



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

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

Wednesday, 11 June 2025

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

Members of the Committee:

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

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

MEETING:	General Purposes Committee
DATE:	Thursday, 19 June 2025 at 6.00 pm
VENUE:	Castle House, Great North Road, Newark, NG24 1BY
<p>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.</p> <p>If you have any queries please contact Helen Brandham on helen.brandham@newark-sherwooddc.gov.uk 01636 655248.</p>	

AGENDA

Page Nos.

1. Notification to those present that the meeting will be recorded and streamed online
2. Apologies for Absence
3. Declarations of Interests from Members and Officers
4. Minutes of the Meeting Held on 20 March 2025

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PART 1 - ITEMS FOR DECISION

5. Community Governance Review - Newark Town Council
6. Merging of the General Purposes and Licensing Committees

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PART 2 - ITEMS FOR INFORMATION

7. Licensing Training - 23 September 2025

Members of the General Purposes & Licensing Committees are requested to save this date in their diaries and advise whether they wish to attend the all-day training which will be held at The Hostess Restaurant, Sookholme Road, Mansfield NG19 8LL.

PART 3 - STATISTICAL AND PERFORMANCE REVIEW ITEMS

None

PART 4 - EXEMPT AND CONFIDENTIAL ITEMS

8. Exclusion of the Press and Public

The Committee will be invited to resolve that under Section 100(A) of the Local Government Act 1972, the press and 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.

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

Paragraph 7 – Contains information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

9. Update on Performance & Enforcement Matters

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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, 20 March 2025 at 6.00 pm.

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

Councillor N Allen, Councillor L Brazier, Councillor S Michael, Councillor D Moore, Councillor K Roberts, Councillor M Spoors and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor A Brazier, Councillor D Darby, Councillor R Jackson, Councillor J Lee, Councillor S Saddington and Councillor P Taylor

41 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.

42 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.

43 MINUTES OF THE MEETING HELD ON 12 DECEMBER 2024

AGREED that the minutes from the meeting held on 12 December 2024 were agreed as a correct record and signed by the Chair.

44 NEWARK COMMUNITY GOVERNANCE REVIEW

The Committee considered the report presented by the Business Manager – Elections & Democratic Services which sought Members consideration of the initial submissions following the first stage of the Community Governance Review of Newark Town Council and also to consider the draft proposal for further public consultation.

The report set out that the boundaries for Newark Town Council were last reviewed in 2017. However, the East Ward still had minimal electors with no respect of significant development ahead of the next scheduled elections in 2027. In addition, the South Ward continued to see development growth and an increase in electors. Following Committee's approval of the timetable for review the first stage of consultation had been held with the responses therefrom attached as Appendix A to the report. Paragraph 2.0 of the report provided a summary of the proposals following the consultation which were to rename the South Ward to the Middlebeck Ward and to address some of the elector ratios ahead of the elections scheduled to take place in 2027.

In considering the report, Members raised no queries or concerns with the proposals as detailed in Appendix B to the report.

AGREED (unanimously) that the Draft Proposals, as set out at Appendix B to the report, for the second and final stage of public consultation, be approved.

45 ADOPTION OF A PERMANENT PAVEMENT LICENSING SCHEME

The Committee considered the report presented by the Environmental Health & Licensing Manager which sought approval for the adoption of the Permanent Pavement Licence scheme to replace the current temporary scheme. Approval was also sought for the fees for pavement licences together with delegated authority being approved for the Business Manager – Public Protection to determine applications.

The report set out that a Pavement Licence permitted a pub, bar, restaurant, café, snack bar, coffee shop, or ice cream parlour to place street furniture in an approved location on the highway – defined as generally being footpaths restricted to pedestrians or roads and places to which vehicular access is restricted or prohibited. The designated area would be solely to provide an area for the serving and consumption of food and drink outdoors at such establishment. It was reported that the maximum fee for a Temporary Pavement Licence was £100, however the Council had opted to charge a fee of £50.00, with a renewal fee of £25.00. Paragraph 1.8 of the report detailed the proposed changes from the temporary scheme to the permanent scheme.

In considering the report Members did not raise any queries or concerns with the proposals as detailed within the report.

AGREED (unanimously) that:

- a) the Permanent Pavement Licence Scheme replace the temporary scheme be approved;
- b) the proposed fees for Pavement Licences be approved; and
- c) delegated authority be given to the Business Manager – Public Protection to determine applications, as within the Temporary Scheme – be approved.

46 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

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

In considering the report, Members queried as to the reason for there not being any returns for House to House and Street Collections. In response Officers advised that no returns had been submitted but that an update would be provided. It was noted that a street collection had been carried out in Southwell with a Member querying whether the failure to supply the return would jeopardise any future applications. The Senior Licensing Officer advised she would contact the organisation in question.

In response to whether the issue of taxis being able to pick up disabled people at Newark Hospital, the Senior Licensing Officer advised that the situation was unresolvable at present.

AGREED unanimously that the report be noted.

47 MINUTES OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S SUB-COMMITTEE

NOTED the minutes of the Hackney Carriage/Private Hire Driver's Sub-Committee held on 6 December 2024.

Meeting closed at 6.12 pm.

Chair



Report to: General Purposes Committee – 19 June 2025

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 consider submissions on Draft Recommendations following the second stage of the Community Governance Review of Newark Town Council and to make Final Recommendations to Full Council.
Recommendations	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.
Reason for Recommendation	To undertake a community governance review of Newark Town Council to ensure the ward boundaries and electoral arrangements remain effective and convenient for the local community.

1.0 Background

- 1.1 In accordance with the Local Government and Public Involvement in Health Act 2007 the Council has the responsibility for undertaking community governance reviews.
- 1.2 The boundaries for Newark Town Council were last considered in a similar review in 2017. However, the East Ward (established following the Local Government Boundary Commission for England review of the electoral arrangements for Nottinghamshire County Council in 2017) still has minimal electors with no prospect of significant development ahead of the next scheduled elections in 2027.
- 1.3 In accordance with the timetable for the review, the draft recommendations were agreed by the Committee at their meeting held on 20 March 2025 and these were published on 24 March 2025 for a further period of consultation. This second stage consultation closed on 2 May 2025 and the responses are set out in **Appendix A** to the report.
- 1.4 In total, 8 responses were received from residents, and Nottinghamshire County Council. Representations from residents were around the sizes of the various Wards and Member representation which has been explored as part of the review process. There were also questions around how historic boundaries were drawn and suggestions of mergers with neighbouring parish councils, which were outside the scope of this review.

- 1.5 The County Council referred to the appropriateness of the review, given impending Local Government Reorganisation. However, this was raised at the first stage of the review, where it was advised that the review was required to rationalise electoral arrangements ahead of the scheduled elections to be held in May 2027. Reference was also made to the Middlebeck area becoming a parish council in its own right, which was again outside the scope of the review, but something that could be motivated by residents at any point through a petition to the Council.
- 1.6 Although no formal response was submitted by Newark Town Council, the Town Clerk had confirmed that the Town Council did review the draft recommendations which were supported.

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 Given the consultation responses on the draft recommendations, no changes to these are being proposed. The final recommendations are attached as **Appendix B** to the report.

3.0 Implications

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

Legal Implications (LEG2425/8220)

- 3.1 The review proposed, takes into account the Local Government Boundary Commission for England Guidance on Community Governance Reviews. The review provides for a transparent and accessible consultation process, for a reasonable period, to ensure that the views of local electors and other stakeholders are fully considered.
- 3.2 The General Purposes Committee is the appropriate body to consider the content of this report.

Background Papers and Published Documents

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

Reports to General Purposes on 12 December 2024 and 20 March 2025
Terms of Reference for the Review
Draft Recommendations

Q1. Please provide your postcode	Q2. In what capacity are you giving us your views (eg individual or councillor)?	Q3. Please share your views or comments on the draft recommendations. The Draft Recommendations are as follows:
		<ul style="list-style-type: none"> • The Town Council retain 18 Members. • The South Ward be renamed Middlebeck. • The East Ward be merged with Beacon Ward.
		<p>The electoral arrangements for Newark Town Council, effective ahead of the May 2027 elections be as follows:</p> <ul style="list-style-type: none"> • Beacon Ward – 4 Members (previously 5 members) • Bridge Ward – 3 Members • Castle Ward – 2 Members • Devon Ward – 5 Members • Magnus Ward – 2 Members (previously 1 member) • Middlebeck Ward – 1 Member • Sleaford Ward – 1 Member
NG24 4JA	Resident	Agree.
NG24 1SW	Resident	Seems silly to keep Sleaford as such a small ward so either join with another ward or make it larger by following railway line across. Preference to get rid totally and save cost of running an additional ward
Ng244sh	Resident	No real change to us, but why is the River Trent used as a boundary?
NG24 1AG	Resident	The geography of the area seems to suggest a discrepancy with Balderton. It would make sense for Balderton PC to merge with Newark TC. Alternatively merge with Fernwood.
NG24 2GT	Resident	The wards and the allotted members seem to be strangely inadequate and not reflecting the size of the ward. Some have way to few & others too many!
NG241RZ	Resident	Beacon Ward and Devon Ward appear to have too many members in comparison with the other wards

NG241QX	Resident	<p>Fine with renaming South to Middlebeck and merging the few houses in East to Beacon. Although you are still left with the mess in the middle. Sleaford is a tiny ward and should either be merged in to Magnus, Bridge or Beacon. Or you should expand Sleaford taking the edges of Magnus and Beacon.</p>
Not applicable	Representative of local organisation	<p>Thank you for sharing the final recommendations for your Community Governance Review, which we understand are currently subject to consultation. When you are reaching your final decision, we ask that you give due consideration to any comments or concerns raised by members of the public, local organisations and other stakeholders.</p> <p>Nottinghamshire County Council notes the proposals for the Town Council to retain 18 Members and the proposed electoral arrangements for each ward; for the South Ward to be renamed Middlebeck and for the East Ward to be merged with Beacon Ward.</p> <p>Having shared the final recommendations with relevant County Councillors, the only concerns raised by local County Councillors are in relation to the timing of the review. This is in terms of the wider Local Government Reorganisation agenda (whilst recognising that the current LGR proposals do not include parish and town councils) and the previously expressed intention of the Middlebeck community to explore the possibility of becoming a Parish Council in its own right.</p> <p>Nottinghamshire County Council asks you to consider those views prior to finalising your request to the Local Government Boundary Commission for England to make the related alterations to county boundaries where necessary.</p>

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

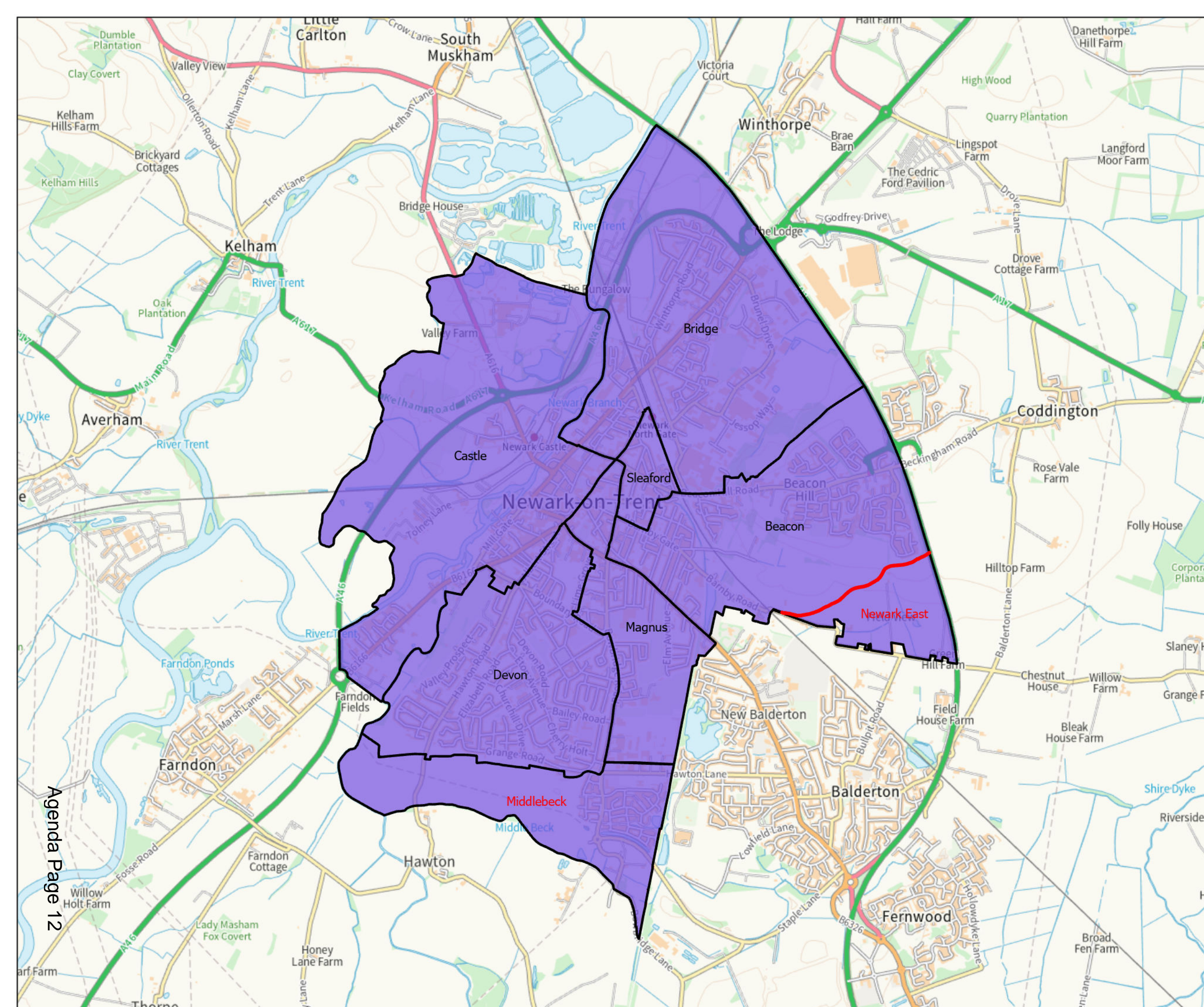
Drawing Title
Newark Parish Wards

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Report to: General Purposes Committee: 19 June 2025

Director Lead: Matthew Finch, Director – Communities & Environment

Lead Officer: Damian Wilkins, Environmental Health & Licensing Manager

Report Summary	
Report Title	Merging of Committees
Purpose of Report	To present to Members 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.
Recommendations	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.
Reason for Recommendations	To ensure legal compliance alongside the provision of relevant and necessary information.

1.0 Background

1.1 At 20 May 2025 Full Council, a report was taken regarding the Review of the Council's Constitution. From that report the following recommendations were approved at Full Council:

- 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;
- 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;

1.2 Following confirmation that the two committees were to be merged as agreed by Full Council, work has been undertaken on the Scheme of Delegation to ensure that references to the two committees have been removed and that all references now solely relate to the Licensing Committee. This is provided in **Appendix A** for consideration.

2.0 Proposal/Options Considered

- 2.1 As required by the Council's constitution, the Scheme of Delegation must ensure clarity on what decisions will be made by officers and which decisions will be made at committees. As the two previous committees are to be merged together, without any other fundamental changes, the Scheme of Delegation has been updated to reflect the change.
- 2.2 The Scheme of Delegation is provided in Appendix A and solely reflects the merging of the committees and makes no other suggested changes. Officers will still have delegated powers to approve licences as they currently do and Members will still be involved in all licensing reviews and panels and to determine applications where it currently requires a panel decision to be made.

3.0 Implications

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

Financial Implications (FIN25-26/5928)

- 3.1 There are no financial implications arising from this report

Legal Implications (LEG2526/1299)

- 3.2 Full Council confirmed at its 20 May 2025 meeting for Licensing and General Purposes Committees to review and update the schemes of delegation that relate to the Committees and for the approved schemes to be incorporated into the Constitution. The Committee is therefore the appropriate body to consider the content of this report.

Background Papers and Published Documents

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

Full Council Report - <https://democracy.newark-sherwooddc.gov.uk/documents/s22839/20.05.25%20-%20Review%20of%20the%20Councils%20Constitution.pdf>
Current Constitution - <https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/your-council/elections/Part-C---Responsibility-for-Functions.pdf>

[Section 182 Statutory Licensing Guidance](#)

Matter to be dealt with	Full Council	Sub-committee of the Licensing Committee	Officers
Final approval of the Licensing Authority statement of policy	X		
Policy not to permit casinos	X		
Fee setting (when appropriate)		X (if delegated by Full Council)	
Application for premises licences		X Where representations have been received and not withdrawn	X Where no representations received/representations have been withdrawn
Application for a variation to a licence		X Where representations have been received and not withdrawn	X Where no representations received/representations have been withdrawn
Application for a transfer of a licence		X Where representations have been received from the Commission or responsible authority	X Where no representations have been received from the Commission or responsible authority
Application for a provisional statement		X	X
Review of a premises licence		X	
Application for club gaming/club machine permits		X Where objections have been made and not withdrawn	X Where no objections have been made and not withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice		X	X
Decision to give a counter notice to a temporary use notice			

X indicates the lowest level to which decisions can be delegated

Matters to be dealt with	Sub-Committee	Officers
Application for personal licence	If a police or immigration enforcement objection	If no objection made
Application for personal licence with unspent convictions	If a police objection	If no objection made
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Applications for interim authorities	If a police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a representation is irrelevant frivolous vexatious etc		All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases	
Determination of an objection to a temporary event notice	All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition	If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application		All cases
Determination of minor variation application		All cases

Matter to be dealt with	Licensing Committee	Sub-Committee	Authorised Officers
Determination of application for a Hackney Carriage/Private Hire Vehicle Drivers Licence		All other cases	Where the authorised officer is satisfied that the applicant is fit and proper
Revoke a Hackney Carriage/Private Hire Vehicle Drivers Licence following a complaint, conviction, endorsement, etc		All other cases	Director – Communities and Environment
Suspend a Hackney Carriage/Private Hire Vehicle Drivers Licence following a complaint, conviction, endorsement, etc		All other cases	Director – Communities and Environment
Suspend a Hackney Carriage or Private Hire Vehicle			Authorised Officer
Revoke a Hackney Carriage or Private Hire Vehicle licence		All cases	
Refuse a Hackney Carriage or Private Hire Vehicle licence		All cases	
Suspend/Refuse or Revoke an operator's licence		All cases	
Attach Warning Points to Hackney Carriage and Private Hire Drivers, Operators and Vehicle Licences		In accordance with Schedule A of Appendix 19	In accordance with Schedule A of Appendix 19
Consider an appeal against Warning Points attached to Hackney Carriage and Private Hire Drivers, Operators and Vehicle Licences			Business Manager – Public Protection
Consideration of a deviation from Policy			Business Manager – Public Protection
Review and determine hackney carriage and private hire driver licences where there is a doubt as to the medical fitness of the driver		All cases	

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