business Manager advised that all the necessary permissions and funding were now in place so there should be no obstacles to hinder progress.

In closing the debate, the Chair referred to the numerous mentions of the potential impact of Local Government Reorganisation, noting that the Council needed to be aware of the delivery status of all of their capital projects. He thanked Officers for their continued efforts in ensuring that the project was achievable and requested that the Committee receive updates as to its progress.

AGREED that the progress of the York Drive Regeneration Scheme be noted.

111 ATTENDANCE AT COMMITTEE MEETING ON 30 JUNE 2025 BY CABINET MEMBER WITHOUT PORTFOLIO

The Chair advised Members that the Cabinet Member without Portfolio, Councillor J Kellas, was due to attend the next meeting of the Committee on 30 June 2025. He requested that Members forward any questions prior to the meeting in order that he could prepare his presentation accordingly.

112 APPOINTMENT OF PPI COMMITTEE REPRESENTATIVES TO:

AGREED that the following Members be appointed to:

- a) Tenant Engagement Board
Councillors: Alice Brazier; Penny Rainbow; and Neil Ross
- b) Planning Policy Board
Councillors: Linda Dales; Mike Pringle; Karen Roberts; and Tom Smith

113 UPDATE ON LIFE CHANCES FOR GIRLS WORKING GROUP

NOTED the verbal update of the Chair of the Life Chances for Girls Working Group, Councillor Karen Roberts.

114 CABINET FORWARD PLAN - MAY TO AUGUST 2025

NOTED the Forward Plan of the Cabinet for the period May to August 2025.

115 MINUTES OF CABINET MEETING HELD ON 1 APRIL 2025

NOTED the Minutes of the Cabinet meeting held on 1 April 2025.

116 PROVISIONAL ITEMS FOR FUTURE AGENDA

NOTED the provision items for future meetings of the Policy & Performance Improvement Committee.

Meeting closed at 7.50 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 5 June 2025 at 4.00 pm.

PRESENT: Councillor A Freeman (Chair)

Councillor A Amer, Councillor C Brooks, Councillor L Dales, Councillor K Melton, Councillor E Oldham, Councillor P Rainbow, Councillor L Tift and Councillor T Wildgust

ALSO IN ATTENDANCE: Councillor N Allen

APOLOGIES FOR ABSENCE: Councillor D Moore (Vice-Chair), Councillor S Forde, Councillor P Harris, Councillor S Saddington and Councillor M Shakeshaft

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

The Chair informed the Committee that the Council was undertaking an audio recording of the meeting and that it was being live streamed.

2 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillors L Dales, A Freeman and K Melton declared an other registrable interest for any relevant items, as they were appointed representatives on the Trent Valley Internal Drainage Board.

3 MINUTES OF THE MEETING HELD ON 8 MAY 2025

AGREED that the minutes from the meeting held on 8 May 2025 were agreed as a correct record and signed by the Chair.

4 LITTLE ELMS PRE SCHOOL, THE SCHOOL BUILDING, MAIN STREET, OXTON, SOUTHWELL, NG25 0SA - 25/00133/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought approval for the temporary siting of a portable classroom that would allow the current child places to increase from 55 to 72. The proposal site was identified as being within Oxtton Conservation Area, the Green Belt and within the setting of listed buildings.

A site visit had taken place prior to the commencement of the Planning Committee, for Members as there were specific site factors and/or significant policy or precedent implications that needed to be carefully addressed; and the impact of the proposed development was difficult to visualise.

Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development.

Mr I Wigglesworth, neighbour, spoke against the application.

Councillor H Lempicki, Oxtun Parish Council, spoke against the application.

Ms S Vanner, the applicant, spoke in support of the application.

Councillor R Jackson Local Ward Member, Dover Beck, spoke against the application.

Members considered the application, and some Members commented that they could not see a problem with the temporary classroom, it would be set back from the building line of the main school building, would be located in the playground which was already tarmac. Members carefully considered the impact on adjacent residents. The noise from the children may be quieter for neighbours, with the children being in the classroom rather than being outside in the playground. There was also a need for pre-school places. Other Members felt that this should not be allowed in the Green Belt and raised concerns about the design of the portable building in a conservation area. Members also debated the need for the classroom, including noise and traffic impacts.

In accordance with the Planning Protocol, as Councillor E Oldham arrived during the Officer presentation, she took no part in the debate or vote.

AGREED (with 6 votes For and 3 votes Against) that Planning Permission be approved subject to the conditions contained within the report.

5 PARK VIEW CARAVAN PARK, TOLNEY LANE, NEWARK-ON-TRENT - 25/00131/S73

The Committee considered the report of the Business Manager – Planning Development, which sought the variation of condition 01 and 05 to make temporary and personal permission permanent attached to planning permission 21/02492/S73; Change of use of former abattoir site and paddock to gypsy and traveller caravan site. The officer recommendation was to vary the condition for a further 12 months rather than remove it. Members were advised that the proposal site was in Flood Zone 3b.

Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development.

Members whilst considering the application sought clarification regarding the reason why a further one year was proposed and not two, as it would provide time for this issue to be resolved and prevent the application be submitted again at the end of the year. Members discussed the need for making a long-term decision to give certainty to the local community. The outcome of the Examination for the Amended Allocations and Development Management Development Plan Document (DPD) was not yet published. Officers had advised that new content around Gypsy and Traveller provision had been emerging through this process. Members considered that as the Council was close to the DPD being resolved and that a long-term solution might be secured, one year was justified. Members were concerned about where the local community would go if approval was not given. Members discussed the challenge of flooding in this area.

AGREED (unanimously) that Planning Permission be approved subject to the conditions, including the variation of Condition 01 (as proposed to its removal) and Condition 05, as contained within the report.

6 LAND TO THE NORTH OF GANDER HILL COTTAGE, BATHLEY LANE, NORWELL, NEWARK ON TRENT, NG23 6JU - 25/00599/PIP

The Committee considered the report of the Business Manager – Planning Development, which sought an application for permission in principle for residential development for one dwelling. Members were advised that the application had been referred to Committee as it was contrary to the Development Plan.

A site visit had taken place prior to the commencement of the Planning Committee, for Members as there were particular site factors which were significant in terms of the weight attached to them relative to other factors if they would be difficult to assess in the absence of a site inspection. There were specific site factors and/or significant policy or precedent implications that needed to be carefully addressed and the impact of the proposed development was difficult to visualise.

Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development.

The Planning in Principle process was explained, noting that Members needed to consider location, land-use and number of dwellings proposed. The Business Manager advised that whilst the scheme was clearly contrary to the Council's countryside policy (DM8), officers had reasoned that the proximity to the village, modest quantum of residential proposed and acceptability in land use terms warranted a favourable decision in this case. The precise appearance and design would be considered at a later date through the Technical Consent process.

Members whilst considering the application discussed Policy DM8, as the proposal was contrary to this. They felt that one property could be considered under-intensification and a waste of the land, when the site could provide a higher density of houses, especially affordable houses which were needed. Additional houses however would provide an issue for highway access, as there were already four cottages using the current access. It was further commented that Norwell was a unique village, which had different house styles, and that one additional house would not look out of keeping with the rest of the village.

AGREED (with 8 votes For and 2 votes Against) that Permission be granted in principle.

7 NATIONAL CIVIL WAR CENTRE & PALACE THEATRE, NEWARK MUSEUM, 14 APPLETON GATE, NEWARK ON TRENT, NG24 1JY - 25/00538/LBC

The Committee considered the report of the Business Manager – Planning Development, which sought to upgrade eight doors to FD60 fire doors, provide bespoke security shutters to two doors, upgrade internal and external CCTV with additional cameras, provide additional external security lighting, provide improved means of escape from the Attic; and conservation and repair of the front entrance.

Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development.

The Business Manager explained the significance of the Museum and Theatre, including the archaeological features on display. It was advised that although there would be some impact on the special interest of the listed buildings, Conservation Officers had worked with the applicant to secure appropriate mitigation and optimum outcomes to reduce impact (this was to be secured via conditions). One Member asked whether traditional metal designs might be more appropriate and whether they would have a matching paint finish. Fire safety was discussed.

Members considered the proposals acceptable.

AGREED (unanimously) that Planning Permission be approved subject to the conditions contained within the report.

8 NOMINATIONS TO THE PLANNING POLICY BOARD FOUR MEMBERS OF THE PLANNING COMMITTEE TO BE NOMINATED TO THE PLANNING POLICY BOARD.

The Committee were asked to nominate four Members of the Planning Committee to sit on the Planning Policy Board.

AGREED (unanimously) that Councillors A Freeman (Chair), D Moore (Vice-Chair) K Melton and E Oldham be appointed as the Planning Committee representatives on the Planning Policy Board for 2025/26.

9 ANNUAL REPORT DETAILING THE EXEMPT REPORTS CONSIDERED BY THE PLANNING COMMITTEE

The Committee considered the report of the Chief Executive which detailed the exempt business considered by the Committee for the period 1 March 2024 to date.

AGREED (unanimously) that:

- (a) the report considered at the 28 May 2024 Planning Committee, during exempt business, entitled: Implications of new evidence on pending planning appeals in relation to applications: 22/00975/FULM - Construction of a solar farm, access and all associated works, equipment and necessary infrastructure at Land At Knapthorpe Lodge, Hockerton Road, Caunton, Newark On Trent, NG23 6AZ (Knapthorpe Lodge); and 22/00976/FULM - Construction of a solar farm, access and all associated works, equipment and necessary infrastructure at Field Reference Number 2227, Hockerton Road, Caunton (Muskham Wood). The information would now be open; and
- (b) the report considered at the 11 July 2024 Planning Committee, during exempt business, entitled: 22/02341/OUT – Holly Court Rolleston - Outline application for erection of two detached dwellings and the re-alignment of Rolleston Public Footpath no.5 with all matters reserved except access. The information would now be open.

10 APPEALS LODGED

AGREED that the report be noted.

11 APPEALS DETERMINED

AGREED that the report be noted.

12 EXCLUSION OF THE PRESS AND PUBLIC

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.

13 EXEMPT SCHEDULE OF COMMUNICATION

The Planning Committee considered the exempt Schedule of Communication in relation to Appeal and Application reference: APP/B3030/W/25/3364181; and 23/01837/FULM – Land to the West of Main Street, Kelham. This information was noted. Officers advised that Members would be kept updated through the Chair and Vice-Chair on all aspects of the Appeal.

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

Meeting closed at 6.08 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit and Governance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Wednesday, 2 July 2025 at 6.00 pm.

PRESENT: Councillor R Holloway (Chair)
Councillor S Michael (Vice-Chair)

Councillor N Allen, Councillor D Darby, Councillor J Hall, Councillor S Haynes and Councillor M Shakeshaft

ALSO IN ATTENDANCE: Councillor P Rainbow

APOLOGIES FOR ABSENCE: Councillor R Cozens, Councillor S Forde, Councillor A Freeman, Councillor P Harris and Councillor C Penny and Mr C Richardson (Non-Voting Co-Optee)

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

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

2 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

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

The Chair then went on to welcome Councillor Darby to the Audit & Governance Committee, Councillor Darby has taken the place of Councillor Thompson.

3 MINUTES OF THE MEETING HELD ON 7 MAY 2025

AGREED that the minutes from the meeting held on 7 May 2025 be approved as a correct record and signed by the Chair.

Following this the Chair read out a brief update from the ICT & Digital Services Business Manager who was unable to attend today's meeting and will ensure to provide a substantial report update in September.

Following the recent major breaches in the retail sector, in May 2025, the corporate information governance group received an update on the retail ransomware attacks. The bad actors deployed various tactics, techniques, and procedures to breach multiple retail sector systems. Notably, social engineering and the human element played a critical role in these attacks. As a result, communications were circulated to all NSDC employees, advising them on what to look for and the importance of ongoing reporting.

The Business Manager also informed that out of the 24 recommended actions from the LGA Cyber360 plan, only 4 actions remain in progress. Additionally, ICT & Digital Services, along with Information Governance, are continuously working on improving our Information Security and are making strides in the implementation of ISO27001, also known as ISMS and that two employees in the Council are undertaking Certified Information Systems Audit qualifications. It is hoped that this provides the committee with some levels of assurance, however we must continue to plan for the event of a successful attack. We have therefore, run numerous business continuity events and workshops facilitated by the LGA, MHCLG and ourselves specifically on Cyber security to ensure we are prepared and we will continue to improve the Council approach in this regard.

A more detailed report will be provided by the Business Manager at the next meeting in September.

4 ANNUAL INTERNAL AUDIT REPORT

The Committee considered the report from Philip Lazenby, Director of Audit (TIAA) having joined the meeting through Teams and Livestreamed alongside colleague Jodie Hill, providing a summary of Internal Audit work undertaken during 2024/25 and to support the Annual Governance Statement by providing an opinion on the organisation's governance, risk, financial and internal control environment.

The Annual Internal Audit Report:

- Includes an opinion on the overall effectiveness of processes for risk management, control and governance.
- Discloses any qualifications to that opinion, together with the reasons for the qualification.
- Summarises audit work undertaken, including reliance placed on the work of other assurance bodies where applicable.
- Draws attention to any issues that are particularly relevant to the Annual Governance Statement.
- Summarises the performance of the internal audit function against its key performance measures.
- Comments on compliance with standards.

The Transformation and Service Improvement Manager for Newark and Sherwood District Council referred to the Equality, Diversity and Inclusivity report provided and advised the Committee that the Council's Senior Leadership Team had requested the audit. The Business Manager highlighted good practice that already exists at the Council and provided the Committee with further detail and assurance about implementation of the audit action plan.

AGREED (unanimously) that the Audit & Governance Committee considered and commented upon the annual internal audit report and noted its content.

5 EXTERNAL AUDITORS AUDIT PROGRESS REPORT

The Committee considered the report from the Business Manager for Financial

Services presenting the External Auditor's Audit Progress Report for Newark and Sherwood District Council for 2024/25.

The representative from Mazars, Ellie West presented the External Auditor's report having joined the meeting through Teams and Livestreamed.

The Committee were advised that progress to mid June had no issues to note.

AGREED (unanimously) that:

- a) Members received and noted the External Auditors Audit Progress Report for 2024/25; and
- b) Members noted the adjustments to the draft audited financial statements set out in the report.

6 GOING CONCERN STATUS OF THE COUNCIL

The Committee considered the report from the Business Manager for Financial Services setting out the assessment by the Section 151 officer of the Council's Going Concern status.

The report explained that an assessment of the Council's Going Concern is required for the preparation and approval of the Statement of Accounts for the financial year ended 31 March 2025.

AGREED (unanimously) that Members reviewed the conclusion of the assessment of the Council's status as a going concern and approved that the Statement of Accounts 2024/25 be accounted for on that basis.

7 PROVISIONAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2025

The Committee considered the report from the Business Manager for Financial Services providing Members with provisional 2024/25 financial outturn position on the Council's revenue and capital budgets, including:-

- General Fund Revenue
- Housing Revenue Account
- Capital Programme
- Provisions and Impaired Estimates on Debtors
- Usable Reserves
- Collection Fund

and to show performance against the approved estimates of revenue and capital expenditure and income.

AGREED (unanimously) that:

- (a) the final outturn of revenue and capital spending for 2024/25 be noted;

- (b) the variation to the capital programme, as set out in paragraph 1.5 be noted;
- (c) the capital financing proposals as set out in paragraph 1.6 be noted;
- (d) the movement in Provisions and Impaired Estimates on Debtors be noted:
- (e) the creations of new reserves, as outlined in paragraph 1.15, be noted; and
- (f) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be noted.

8 TREASURY MANAGEMENT OUTTURN REPORT 2024/25

The Committee considered the report from the Assistant Business Manager for Financial Services giving Members the opportunity to review the Annual Treasury Outturn report, which will be presented to Council on 21 October 2025.

There were no breaches of the approved prudential indicators during 2024/25 and further information was provided in section 6 of Appendix A.

AGREED (unanimously) that Members considered the Treasury Outturn position for 2024/25.

9 REVIEW OF THE COUNCIL'S CONSTITUTION - REPLACING THE AUDIT & GOVERNANCE COMMITTEE

The Committee considered the report from the Assistant Director Legal & Democratic Services and Monitoring Officer to consider terms of reference and membership for two new Committees – Audit & Accounts Committee and Governance, General Purposes & Local Government Reorganisation (LGR) Committee which will replace this Committee as per the Full Council decision taken on 20 May 2025.

The proposal is for the Audit & Accounts Committee to have a membership of 9 as well as 1 co-opted independent member, this being consistent with CIPFA guidance to avoid large audit committees. A membership of 12 to be proposed for the Governance, General Purposes & LGR Committee.

AGREED (unanimously) that the Committee recommended the Terms of Reference for the two new Committees as set out in **Appendix A** to this report, to Full Council for approval.

10 AUDIT AND GOVERNANCE COMMITTEE WORK PLAN

The Committee considered the joint report of the Assistant Director Legal & Democratic Services, Monitoring Officer and the Business Manager for Financial Services which attached the Committee's Work Plan for consideration.

The Committee noted that a fresh work plan would be provided for the 2 new Committees after Full Council.

The Business Manager for Financial Services referred to the Statement of Accounts, confirming the draft had been published for the deadline of 30 June 2025 and a training session would be provided to include the new members.

AGREED (unanimously) that the Work Plan be noted.

11 DATE OF NEXT MEETING - 24 SEPTEMBER 2025

Meeting closed at 6.40 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 19 June 2025 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor D Darby, Councillor R Jackson, Councillor D Moore, Councillor P Taylor and Councillor T Wildgust

ALSO IN
ATTENDANCE: Councillor P Rainbow

APOLOGIES FOR
ABSENCE: Councillor L Tift (Vice-Chair) and Councillor S Michael

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

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

49 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

Councillors P. Taylor and D. Moore both declared an Other Registerable Interest in Agenda Item 5 - Community Governance Review - Newark Town Council, as they were both Members of Newark Town Council.

50 MINUTES OF THE MEETING HELD ON 20 MARCH 2025

The minutes from the meeting held on 20 March 2025 were agreed as a correct record and signed by the Chair.

51 COMMUNITY GOVERNANCE REVIEW - NEWARK TOWN COUNCIL

The Business Manager – Elections & Democratic Services presented a report which sought approval for the final recommendations on the Community Governance Review of Newark Town Council for submission to the Full Council on 15 July.

The draft Terms of Reference were agreed and published for a first period of consultation following the meeting held on 12 December 2024, with responses considered by the Committee on 20 March 2025.

Nottinghamshire County Council responded questioning the timing of the review given plans for Local Government Reform, but the review is required to rationalise the electoral arrangements for the Town Council ahead of their full elections to be held in May 2027. Newark Town Council were supportive of the draft recommendations. The recommendations proposed that: the Town Council retains 18 Members; the South Ward be renamed Middlebeck; the East Ward be retained but merged with

Beacon; and the minor changes to numbers are Beacon Ward going down from 5 to 4 and Magnus going up from 1 to 2 to improve elector ratios.

AGREED (unanimously) that the General Purposes Committee approve the Final Recommendations as set out at Appendix B to the report, for submission to the Full Council Meeting on 15 July 2025.

52 MERGING OF THE GENERAL PURPOSES AND LICENSING COMMITTEES

The Committee considered the report of the Environmental Health & Licensing Manager which detailed the revised Scheme of Delegation relating to the merging of the General Purposes and Licensing Committees as agreed at Full Council held on 20 May 2025.

The updated Scheme of Delegation, appended to the report, solely reflected the merging of the committees with no other changes. Officers would still have delegated powers to approve licences as they currently did and Members would still be involved in all licensing reviews and panels, and to determine applications where it currently required a panel decision to be made.

AGREED (unanimously) that the General Purposes Committee:

- a) note the approval from Full Council for the merging of the General Purposes and Licensing Committees; and
- b) approve the updated Scheme of Delegation to be incorporated into the Council's Constitution in Appendix A.

53 LICENSING TRAINING - 23 SEPTEMBER 2025

Members noted the date of the upcoming training event and indicated their intention to attend.

54 EXCLUSION OF THE PRESS AND PUBLIC

AGREED 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 1 of part 1 of Schedule 12A of the Act.

55 UPDATE ON PERFORMANCE & ENFORCEMENT MATTERS

The Committee considered the exempt report regarding performance and enforcement matters.

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

Meeting closed at 6.08 pm.

Chair

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 19 June 2025 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor D Darby, Councillor R Jackson, Councillor D Moore, Councillor P Taylor and Councillor T Wildgust

ALSO IN
ATTENDANCE: Councillor P Rainbow

APOLOGIES FOR
ABSENCE: Councillor L Tift (Vice-Chair) and Councillor S Michael

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

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

56 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

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

57 MINUTES OF THE MEETING HELD ON 20 MARCH 2025

The minutes from the meeting held on 20 March 2025 were agreed as a correct record and signed by the Chair.

58 MERGING OF THE GENERAL PURPOSES AND LICENSING COMMITTEES

The Committee considered the report of the Environmental Health & Licensing Manager which detailed the revised Scheme of Delegation related to the merging of the General Purposes and Licensing Committees as agreed at Full Council held on 20 May 2025.

The updated Scheme of Delegation, appended to the report, solely reflected the merging of the committees with no other changes. Officers would still have delegated powers to approve licences as they currently did and Members would still be involved in all licensing reviews and panels, and to determine applications where it currently required a panel decision to be made.

AGREED (unanimously) that the Licensing Committee:

- a) note the approval from Full Council for the merging of the General Purposes and Licensing Committees; and

- b) approve the updated Scheme of Delegation to be incorporated into the Council's Constitution in Appendix A.

59 MINUTES OF LICENSING HEARING HELD ON 8 APRIL 2025

NOTED the minutes of the Licensing Hearing held on 8 April 2025- The Anchor, Gunthorpe.

60 TEMPORARY EVENT NOTICES (JANUARY TO MARCH 2025)

NOTED the Temporary Event Notices received and acknowledged between 1 January until 31 March 2025.

61 EXCLUSION OF THE PRESS AND PUBLIC

AGREED 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 1 of part 1 of Schedule 12A of the Act.

62 UPDATE ON PERFORMANCE & ENFORCEMENT MATTERS

The Committee considered the exempt report regarding performance and enforcement matters.

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

Meeting closed at 6.26 pm.

Chair

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Trustee Board of the Gilstrap and William Edward Knight Charities** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Tuesday, 24 June 2025 at 6.00 pm.

PRESENT: Councillor S Haynes, Councillor I Brown and Councillor P Taylor

IN ATTENDANCE: Councillor R Cozens, Councillor S Crosby, Councillor D Moore and Councillor N Ross

APOLOGIES FOR ABSENCE: Councillor A Amer (Chair) and Councillor J Kellas

1 ELECTION OF CHAIR FOR THE MEETING

Due to the apology for absence of the Board Chair, Members were asked to nominate a Chair for this meeting.

AGREED (unanimously) that Councillor P Taylor be appointed Chair for this meeting only.

2 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

The Clerk to the Trustees advised the Board regarding conflicts of interests and advised Members that Agenda Items 8 and 9 on the agenda both related to transactions with Newark Town Council. The Clerk's advice was for voting Members who were also Town Councillors to refrain from voting on Agenda Item 8 – Application for Grant Funding – Newark Cultural Consortium, as the applicant was Newark Town Council.

The Chair proposed and Councillor S Haynes seconded a motion to allow a non-voting Member, Councillor R Cozens to vote on Agenda Item No. 8 – Application for Grant Funding – Newark Cultural Consortium, as the Board felt that the application had been submitted some months previous and a decision was needed.

AGREED: (unanimously) that Councillor R Cozens be allowed as a non-voting Member to vote on Agenda Item No. 8 – Application for Grant Funding – Newark Cultural Consortium.

NOTED: that:

- a) Councillor R Cozens, non-voting Member – declared a non-registrable interest regarding Agenda No. 7 – Application for Grant Funding – Friends of Newark Castle and Victorian Gardens as she was the Portfolio Holder for Heritage, Culture and the Arts;
- b) the following voting Members declared non-registrable interests regarding Agenda No. 8 – Application for Grant Funding – Newark Cultural Consortium, as elected Members of Newark Town Council.

Councillor I Brown
Councillor P Taylor

- c) the following non-voting Members declared an interest in Agenda Item No. 8 - Application for Grant Funding – Newark Cultural Consortium, as elected Members of Newark Town Council.

Councillor S Crosby
Councillor D Moore
Councillor N Ross

3 DECLARATION OF INTENTION TO RECORD THE MEETING

The Chair advised the Board that the meeting was being recorded and streamed online in accordance with usual practice.

4 MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2024

Minute No. 52 – Application for Grant Funding – The Free Football Club – A Member felt that the wording was not accurate, as the application was not declined, Members requested that the applicant submit further information in support of the application.

The Clerk to the Trustees, informed the Board that the applicant was approached for further information, but no further information was forwarded to the Council.

AGREED that subject to the amendment removing the wording “that the application be declined”, the minutes of the meeting held on 27 February 2024 were agreed as a correct record and signed by the Chair.

5 TRUST ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2024

The Board considered the report of the Assistant Business Manager Financial Services which presented to the Trustees the financial accounts for the W.E. Knight Trust and the Gilstrap Endowment Fund for the financial year ended 31 March 2024.

The financial performance figures for W.E. Knight were provided in the report. As per previous reports W.E. Knight had allocated the majority of its fund to the Newark R&M Cricket Club in respect of their Ground Development Project. Therefore, the charity currently only had a minimum balance remaining.

The Gilstrap charity received an annual income of £43,000 from leasing the Gilstrap building in Newark. As of 31 March 2024, the charity held a bank balance of £311,307 and investments valued at £145,277. This resulted in a total of £456,584 available for allocation, with no current commitments to future projects or grant funding.

It was a function of the Board to receive the annual accounts of the charities. The W.E. Knight Charity would be closed; a report would be brought to a future Board Meeting.

AGREED (unanimously) that the financial accounts for the year ended 31 March 2024 be noted.

6 APPLICATION FOR GRANT FUNDING - FRIENDS OF NEWARK CASTLE & VICTORIAN GARDENS

The Committee considered an application for grant funding from the Friends of Newark Castle & Victorian Gardens, for a project to support the promotion of education and understanding of one of Newark's most significant historic buildings and to tie together the historic landscape of the town. An amount of £50,000 was sought and information on the project was included in the report.

Members whilst considering the application did not disagree that this was not a good project, they however felt that there was not enough detailed information to satisfy them that this was good value for money. They asked for the associated costs and what element the Board were being asked to fund. They also asked that the Friends of Newark Castle & Victorian Gardens be invited to the future Board meeting to present their application. It was therefore proposed that the application be deferred pending further information and a meeting be arranged no later than September 2025.

A Member asked that the statement of income of £98,000 be removed from the application as it appeared mis-leading. The Clerk to the Trustees confirmed that this could not be removed from the application but would be noted in the minutes.

AGREED (unanimously) that:

- a) a meeting of the Board be arranged no later than September 2025;
- b) the application for funding of £50,000 be deferred in order for detailed information regarding how the funding would be spent to be submitted to a future Board meeting; and
- c) the Friends of Newark Castle & Victorian Gardens be invited to the future Board meeting to present their application.

7 APPLICATION FOR GRANT FUNDING - NEWARK CULTURAL CONSORTIUM

The Committee considered an application for grant funding from the Newark Cultural Consortium, for a project to promote education and understanding of historic buildings and Newark's history which would benefit Newark's Community. An amount of £10,000 was sought and information on the project was included in the report.

Councillor R Cozens as non-voting Member was given permission by the Board Members as detailed in Minute No. 2 above, to vote on this application.

Having declared non-registrable interests Councillors I Brown and P Taylor did not take part in the debate or vote.

Members felt that the application was in line with the criteria to reflect the Gilstrap Charity's purpose and objectives.

AGREED (with 2 votes for) that the application for funding of £10,000 be granted to the Newark Cultural Consortium.

8 LAND OFF CEDAR AVENUE LINCOLN ROAD - VERBAL REPORT

The Committee considered a verbal update on progress with the land off Cedar Avenue/Lincoln Road Newark and potential disposal to Newark Town Council. The Clerk explained that this was a long ongoing matter. For transparency an update was being provided as matters had not progressed sufficiently to bring a report moving things forward.

The Commission had two main issues it needed to satisfy itself on. The first was around managing conflicts of interest; the external advice received was that Town Councillors should declare an interest and refrain from voting on this matter going forward.

The second was how the Council as Trustee would further the objects of the charity going forward, for example by investing the proceeds of sale for income generation.

The Clerk was working with external advisors to answer all the Commission's questions and would bring a report to the next meeting of the Board.

The Clerk advised that with the Board's current makeup there would be only two voting members for any decision on this matter. As with the earlier item on the agenda, the Board could resolve to give non-voting Members a vote for the meeting. Another alternative was to look at appointing some independent Board Members.

9 DATE OF NEXT MEETING

AGREED that the next meeting take place no later than September 2025.

Meeting closed at 6.50 pm.

Chairman