



**NEWARK &  
SHERWOOD**  
DISTRICT COUNCIL

*Castle House  
Great North Road  
Newark  
NG24 1BY*

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**Tuesday, 12 June 2018**

**Chairman: Councillor K Girling**  
**Vice-Chairman: Councillor Mrs P Rainbow**

**Members of the Committee:**

Councillor R Blaney  
Councillor Mrs R Crowe  
Councillor Mrs G Dawn  
Councillor J Lee  
Councillor N Mitchell  
Councillor P Peacock  
Councillor T Roberts  
Councillor F Taylor  
Councillor T Wendels  
Councillor Mrs Y Woodhead

**Substitute Members:**

Councillor Max Cope  
Councillor Maureen Dobson  
Councillor David Staples  
Councillor David Thompson  
Councillor Keith Walker

**MEETING: Economic Development Committee**

**DATE: Wednesday, 20 June 2018 at 6.00 pm**

**VENUE: Civic Suite, Castle House, Great North Road,  
Newark, Notts 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 Helen Brandham on [helen.brandham@newark-sherwooddc.gov.uk](mailto:helen.brandham@newark-sherwooddc.gov.uk) 01636 655248.

## AGENDA

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13. 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 Paragraphs 3 of part 1 of Schedule 12A of the Act.	
14. Newark Beacon - Business Innovation Centre	57 - 96

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Economic Development Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Wednesday, 28 March 2018 at 6.00 pm.

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

Councillor Mrs R Crowe, Councillor N Mitchell, Councillor P Peacock,  
Councillor T Roberts, Councillor T Wendels and Councillor  
Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor M Cope and Councillor P Duncan

### 42 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

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

### 43 DECLARATION OF INTENTION TO RECORD MEETING

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

### 44 MINUTES OF MEETING HELD ON 17 JANUARY 2018

AGREED (unanimously) that the Minutes of the meeting held on 17 January 2018 be approved as a correct record and signed by the Chairman.

### 45 SUPPORTING SMALL BUSINESSES THROUGH SMALL BUSINESS RATE RELIEF

The Committee considered the report presented by the Business Manager – Economic Growth in relation to how the Council supported small businesses through the Small Business Rate Relief Scheme. The report set out the background to the Scheme and how the awards procedure was operated.

In considering the Scheme, a Member queried whether it was known as to the number of eligible businesses that had not applied for the rate relief adding that he was aware of some businesses who had not applied because they had found the process to difficult. In response the Business Manager advised that the preferred process for receipt of an application was the completion of an online form. The organisation 'Totally Locally' referenced the scheme and all new businesses were provided with information. She added that expert advice was available to assist businesses within the Business Rates Team but at present, it was not actively promoted by the Council.

It was suggested that Officers undertake an analysis of the Council's business rates database in an attempt to ascertain why some businesses had not applied and that contact be made with them to advise them of the scheme and that they would be eligible to apply.

AGREED (unanimously) that:

- (a) the report be noted;
- (b) Members continue to support the Small Business Rate Relief Scheme as detailed in the report; and
- (c) the Council undertake an analysis of their business rates database to ascertain which eligible businesses had not applied for small business rate relief and contact them to advise them of the scheme accordingly.

#### 46 RUMBLES CATERING PROJECT

The Committee considered the report presented by the Business Manager – Parks & Amenities which sought the Members' views on the future operation of the cafes at Vicar Water Country Park and Sconce & Devon Park, currently run by Rumbles Catering Project (RCP), which is a registered charity. The report set out the background to the establishment of the charity and provided a history of their operations since that date. Paragraph 3 of the report provided the Members with 4 options as to which course of action they would wish Officers to pursue.

The Chairman of the Committee suggested that Options 2 and 3 be tracked simultaneously so that the level of rent applied to the premises could be checked. Also that a new Business Plan for the Charity be produced within 3 months and that Council Officers use their skills to support the charity in the development of the Business Plan.

A Member noted that the Trustees had been offered advice some 4 years previously on how best to operate the catering project. Also at that time there had been no signs erected at the Vicar Water Site directing visitors to its location. It was also noted that the charity operated at Sutton Lawns which was an area within the Ashfield District with the Member querying as to whether they were operating successfully there. The Member commented that the type of work undertaken by the charity was to be applauded but that if the clientele could be better served by another organisation then that should be pursued. The Business Manager advised that directional and brown tourism signage had recently been installed, adding that the Trustees of the charity had struggled in recent years to run the organisation.

A Member reported that there had been changes to the usual funding streams and as a result had affected the running of the organisation. He acknowledged that if the Council were to revise the supporting role then the charity must also look to do the same. He suggested that Options 2, 3 and 4 all be further explored and that a consideration be given to the level of rents based on the floor-space and footfall between the Clipstone and Newark locations.

The Leader of the Council, attending in his ex-officio capacity, made reference to the figures contained in the report relating to employee costs and turnover. He also commented that there appeared to be little progress in reducing the amount of rent arrears as noted in paragraph 2.10. He acknowledged that the organisation provided

a good service and suggested that the Council request that a Member of the Council attend the Board of Trustees' meetings in an observer capacity. He added that if the organisation did not accept the offer of assistance from the Council then they would have to deal with the subsequent consequences.

The Vice-Chairman of the Committee suggested that rather than the development of a Business Plan, a robust Recovery Plan be developed within the next 3 months, after which the Council would review it and offer assistance if considered necessary. When the plan was finalised it would be necessary for the Charity to adhere to it. The Vice-Chairman acknowledged that the RCP was run by Trustees of a Charity but that they must help and support their employees.

AGREED (unanimously) that:

- (a) Officers pursue Options 2 and 3 listed in paragraph 3.1 of the report and that these be run simultaneously;
- (b) a Recovery Plan be developed and submitted to the Council for consideration within the next 3 months;
- (c) the Board of Trustees be approached with a view to the relevant Ward Member(s) attending their meetings in an observer capacity; and
- (d) a full review of the Rumbles Catering Project be undertaken after a period of 18 months (September 2020).

#### 47 DRAFT NATIONAL PLANNING POLICY FRAMEWORK

The Committee considered the report presented by the Business Manager – Planning Policy in relation to the Draft National Planning Policy Framework together with other planning reforms. The report also sought delegated authority for a response to be prepared following detailed discussion and endorsement with the relevant Committee Members and the Local Development Framework Task Group. The report set out the background leading to the current round of consultations on planning documents and the proposed way in which the Council's response was to be formulated.

The Leader of the Council commented that he welcomed the comments contained within the consultation in relation to viability and that it also appeared the issues of abnormal costs and the securing of Section 106 monies was to be addressed.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) delegated authority be given to the Business Manager – Growth & Regeneration to formulate and submit a response following consultation with the Chairman, Vice-Chairman and Opposition Spokesperson of the committee and the Local Development Framework Task Group.

The Committee considered the report presented by the Business Manager – Economic Growth in relation to the proposed support package for tourism within the district. The proposals for the development of the aforementioned support package were listed in paragraph 3.0 of the report.

The Chairman commented that the job title for the newly created role, as detailed in paragraph 3.2 of the report, needed to be given some consideration in order to ensure that applicants with the appropriate skill set were targeted, adding that the role was to promote the visitor offer across the whole of the district and not just for Newark.

In response to queries about the draft Destination Management Plans (DMPs) for both Sherwood and Southwell, the Business Manager advised that the Sherwood DMP covered a wider area than Sherwood Forest and that an improved definition could be inserted in order to clarify the geographical area. She acknowledged that the existing Newark DMP and the draft Southwell DMP did look similar but it was anticipated that the consultation on the draft Southwell DMP would result in a more specific document for the area.

A Member commented that after reading the draft Sherwood DMP it appeared to be Edwinstowe centric and suggested that the brief be re-visited in order to widen the current focus.

Members agreed that it would have been beneficial if more work had been carried out on the 2 draft DMPs prior to them being issued for consultation. Comment was also made as to why the same development process that had been undertaken to formulate the Newark DMP had not been followed for the Sherwood and Southwell DMPs. Concern was raised that because of the change in process it may not be possible to knit the 3 DMPs together to provide a cohesive plan for the district. Members further agreed that the proposed new recruit needed to be in place as quickly as possible in order to combine a district wide offer.

The Business Manager advised that under the Tourism Strategy the DMPs were divided and the proposed consultation was to give stakeholders the documents as a starting point so that they could add or delete information as appropriate.

AGREED (unanimously) that:

- (a) the additional research identified in paragraph 3.3 be supported including the budget implication;
- (b) the new Place Marketing Manager role be supported, including the budget implication; and
- (c) the Committee supports undertaking consultation to inform the development of Destination Management Plans for Sherwood and Southwell, to include engaging the previous DMP consultant to assist in uniformity.

49 SOCIAL MOBILITY INDEX REPORT - NOVEMBER 2017

The Committee considered the report presented by the Business Manager – Economic Growth in relation to providing Members with a more detailed budget proposal relating to actions surrounding the youth indicator issues identified in the Social Mobility Commission report published in November 2017. The report set out the proposals already agreed by the Committee and the ongoing work undertaken by the Economic Growth Team in supporting the Economic Development Strategy.

In considering the report a Member commented that although the priority was to target individuals within the 18-24 age range it would also be beneficial to engage with older primary school age children through to those in secondary school education adding that appropriate training was required for young people and that by doing so would grow a strong economy.

In response to queries about partnership working and the necessary skills to work in the construction industry, the Business Manager advised that there was a Employability and Skills Group to signpost individuals on how to achieve the necessary skills to work in construction. She added that there was already engagement with primary schools who were invited to job fairs in the district and that the Department for Work and Pensions worked with third party organisations e.g. the Dukeries in Ollerton.

The Leader of the Council welcomed the report, noting that there was disparity between the Council and its neighbours in terms of social mobility. He requested that in relation to the costings to deliver an intensive partnership programme, as detailed in paragraphs 3.6 and 5.0 of the report, an additional report be presented to the Policy & Finance Committee on 5 April 2018 for consideration.

AGREED (unanimously) that:

- (a) the collaborative work being undertaken by NSDC relating to issues highlighted in the Social Mobility Index be endorsed;
- (b) the budget proposal of a maximum of £60k to undertake activities in partnership with DWP and Third Sector partners in order to support individuals in the 18-24 age range into work, training or further support as appropriate, be supported; and
- (c) a report in relation to the establishment of a budget from general fund underspend be supported and presented to the Policy & Finance Committee on 5 April 2018 for consideration.

50 REFURBISHMENT OF SHERWOOD FOREST ART & CRAFT CENTRE AND ASSOCIATED BUILDING

The Committee considered the report presented by the Business Manager – Economic Growth which sought to provide Members with information about the opportunity to invest capital for the refurbishment of the Sherwood Forest Art & Craft Centre (SFACC). The proposals, set out in paragraph 3.0 of the report, detailed that a total capital expenditure of £250k would be required.

Members agreed that the proposed refurbishment of the SFACC was required adding that the renovation of the former toilet block would be an ideal location to sign-post visitors across the district and that this could form part of the DMP for Sherwood.

Members commented that they would welcome a post project review report 6 months after completion of the refurbishment in order to ascertain whether the Council's expectations in undertaking the project had been met.

AGREED (unanimously) that:

- (a) the proposal to invest £250,000 for the refurbishment of the Sherwood Forest Art & Craft Centre and associated building be approved;
- (b) Policy & Finance Committee be recommended to approve the capital expenditure; and
- (c) a post project review report be presented to the Economic Development Committee 6 months after completion of the refurbishment works in order to ascertain whether the Council's expectations in undertaking the project had been met.

#### 51 OLLERTON OUTREACH SERVICE

The Committee considered the report presented by the Business Manager – Economic Growth which sought to provide Members with information and recommendations regarding the Ollerton service that had been in operation for 4 years and was based in Ollerton & Boughton Town Hall. The report set out the outcomes of the service giving details of the take up of the Outreach Support; statistical information for the previous 12 month period; success stories; and a review of the work undertaken in 2017 together with the aims for 2018.

Members agreed that the provision of the service was of benefit to the residents of Ollerton & Boughton who had previously had to travel to Mansfield to access such information and services. The local Member queried whether it would be possible to expand the service provision to allow individuals to 'sign-on' rather than having to travel to Mansfield as was currently the case. The Business Manager advised that the DWP would have many challenges and issues to overcome in order to provide such a service with the Chairman adding that work was ongoing in an attempt to achieve that goal.

AGREED (unanimously) that:

- (a) the continuation of the service be supported; and
- (b) the aims identified for 2018 as report in paragraph 3.4.2 of the report be supported.



52 PROCUREMENT UPDATE

The Committee considered the report presented by the Business Manager – Economic Growth which sought to update Members on the proportion of Council spending with local businesses and the steps taken to use procurement to support local skills, jobs and apprenticeships, especially with regards to works contract. The report detailed the current Contract Procedure Rules and how these operated in practice. Paragraph 3.0 of the report provided Members with the proposals to promote the Rules and reinforce to Business Managers the importance of procuring locally.

In considering the report, a Member noted that often when awarding a large contract a requirement was that the contractor employed an apprentice. However, if the contract was for less than 12 months, the apprentice was often 'let go' prior to them completing their apprenticeship. The Business Manager advised that there were local labour agreements with those that had been awarded larger contracts. However, she could not guarantee that this had not happened but there had been some very welcomed success stories of the apprenticeship programme.

AGREED (unanimously) that:

- (a) the delivery of a further workshop for Business Managers within the Council relating to local procurement but supported; and
- (b) the delivery of appropriate information sessions for businesses regarding local procurements be supported.

53 THE BEACON INNOVATION CENTRE, NEWARK

The Committee considered the report presented by the Business Manager – Economic Growth which sought to provide Members with an update on the current situation regarding the contract and future operational arrangements for the Beacon Innovation Centre. The report provided details as to the current management arrangements at the Centre with the proposals being report in paragraph 3.0.

In considering the report and the proposals contained therein, Members queried how the Business Case had been advanced and what were the likely options for Members to consider. The Deputy Chief Executive/Director – Resources advised that the Council's Commercial Team were working on the development of Business Case and it was likely that the draft would be ready in 2 weeks. The options for consideration by the Committee would be provided in more detail at their next scheduled meeting and could possibly include: potential for NSDC to deliver the service themselves at Newark or across all 3 sites (Newark, Bassetlaw & Mansfield).

AGREED (unanimously) that:

- (a) the six month contract on the existing Terms & Conditions as the existing contact for the Beacon Innovation Centre be endorsed;
- (b) the approach to reviewing the future managements of the Beacon Innovation Centre as set out in paragraph 3.2 of the report be approved; and

- (c) a further report, including a business case, be presented to a future meeting of the Committee.

Meeting closed at 7.45 pm.

Chairman

**ECONOMIC DEVELOPMENT COMMITTEE**  
**NOTE OF DECISIONS TAKEN**  
**JUNE 2016 TO MAY 2017**

<u>DATE</u>	<u>REPORT TITLE</u>	<u>DECISION TAKEN</u>	<u>UPDATE BY OFFICERS (May 2018)</u>
15.06.16	National Civil War Centre – Newark Museum – Process to Gain Official Arts Council England Accreditation	<p>AGREED (unanimously) that the following policies be approved:</p> <p>(i) National Civil War Centre – Newark Museum – Forward Plan 2016/20;</p> <p>(ii) Collections Care &amp; Conservation Policy; and</p> <p>(iii) Exhibitions &amp; Display Policy.</p>	<p>Arts Accreditation achieved – see updated papers</p> <p><b>CK</b></p> <p>Nationally styled Accreditation from Arts Council England (ACE) achieved November 2017</p> <p><b>Complete</b></p>
15.06.18	<p>Nottingham Trent University – Brackenhurst Campus Development – Memorandum of Understanding</p> <p><i>“The District Council will work with Nottingham Trent University and other partners to:</i></p> <ul style="list-style-type: none"> <li><i>Support the development of new educational and research facilities at the Brackenhurst Campus;</i></li> </ul>	<p>AGREED (unanimously) that delegated authority be given to the Deputy Chief Executive to sign the Memorandum of Understanding with Nottingham Trent University as set out in Appendix A to the report, subject to the amendment to the wording of the Design and Conservation Section as set out above.</p>	<p>JRS</p> <p>The MOU has been used to support Brackenhurst in their development of the Campus from a Planning perspective; assisting them in the purchase of the Bramley Apple cottages and the eventual development of a Bramley Apple exhibition</p> <p><b>Completed</b></p>

	<ul style="list-style-type: none"> <li>• <i>Encourage the development of businesses and companies locally which harness the education and research potential of the Campus; and</i></li> <li>• <i>Ensure that new development does not detrimentally affect the setting of the Campus or the town of Southwell."</i></li> </ul>		
<p>15.06.18</p>	<p>Car Parking</p>	<p>AGREED (unanimously) that:</p> <p>(a) a 5 day (Monday to Friday) annual season ticket be made available on request for Riverside Car Park only for a fee of £350.00 pa;</p> <p>(b) free dedicated motor cycle areas be provided at the Wharf, London Road, Riverside and Appletongate Car Parks with a prohibition of motor cycle parking in general bays;</p> <p>(c) urgent discussions be held by the Council with Newark Town Council, the Police and Nottinghamshire County Council to identify an effective solution to the current problem associated with unauthorised access into the Market Place area;</p> <p>(d) subject to further consultation with Nottinghamshire County Council to determine whether sufficient on street parking is available for</p>	<p><b>AB - Completed</b> In place</p> <p>This has been done but concerns have been raised about the numbers of spaces available on the Wharf and this is currently being reviewed.</p> <p>Rising Bollard installed</p> <p><b>Completed</b></p>

		<p>Pelham Street residents the Council 12 bay car park there be changed and offered for contract parking only; and  <i>(Update from 14.09.16 Meeting - In relation to the issues of parking at Pelham Street, Members were informed that a meeting had taken place with residents and consultation had been undertaken with Nottinghamshire County Council. A letter was to be sent to the residents setting out the facts in relation to the matter.</i></p> <p>(e) cashless parking is introduced in all Council car park in Newark by 1 September 2016.  <i>(Update from 14.09.16 Meeting - A Member of the Committee queried as to the latest position in relation to the introduction of cashless parking in all Council car parks in Newark. It was noted that at the previous meeting it had been agreed that cashless parking would be with effect from 1 September 2016 but to-date it had not been introduced. In response, Members were advised that its introduction was imminent.)</i></p>	<p>Cashless parking via Ringo app available in all car parks</p>
15.06.18	St. Mary's Gardens Open Space Scheme	<p>AGREED (unanimously) that the proposed scheme, along with the process to be taken to implement it, be considered and approved as set out in paragraph 4.1 of the report.</p>	<p>AH I believe this relates to the scheme to improve the former are occupied by the Little Angels Neighbourhood Nursey Initiative and the project has been delivered and has made a significant improvement to the area.  <b>RM – this has been completed</b></p>
15.06.18	Ollerton & Boughton Neighbourhood Study	<p>AGREED (unanimously) that the model, scope and proposals detailed as set out in paragraph 5.1 and 5.2 of the report to undertake the Ollerton &amp; Boughton Neighbourhood Study be approved.</p>	<p>RM – Report going to June Committee to present draft final Study report.  <b>Ongoing</b></p>

<p>15.06.18</p>	<p>Tourism Report (EXEMPT)</p>	<p>AGREED that:</p> <p>(a) the strategy should have key aims and two distinct plans below the strategy – one for Newark and one for Sherwood and that the aims would be as reflected in the report;</p> <p>(b) Option Four from the Options Appraisal is adopted in order to maximise the tourism spend and to increase visitors spend. This option was to provide Visitor Information from the Visitor Hub and not to renew the SLA with MN&amp;N. Any savings could be ring fenced in the current financial year with a further report to the Committee on options to increase tourism revenue within the district. Specific projects can be undertaken with MN&amp;N where this is best value. Consideration to be given as to whether the BM Heritage, Culture and Visitors has an overview role relating to Castle and Sconce and possible to arts development; and</p> <p>(c) to proceed with the Tourism Structure within the Visitor Hub as identified and work with MN&amp;N as appropriate. This does involve redundancies for Tourism staff within Sherwood TIC and the cessation of the support provided at Southwell TIC, although there is no redundancy in this case as the additional ten hours are available within the current budget and structure for Economic Growth.</p>	<p>JRS Implemented as from April 2017 – update report proposed for June 2018 Economic Development Committee <b>Complete</b></p>
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<p>14.09.16</p>	<p>Hawtonville Community Centre Update</p> <p><i>Paragraph 6.1 - In noting the updates provided in this report on the future use of Hawtonville Community Centre, the Committee is asked to consider the following proposals set against available resources:</i></p> <p><i>a) Ongoing support is provided to the Newark &amp; Sherwood Play Support Group to source alternative funding mechanisms to enable the Group to become tenants of the Hawtonville Community Centre, and;</i></p> <p><i>b) Work continues with interested organisations over the short term use of the Centre and with Newark and Sherwood Homes over the proposal to manage the Community Centre.</i></p>	<p>AGREED (unanimously) that:</p> <ul style="list-style-type: none"> <li>(a) the report be noted; and</li> <li>(b) the proposals as set out in paragraph 6.1 to the report be agreed subject to the addition of:</li> <li>(c) an investigation be held into the option for the potential redevelopment of the site for housing.</li> </ul>	<p>AH</p> <p>The application for Lottery funding was unsuccessful and the scheme could not progress. NSH worked with DC Officers to provide an interim management arrangement and the Centre is now under a new lease agreement with Reach Learning Disability. A progress report will be considered by L&amp;E Committee in June.</p> <p><b>Ongoing</b></p>
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14.09.16	Newark Castle Gatehouse Tower Project	<p>AGREED (by 7 votes for with 1 against) that:</p> <p>(a) the re-submission of a Stage 1 Heritage Lottery Fund bid towards improvements to the Gatehouse at Newark Castle be approved;</p> <p>(b) the increase in project costs and the increase in the Council's Phase 1 contribution be supported and the potential Phase 2 contribution be noted and recommended to the Policy &amp; Finance Committee; and</p> <p>(c) following the submission of Phase 1, more work be undertaken to ascertain the throughput and income and to have a view to aligning the heritage attractions into a single entity in Newark.</p>	<p>PB</p> <p>This is an ongoing project</p> <p><b>Ongoing</b></p>
14.09.16	Proposed Support for Local Business (Exempt)	<p>AGREED (unanimously) that the matter be referred to the Policy &amp; Finance Committee with a recommendation to develop a Policy in relation to Discretionary Rate Relief.</p> <p><i>Exempt P&amp;F Minute No. 39 (22.09.16) - AGREED (unanimously) that the current policy for awarding discretionary business rates relief under Localism Act provisions be reviewed and brought back to the Committee for approval.</i></p>	<p>PW</p> <p><b>Complete</b></p>
13.11.16	<p>Nottinghamshire Pre-Development Fund</p> <p><i>Part of preamble to the resolution.....</i></p> <p><i>Members of the Committee queried as to how the decision on what projects were put forward to apply for funding</i></p>	<p>AGREED (unanimously) that the report be noted.</p>	<p>JRS</p> <p>3 projects awarded – Ollerton Hall, Newark Buttermarket and Newark Gateway. Studies nearing completion and on list of projects discussed with the Leader</p> <p><b>Ongoing</b></p>



	<p><i>from the business rates pool had been taken and by who. In response, Members were advised that the timescale to consider which projects had merited submission had been extremely tight and this had not afforded sufficient time to consult with Members of the Committee. When considering the projects, Officers had taken into consideration the council's current priorities. Members expressed concern that they had not been able to take part in the process and requested that a report be brought to a future meeting of the Committee as to what projects had been successful in their funding bids.</i></p>		
18.01.17	Tourism Strategy	<p>AGREED (by 8 votes for with 3 abstentions) that:</p> <p>(a) the vision, aims and objectives for the Tourism Strategy be agreed; and</p> <p>(b) the Action Plan for 2017/18 as identified within the Strategy be supported.</p>	<p>JRS In place, actions taken and now to be report to June 2018 Ec Dev Committee</p> <p><b>Complete</b></p>
18.01.17	Growth Investment Fund (GIF) (Think Big) Update Report	<p>AGREED (unanimously) that support for the recommendations agreed at the Policy Monitoring Group on 28 November 2016 as follows, be supported:</p>	<p>JRS</p>

		<p>(a) the Think BIG Loan Fund continues to focus on gap funding, providing working capital for businesses that demonstrate growth potential and job creation and are unable to obtain the required bank support or other funding. The Fund can thereby make a difference in enabling investment and growth to happen;</p> <p>(b) the Investment Panel to continue to help businesses be in a better position to access funding from Banks and other enders;</p> <p>(c) the Pathfinder element of the loan fund to continue to be promoted to encourage longer term entrepreneurial impact on the local business culture; and</p> <p>(d) the impact and opportunity of the Midlands Engine Investment Fund to be assessed and reported to the next Policy Monitoring Group meeting.</p>	<p>Loan fund continues to operate, meeting to be organised once new Policy Monitoring Group formed at June Ec Dev to provide an update which can then be presented to Ec Development</p> <p><b>Ongoing</b></p>
18.01.17	Capital Expenditure Newark Town Council – Maps & Signage	<p>AGREED (unanimously) that the Policy &amp; Finance Committee be recommended to add the scheme to the Council’s Capital Programme in order to complete the signage and location maps for Newark Town Centre.</p>	<p>JRS</p> <p>Following a number of discussions between Newark Town Council and Via EM, Order now placed (17 May) for full process</p> <p><b>Ongoing</b></p>
19.03.17	The Beacon Innovation Centre	<p>AGREED (unanimously) that:</p> <p>(a) the contents of the report be noted;</p> <p>(b) the re-configuration at Newark Beacon takes place following approval by Assessment within NSDC;</p>	<p>JRS</p> <p>Works nearing completion and Commercials team will be presenting options on new contract</p> <p><b>Ongoing</b></p>

		<p>(c) Policy &amp; Finance Committee be recommended to add the scheme to the capital programme; and</p> <p>(d) the opportunity to re-tender the contract for the three Nottinghamshire Innovation Centres be progressed in a timely and considered manner.</p> <p><i>P&amp;F Minute No. 93 (06.04.17) – AGREED (unanimously) that £75,000 be added to the Council’s Capital Programme for the Newark Beacon Innovation Scheme.</i></p>	
<p>29.03.17</p>	<p>Newark Lorry Park Extension Project</p>	<p>AGREED (by 9 votes for and 1 abstention) that:</p> <p>(a) the lorry park expansion project be approved;</p> <p>(b) the full expansion scheme be approved with a concrete roadway with the required budget for the project being approved;</p> <p>(c) the above decision of the Committee be reported to the April meeting of the Policy &amp; Finance Committee meeting for ratification;</p> <p>(d) the submission of a planning application and the preparation of tender documents for the project be approved, subject to the approval of the Policy &amp; Finance Committee referred to in Recommendation (c) above; and</p> <p>(e) any approved scheme be included as part of the Council’s capital programme.</p>	<p>AB</p> <p>Further report to be presented to committee on 20<sup>th</sup> June 2018</p> <p><b>Ongoing</b></p>

		<p><i>P&amp;F Minute No. 85 – AGREED (with 5 votes for and 2 against) that:</i></p> <p><i>(a) the full lorry park expansion scheme with the concrete roadway and the required budget for this be approved;</i></p> <p><i>(b) the submission of a planning application and the preparation of tender documents for the project be approved; and</i></p> <p><i>(c) the approved scheme be included as part of the Council’s Capital Programme.</i></p>	
29.03.18	Sconce and Devon Park – Visitor Centre Extension	<p>AGREED (unanimously) that Committee noted the progress of the potential project and its merits. However, the Committee feels that the interconnectivity with other local and heritage schemes cannot be fully assessed at this time and does not recommend that any further progress be made unless significant further funding be found to apply to the scheme.</p>	<b>Complete</b>

**ECONOMIC DEVELOPMENT COMMITTEE  
NOTE OF DECISIONS TAKEN  
JUNE 2017 TO MAY 2018**

<u>DATE</u>	<u>REPORT TITLE</u>	<u>DECISION TAKEN</u>	<u>UPDATE BY OFFICERS (May 2018)</u>
21.06.17	Business Case Proposal	<p>AGREED (by 11 votes for with 1 against) that:</p> <p>(a) the recommendation to provide an additional budget of £28,800 to assist with the training of up to 24 people across the district be not supported at this time; and</p> <p>(b) if contributions from either the Department of Work &amp; Pensions and/or the organisation seeking a qualified HGV driver could be secured then the Committee would review their decision noted above not to support.</p>	<p>JRS</p> <p>As per committee decision, this was not progressed following the successful pilot</p> <p><b>Complete</b></p>
21.06.17	Economic Growth & Tourism Update	<p>AGREED (unanimously) that:</p> <p>(a) the activities undertaken within the Economic Growth Team be noted; and</p> <p>(b) the aims for 2017 be supported.</p>	<p>JRS</p> <p>As per Ec Dev strategy</p> <p><b>Complete</b></p>
23.09.17	Electric Vehicle Charging Provision in Council Car Parks	<p>AGREED (unanimously) that the review and associated timescale into the provision of electric charging points in the Council Car Parks be approved.</p>	<p>AB - Report to be presented to committee on 20<sup>th</sup> June 2018</p> <p><b>Ongoing</b></p>
28.09.17	Economic Development Strategy Review	<p>AGREED (unanimously) that:</p> <p>(a) the outcomes of the workshop to review the Economic Development Strategy be developed and brought back to the Committee in November 2017;</p>	<p>JRS</p> <p>In progress and collaboration meetings taking place</p> <p><b>Ongoing</b></p>

		and  (b) the collaboration model for Business Facing Departments be progressed.	
13.09.17	Business Case Proposal – Sherwood Forest Education Partnership	AGREED (unanimously) that the proposal to provide funding of £6,600 to develop innovative approaches to the long-standing issues of poverty of aspiration and future employment for children, young people and their parents in the Dukeries area be supported.	JRS comment This project is making excellent progress and a full report will be prepared once complete (Dec 2018) <b>Ongoing</b>
22.11.17	Tour of Britain – Additional Budget Request	AGREED (unanimously) that:  (a) Policy & Finance Committee be recommended to approve the additional budget required, in the sum of £9,970, to cover the costs associated with hosting the Stage 4 Finish of the Tour of Britain 2017; and  (b) in principle, the Council would work in partnership with Nottinghamshire County Council and support the Tour of Britain 2018 which would again take place in the county.	AH The 2018 event will take place on Saturday 8 September, a report for budget approval will be considered by P&F in June. <b>Ongoing</b>
22.11.17	Growth Investment Fund Review	AGREED (unanimously) that:  (a) the loan fund continues to operate over the coming years, with an annual review to ensure that it remained appropriate. The fund to be about job creation, job protection and helping/advising businesses;	JRS Loan fund being promoted and panel continuing to meet <b>Ongoing</b>

		<ul style="list-style-type: none"> <li>(b) the Economic Growth Team, with input from the Loan Fund Panel, review interest rates and fees to be charged for early stage start-up businesses;</li> <li>(c) the Economic Growth Team, with input from the Loan Fund Panel, review the processes for the loan fund in order to ensure the effectiveness of the operation of the fund;</li> <li>(d) the Committee are advised of the number of applications that result in advice being provided to support the business, but where a loan application is not pursued; and</li> <li>(e) a process be defined for decommissioning the loan fund in the event that it is required.</li> </ul>	
<p>17.01.18</p>	<p>Destination Management Plan</p>	<p>AGREED (unanimously) that:</p> <ul style="list-style-type: none"> <li>(a) the Committee approves the draft Destination Management Plan for consultation with the local and national stakeholders which have been involved in its development;</li> <li>(b) the Director – Customers works with partners to establish the Newark Steering Group which would be the body responsible for the delivery of the Destination Management Plan;</li> <li>(c) the Committee approves, in principle, the move to a single management structure for tourism assets within the responsibility of the District Council, the creation of a new marketing post to promote the</li> </ul>	<p>JRS Comment</p> <p>Actions now taking place including first meeting of NMG and progress re: advertising Place management role</p> <p><b>Ongoing</b></p>

		<p>visitor offer across the District and the commissioning of research to establish better information on visitor numbers and experiences; and</p> <p>(d) subject to the approval of recommendation c), the budgetary implications of the proposals are fully costed and brought back to the Committee for decision at its meeting in March.</p>	
17.01.18	Miner to Major Landscape Partnership Scheme	<p>AGREED (unanimously) that:</p> <p>(a) the Committee approve the District Council becoming a Supporting Partner in the delivery phase of the Miner to Major Landscape Partnership Scheme; and</p> <p>(b) the Committee approve the allocation of £5,000p.a. from the Promotion of Tourism Budget for 2018/29 and commits, in principle, to further annual contributions for the following 4-years, subject to the demonstration of satisfactory progress with the project.</p>	<b>Ongoing</b>
17.01.18	National Civil War Centre – Newark Museum – Process to Maintain Nationally Styled Arts Council England Accreditation	<p>AGREED (unanimously) that:</p> <p>(a) the following policies be approved:</p> <p>(i) National Civil War Centre – Newark Museum – Forward Plan 2016-2010;</p> <p>(ii) Collections Development Policy;</p> <p>(iii) Access Policy; and</p>	<p><b>CK</b></p> <p>Approved policies issued to Arts Council England</p> <p><b>Complete</b></p>



		(b) the Committee agrees to review any future name change of the National Civil War Centre – Newark Museum at an appropriate time in conjunction with the Destination Management Plan and to suitably reflect the purpose and vision of the Centre.	
17.01.18	Social Mobility Index Report November 2017	<p>AGREED (unanimously) that:</p> <p>(a) the Committee endorse the collaborative work being undertaken by NSDC relating to issues highlighted in the Social Mobility Index; and</p> <p>(b) the Committee supports further research into opportunities to provide additional support to improve the situation relating to the outcomes of the social mobility index and to receive a further report to the next meeting of the Committee.</p>	<p>JRS</p> <p>Budget was approved and activities now taking place</p> <p><b>Ongoing</b></p>
28.03.18	Supporting Small Businesses Through Small Business Rate Relief	<p>AGREED (unanimously) that:</p> <p>(a) the report be noted;</p> <p>(b) Members continue to support the Small Business Rate Relief Scheme as detailed in the report; and</p> <p>(c) the Council undertake an analysis of their business rates database to ascertain which eligible businesses had not applied for small business rate relief and contact them to advise them of the scheme accordingly.</p>	<p>PRW</p> <p>A list of properties with a rateable value of below £15,000 RV has been produced and matched to those properties currently qualifying for SBR.</p> <p>The residual properties are ones where providing the qualifying criteria are met they may qualify for SBR.</p> <p>It is anticipated that the review of these residual properties will be completed by year 31/12/18.</p> <p><b>Complete</b></p>

28.03.18	Rumbles Catering Project	<p>AGREED (unanimously) that:</p> <ul style="list-style-type: none"> <li>(a) Officers pursue Options 2 and 3 listed in paragraph 3.1 of the report and that these be run simultaneously;</li> <li>(b) a Recovery Plan be developed and submitted to the Council for consideration within the next 3 months;</li> <li>(c) the Board of Trustees be approached with a view to the relevant Ward Member(s) attending their meetings in an observer capacity; and (appointed at Annual Council)</li> <li>(d) a full review of the Rumbles Catering Project be undertaken after a period of 18 months (September 2020).</li> </ul>	<b>Ongoing</b>
28.03.18	Tourism – Destination Management Plans (DMP) and Strategic Support	<p>AGREED (unanimously) that:</p> <ul style="list-style-type: none"> <li>(a) the additional research identified in paragraph 3.3 be supported including the budget implication;</li> <li>(b) the new Place Marketing Manager role be supported, including the budget implication; and</li> <li>(c) the Committee supports undertaking consultation to inform the development of Destination Management Plans for Sherwood and Southwell, to include engaging the previous DMP consultant to assist in uniformity.</li> </ul>	JRS – all actions in progress <b>Ongoing</b>

<p>28.03.18</p>	<p>Social Mobility Index Report – November 2018</p>	<p>AGREED (unanimously) that:</p> <ul style="list-style-type: none"> <li>(a) the collaborative work being undertaken by NSDC relating to issues highlighted in the Social Mobility Index be endorsed;</li> <li>(b) the budget proposal of a maximum of £60k to undertake activities in partnership with DWP and Third Sector partners in order to support individuals in the 18-24 age range into work, training or further support as appropriate, be supported; and</li> <li>(c) a report in relation to the establishment of a budget of £60,000 from general fund underspend be supported and presented to the Policy &amp; Finance Committee on 5 April 2018 for consideration.</li> </ul> <p><i>P&amp;F Minute No. 91 (05.04.18) – AGREED (unanimously) that that an additional budget of a maximum of £60,000 to support the programme of work as outlined in the Economic Development Committee report, be approved.</i></p>	<p>JRS</p> <p>As per previous – actions now taking place <b>Ongoing</b></p>
<p>28.03.18</p>	<p>Refurbishment of Sherwood Forest Art &amp; Craft Centre and Associated Building</p>	<p>AGREED (unanimously) that:</p> <ul style="list-style-type: none"> <li>(a) the proposal to invest £250,000 for the refurbishment of the Sherwood Forest Art &amp; Craft Centre and associated building be approved;</li> <li>(b) Policy &amp; Finance Committee be recommended to approve the capital expenditure; and</li> </ul>	<p>JRS comment</p> <p>Plans for refurbishment have now been communicated and a project plan is in place <b>Ongoing</b></p>

		<p>(c) a post project review report be presented to the Economic Development Committee 6 months after completion of the refurbishment works in order to ascertain whether the Council's expectations in undertaking the project had been met.</p> <p><i>P&amp;F Minute No. 92 (05.04.18) – AGREED (unanimously) that additional capital expenditure for £250,000 for the refurbishment of the Sherwood Forest Art &amp; Craft Centre, be approved for inclusion in the Council's Capital Programme.</i></p>	
28.03.18	Ollerton Outreach Service	<p>AGREED (unanimously) that:</p> <p>(a) the continuation of the service be supported; and</p> <p>(b) the aims identified for 2018 as report in paragraph 3.4.2 of the report be supported.</p>	<p>JRS</p> <p>Outreach continues to be successful <b>Complete</b></p>
28.03.18	Procurement Update	<p>AGREED (unanimously) that:</p> <p>(a) the delivery of a further workshop for Business Managers within the Council relating to local procurement but supported; and</p> <p>(b) the delivery of appropriate information sessions for businesses regarding local procurements be supported.</p>	<p>JRS</p> <p>Sessions to be planned with Business Managers and at Business events <b>Ongoing</b></p>
28.03.18	The Beacon Innovation Centre Newark	<p>AGREED (unanimously) that:</p> <p>(a) the six month extension of the contract, on the existing Terms &amp; Conditions, for the Beacon Innovation Centre be endorsed;</p>	<p>JRS</p> <p>Awaiting business case to Committee <b>Ongoing</b></p>

		<p>(b) the approach to reviewing the future managements of the Beacon Innovation Centre as set out in paragraph 3.2 of the report be approved; and</p> <p>(c) a further report, including a business case, be presented to a future meeting of the Committee.</p>	
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## ECONOMIC DEVELOPMENT COMMITTEE

20 JUNE 2018

### ELECTRIC VEHICLE CHARGING PROVISION IN NEWARK AND SHERWOOD

#### **1.0 Purpose of Report**

- 1.1 For Members to consider the future development of an electric vehicle charging network within Newark and Sherwood

#### **2.0 Background Information**

- 2.1. The last few years have seen an increase in the number of electric vehicles in the overall fleet with manufacturers investing heavily in their electric ranges and new plug-in models being released regularly. In fact many manufacturers have committed to including substantial numbers of EVs across their ranges within the next three to ten years.
- 2.2 The Governments recently published air quality strategy includes the ambition that the entire fleet will be electrically powered by 2040.

#### **3.0 Introduction**

- 3.1 In September 2017 the Economic development Committee agreed that a review of car parks should be undertaken to ascertain the most appropriate location and numbers of electric vehicle charging points within the Councils car parks.
- 3.2 The Parking Services team began this work, however, it some became apparent that the infrastructure needs and car technology was moving rapidly and that what appeared at first glance to be a relatively straightforward task was complex and would require careful consideration to put in place a network that would meet the future needs of drivers. It was also noted that it would be important to put a network in place across Newark and Sherwood rather than concentrating solely on the Council's car parks.
- 3.3 Colleagues from Environmental health have been working with the greater Nottingham authorities to develop Clean Air Zones in the city to reduce air pollution from vehicles. One of the projects being developed was to develop an electric vehicle network across the Local Enterprise Partnership area of Nottinghamshire and Derbyshire.
- 3.4 Nottingham City Council have been the lead authority and they have now been awarded government funding to install a publicly accessible electric vehicle charge point network across the D2N2 region.
- 3.5 The city council have undertaken a detailed procurement exercise and have appointed Chargemaster to be the contractors to deliver and manage the electric charging network for a ten year period. Chargemaster will undertake site surveys, installations, maintenance and network management all at zero cost to each council for the duration of the contract. The surveys will identify the suitability of the location and recommend the numbers and type of charger to use. It is likely that either slow charge unit (full charge in approximately 6 hours) or a rapid charge unit (full charge in approximately 2 hours) will be available.

3.6 The council have an option as to whether to provide the charge facility for free or to recover the costs of the electricity used.

3.7 The provision of a charging network is available across the whole of Newark and Sherwood and therefore other areas of land could be used to provide the charging units, such as:

Leisure Centres

Town and Parish Council Car Parks

HRA Land

#### **4.0 Proposals**

4.1 The opportunity provided by this arrangement allows for the development of a comprehensive network of charging points across the district. Therefore it proposed that we formally appoint Chargemaster PLC to develop infrastructure for charging electric vehicles on our land.

4.2 It is further proposed that other organisations such as town and parish councils and Active4Today are approached to offer them the opportunity of provide charging points on their land.

4.3 A decision on whether to offer the charging points for free or whether to recoup the electricity used can be made at a later date once the survey is complete and numbers and types of charges recommended is known along with some estimation on the cost to the council for the electricity used.

#### **5.0 Equalities Implications**

5.1 None identified at this stage. It is noted that when a report is brought back to committee following the survey of sites a full EQIA will be completed.

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

6.1 There may be a small loss of income from car parks as dedicated spaces will need to be set aside for charging area. This, however, is only a factor if all other spaces are occupied. Further details will be brought to the attention of the committee following any site surveys and suggested locations. As detailed in the report, there will be the cost implication of the electricity used and this will be dependent on whether or not this cost is recovered by charging users. The full financial implications will be considered, as stated in 4.3 above, once the survey has been completed.

#### **7.0 RECOMMENDATIONS that:**

**a) Members formally appoint Chargemaster PLC to develop infrastructure for charging electric vehicles on our land;**

**b) other organisations are approached to offer them the opportunity to provide charging points on their land; and**

- c) a full plan and recommendations on charging options would be brought back to committee once the survey is completed.

**Reason for Recommendations**

**To allow future provision of electric charging points to be developed.**

**Background Papers**

Nil

For further information please contact Alan Batty on Ext 5467

Deborah Johnson  
Strategic Development Manager



## ECONOMIC DEVELOPMENT COMMITTEE

20 JUNE 2018

### REVIEW OF NEWARK LORRY PARK

#### **1.0 Purpose of Report**

- 1.1 For Members to consider the challenges and opportunities for the future development and potential expansion to the Newark Lorry Park.

#### **2.0 Background Information**

- 2.1 The new Council Offices, Castle House, occupies land previously used for lorry parking. Currently this has resulted in a reduction from 166 spaces to 122.
- 2.2 The Council commissioned specialist consultants to identify various options to mitigate the loss of capacity and at its meeting on 30 March 2016 the Economic Development Committee considered these and agreed the following:

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

- 2.3 Detailed work on a scheme to expand the lorry park was, accordingly, undertaken by an external consultant providing additional adequate hardstanding for approximately 160. The scheme to extend the lorry park was approved by the Economic Development Committee in March 2017.
- 2.4 Last year the Government carried out a study looking at the provision of overnight lorry parking facilities. The study was released in mid-May of this year and it highlights the fact that the shortage of overnight parking has become more acute, with an estimated need for 1,400 more spaces across the country.

#### **3.0 Introduction**

- 3.1 Since the Committee's decision in March 2017, detailed work on preparing a planning application has been undertaken and it has become apparent that the scheme developed by the external consultants was not as comprehensive as it should have been. The scheme omitted a number of key features that have an impact on both the visual aesthetics of an important gateway to Newark and on the overall costs of the project.
- 3.2 The Capital Programme at present, based on the work carried out by the Consultants and approved by Council has £792k allocated to this project. It is broadly split as follows:-

Construction	£625,658
Lighting	£50,000
Fees	£54,000
Contingency and Prelims	£62,566
<b>Total</b>	<b>£792,224</b>

3.3 These costs have now been updated in line with BCIS for 3rd Quarter of 2018 and are now £890,000, an increase of £97,776

3.4 As stated above in 3.1, an examination of the construction element has highlighted that it does not include any allocation of funds for a range of necessary elements including:-

1. Appointment of Principal Designer (CDM Regulations) £4000
2. Detailed Landscaping Plan £2000
3. Aerial Tree Inspection £825
4. Reptile Survey £300
5. Clearing of Shrubs to allow completion of topographical survey £720
6. Topographical survey (area missed off original survey) £1400
7. Landscaping costs £50,000
8. Fencing £10,000
9. Signage and lining works £15,000
10. Crash Barriers to protect new lighting columns £15,000
11. Additional Lighting £50,000
12. Improve CCTV System £35,000
14. Additional Contingency due to suspected presence of asbestos £35,000
15. Fees associated with redesigning lorry parking bays and access road £10,000
16. Improve pedestrian access and crossing to main entrance of Lorry Park £20,000

Total additional costs £249,245

Total Revised Cost of Scheme **£1,139,245**

3.5 A number of further external factors have come to light, some of which have a direct impact on the lorry park project. These additional factors (set out below, 3.6 to 3.10), together with the increase in the costs of the extension project (set out in 3.4, above) means that the whole package needs to be reconsidered.

#### **Additional Security**

3.6 Over the autumn and winter months there were regular reports of criminal activity taking place on the lorry park. A number of vehicle trailers were damaged and goods removed. Goods ranging from designer clothes and electrical home entertainment systems were stolen. The nature of the thefts allied with police intelligence led to the belief that this was organised activity taking place along the A1 corridor from Leeds to Cambridge.

3.7 Officers from the Council have worked closely with the police to put in place short term measures to counter this activity and to capture evidence of the wrongdoing. This included the introduction of a temporarily Automatic Number Plate Recognition (ANPR) system, additional security staff and additional strengthening of the perimeter fence.

3.8 Whilst there have been no recent incidents, the existing security arrangement is not sustainable.

- 3.9 A more permanent and sustainable solution to the security concerns is the provision of a barrier entry and exit system linked to an ANPR and also linked to an automatic payment system. In effect this would require all lorries to pass through the barrier to enter the site. Vehicles would then have their number plate scanned. If they are registered with the SNAP prepaid card system they would be able to leave via the exit barrier without any further interaction and their presence would be noted and they would be charged accordingly. Vehicles not using the SNAP system would be required to pay the requisite fee to allow them to pass through the exit barrier. It should be noted that approximately 60% of the business in the lorry park is now comes via freight companies signed up to SNAP accounts.

### **Refuelling Centre**

- 3.10 Newark Lorry Park is well used and is an important location on the transport network. For these reasons it has attracted the attention of a national company that install and operate refuelling operations for heavy goods vehicles. The company provide an above ground diesel fuel storage and refuelling facility for the use by vehicles using the lorry park but also attracting passing vehicles to use the facility.
- 3.11 The company require a 10 year lease to operate on the lorry park in return for this it would pay the Council an annual fee of approximately £45,000. There would potentially be some loss of parking spaces to accommodate the refuelling bunker but it is estimated that this would be less than 10 spaces. Part of the need to consider all these schemes as a whole is the potential to redesign the overall layout taking account the potential to locate the fuel bunker and the barrier so as to maximise the parking potential.

### **Café and Welfare Facilities**

- 3.12 The site currently offers range of facilities. The café on the site is owned by the Council and is currently let on a lease to a local provider. The owner offers basic fayre with the opening hours of the facility being 6.00am to 9.00pm Monday to Friday. The café does not open at the weekends. Drivers can buy a combined parking and meal voucher ticket which can be exchanged within the café facility for food or drink.
- 3.13 Showers and toilet facilities are available on site and are free to use to drivers. They are also open for general use for a small charge. The shower and toilet facilities are open between 6.00am and 10.30pm.
- 3.14 Until recently, these facilities were not open on Saturday or Sunday. However, there is currently an ongoing trial to open the facilities for 5 hours on each day.

## **4.0 Options Appraisal**

- 4.1 The overall capacity of the lorry park is 122 vehicles at any one time. The current level of occupancy varies across the week and can be split into two distinct periods. The 4 evenings of Monday to Thursday are the busiest days of the week with Friday evening Saturdays and Sundays seeing a reduction in occupancy.

4.2 Analysis of the occupancy indicates that on the busy days of the week the lorry park operates at about 83% of its capacity giving an average occupancy of 101 vehicles per day. On the remaining days the occupancy is approximately 40 vehicles per day. Lorry drivers need confidence that space will be available in their chosen stopping point so as not to exceed their driving hours. The reduced capacity that the lorry park is operating on does mean that drivers arriving later in the day are reticent to visit Newark in case there are no free spaces.

4.3 A business case for the proposed extension updated with the additional costings and based on the above occupancies is set out below. The outturn budget figure shown in the table is based on the current capacity of 122 spaces and therefore for consistency the total available spaces through all the calculations are based on this base figure.

Project	Capacity	Tariff	Income	Additional income after scheme	Cost of works	Payback period- Years
Do Nothing	122	£14.50	£313,162*	N/A	N/A	N/A
Full extension	189	£14.50	£459,109	£145,947	£1,139,000	7.8
NW extension	170	£14.50	£420,365	£107,203	£740,509	6.9
NE extension	141	£14.50	£361,229	£48,067	£398,735	8.3

**Notes**

\*This is the out turn budget figure for 2017/18

1. Income modelled on 40 vehicles on 3 nights per week and 83% of capacity on 4 nights per week.
2. All future predictions based on current fee of £14.50 which when corrected for VAT and SNAP commission is an average ticket income of £11.78

4.4 The above figures have been calculated at a tariff of £14.50. Benchmarking has been undertaken with similar lorry parks and it is considered feasible that the improvements set out in this report, if implemented, would allow for a tariff of £16.50 to be charged. If a full extension was approved at the new cost and the tariff was increased to be in line with other similar lorry parks the payback period would reduce. Any proposal to increase the tariff would be brought back to committee as part of its regular setting of fees and charges once works are completed.

4.5 With an increased fee of £16.50 the payback period is reduced to 6.1 Years

**5.0 Proposals**

5.1 The business case completed as part of the options appraisal indicates the pay back periods for the various extension options. It is proposed that the full extension is considered as the most appropriate option which gives a payback period of 7.8 years

- 5.2 Additional to the potential to extend the lorry park and provide additional parking it is proposed that other considerations are taken into account in order to provide a degree of future proofing for the lorry park and to give some future certainty to its operation.
- 5.3 The fuel bunker will add an additional attraction to the lorry park and will provide a fixed income for the next 10 years. Therefore it is proposed that subject to legal scrutiny a lease with the fuel bunker provider is agreed.
- 5.4 As stated earlier in this report there has been a need to add additional security measures. It is important that any future security is sustainable and also does not impinge and prevent any future developments of the site. The provision of a barrier entry and exit system will provide this solution. The need for the barrier system to be implemented was agreed by CMT as a matter of urgency after consultation with key Members. The funding for this has been identified and therefore forms no part of the additional costs.
- 5.5 As the lorry park develops it will be important to review the café and welfare facilities in order to ensure that they match the wants and needs of all the site users. The areas for review will include
- i) The terms of the lease of the café to include opening hours and the food offer
  - ii) The shower and toilet facilities, in terms of numbers and gender
  - iii) Potential to provide free wifi

## **6.0 Staff Resources**

- 6.1 There are currently two staff employed to work at the lorry park. A cleaning operative is employed for 20 hours per week. Their normal working hours are 10.30am to 2.30pm Monday to Friday.
- 6.2 The second staff member is employed in the posts as Lorry Park Attendant. This post is responsible for taking parking payments, managing the welfare and shower facilities, security and health and safety and being the first point of contact for any issues that arise on the lorry park.
- 6.3 If the lorry park is developed it will be necessary to review the roles of these posts to ensure that they remain fit for purpose. The entry and exit barrier will reduce the requirement to handle cash and this will free up additional time for the attendant post to address other functions across the lorry park. Whilst the function and hours of the role may change it is not considered at this point that this will have any material change in overall cost

## **7.0 Equalities Implications**

- 7.1 An Equalities Impact checklist has been completed and no implications have been identified.

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

- 8.1 Currently the capital programme scheme for the extension project has been agreed at £792,000. The additional costs identified in the report will add an additional £347,021 to the capital costs of the scheme.
- 8.2 The income from the lorry park with capacity for 122 at a tariff of £14.50, for 2017/18 was £313,162. The full extension has the potential to increase the income to £459,109 based on the same tariff; i.e. an increase in income of £145,947. This, on an estimated capital spend of £1,139,000 is a return of 12.81%, or a full pay back after 7.8 years.
- 8.3 The additional space created by the extensions will require additional funds to be set aside for repairs and renewals. The potential to site the fuel refuelling bunker on the lorry park does give an additional revenue income of £45,000 which could be used in part to provide additional repairs and renewal funding.

## **9.0 RECOMMENDATIONS that:**

- a) Members consider the revised scheme for the Newark Lorry Park extension and confirm their approval for the project;**
- b) the required additional capital and revenue budgets for the project be approved; and**
- c) the siting of a fuel bunker on the lorry park subject to legal agreements be approved.**

### **Reason for Recommendations**

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

#### **Background Papers**

National Survey of Lorry Parking  
*Department of Transport*

For further information please contact Alan Batty on Ext 5567

Deborah Johnson  
Strategic Development Manager

## ECONOMIC DEVELOPMENT COMMITTEE

20 JUNE 2018

### LOCAL DEVELOPMENT FRAMEWORK PROGRESS REPORT

#### **1.0 Purpose of Report**

1.1 To update Members on the progress of the various elements of the Local Development Framework (LDF) contained within the Local Development Scheme (LDS) timetable and to seek delegated authority to agree a statement of Common Ground with Mansfield District Council.

#### **2.0 Background Information**

2.1 The current LDS was adopted by Full Council on 11 July 2017 and came into force on the 12 July 2017. Full Council adopted the LDS to ensure that the Amended Core Strategy could be submitted for Examination in September 2017.

#### **3.0 Progress**

3.1 The Amended Core Strategy DPD (ACS) was submitted for examination on the 29 September 2017 in line with the Local Development Scheme. The Planning Inspectorate appointed Inspector Mr. Paul Griffiths BSc (Hons) BArch IHBC to carry out the Examination process. The Examination Hearings took place on 1 and 2 February 2018. The Inspector identified a small number of issues where he believed that the Council need to make modifications to the Plan to make the Plan sound. The Inspector has however following consideration (and several exchanges of correspondence) of the Gypsy & Traveller Accommodation Assessment concluded that a new assessment will need to be undertaken. This is obviously a disappointing conclusion and one which could have had the potential of delaying the conclusion of the Amended Core Strategy examination process; however the Inspector has proposed that a new GTAA should be conducted as part of the Plan Review work on the Allocations & Development Management DPD.

3.2 A recent ruling by the European Court on the process of ensuring that plans and programmes do not have adverse impact on a protected European habitat has also impacted on the ACS. Previously in order to satisfy the Habitat Regulations a screening assessment would be conducted which could include potential mitigation measures as part of the consideration on the impact on sites. Including such mitigation ensured that a more detailed Appropriate Assessment process did not have to be undertaken. However this approach has been ruled unlawful by the courts and this has required the Planning Inspectorate to write to all Plans subject to examination to ask if this has any implications for the Habitat Regulation screening work that has been undertaken. In Newark & Sherwood's case this has resulted in the requirement to undertake an Appropriate Assessment.

3.3 At the time of writing the Appropriate Assessment is being conducted by the Council's ecological consultants and it is anticipated that there will not be any material difference on the outcome of the earlier screening assessment. Once the Appropriate Assessment has been finalised, the main modifications the Inspector requires, will be subject to a six week consultation period. The District Council will also take this opportunity to consult on the

minor modifications it is proposing along with the findings of the Appropriate Assessment. Once this process is concluded the Inspector will consider any responses and prepare his Report.

#### **4.0 Amendments to the LDS**

4.1 The Local Development Scheme will need to be updated both to reflect the delays in the examination of the ACS and the requirement to undertake a new GTAA as part of the Allocations & Development Management DPD. As yet it's not clear when the inspector will conclude the Examination process so an amendment to the LDS will be tabled at the 12th September Committee Meeting. In the meantime Officers are drawing up tender documentation for the production of a new GTAA to inform the Allocations & Development Management DPD review.

#### **5.0 Duty to Co-operate – Mansfield District Council**

5.1 Within the Nottingham Outer Housing Market Area, Ashfield District Council like Newark & Sherwood District Council are at a post Hearing stage in their Plan production, our other partner Mansfield District Council is hoping to publish their Local Plan in September 2018. Whilst a memorandum of understanding has been agreed between the three partners, as part of the proposed changes to the Planning System and the National Planning Policy Framework each plan will be required to be submitted with a statement of common ground setting out how partners are working together. Mansfield District Council is preparing such as statement to accompany their Local Plan and have requested that the District Council sign up to it. It is not envisaged that any matters of concern will be raised as part of this process given that we have all already agreed to meet our own development needs, however if there were any points of disagreement this would be covered in the statement in any event and we would still be able to object if necessary.

5.2 Mansfield District Council is keen to progress their Local Plan and given the nature of the committee cycle it might not be possible to bring a proposed Statement of Common Ground to a future meeting. Therefore it is proposed that delegated authority to sign a Statement of Common Ground with Mansfield District Council and Ashfield District Council on the proposals within the Mansfield Local Plan be given to the (Acting) Chief Executive in consultation with the Chairman, Vice-Chairman and Opposition Spokesman and Chairman of the Local Development Framework Task Group.

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

6.1 The Constitution gives responsibility to Economic Development Committee for agreeing the update of the Local Development Scheme.

#### **7.0 RECOMMENDATIONS that:**

(a) **progress towards meeting the timetable of the adopted Local Development Scheme be noted; and**



- (b) delegated authority to sign a Statement of Common Ground with Mansfield District Council and Ashfield District Council on the proposals within the Mansfield Local Plan be given to the (Acting) Chief Executive in consultation with the Chairman, Vice-Chairman and Opposition Spokesman of the Committee and Chairman of the Local Development Framework Task Group.

**Reason for Recommendations**

**To comply with the Planning and Compulsory Purchase Act 2004 and amending regulations and to allow the District Council to sign a statement of common ground with Mansfield District Council on their Local Plan.**

**Background Papers**

Local Development Scheme July 2017.

For further information please contact Matthew Norton on Ext 5852

Kirstin H Cole  
Deputy Chief Executive

## ECONOMIC DEVELOPMENT COMMITTEE

20 JUNE 2018

### PROMOTION OF TOURISM UPDATE REPORT

#### **1.0 Purpose of Report**

1.1 This report seeks to update Members on the utilisation of the Promotion of Tourism budget which was introduced in April 2017.

#### **2.0 Background Information**

2.1 Following the restructure of the Tourism Function in 2016, a budget for the Promotion of Tourism was agreed by the Economic Development Committee which came into effect in April 2017 and was for £98,000 in total.

2.2 The report details activities to date relating to the Tourism Strategy and is line with the Destination Management Plan (DMP) agreed for Newark and, although in development at present, the plans for Southwell and Sherwood. The Aims of the Destination Management Plan for Newark are to:

- ❖ Support the development of a vibrant and successful local tourism industry which within five years is delivering an economic impact more than £30m.
- ❖ Create a long-term tourism product development plan in consultation and partnership with local businesses and other interested parties to provide improved potential to attract overnight visits.
- ❖ Develop a strong 'Newark' brand in the context of the wider Newark & Sherwood offer.
- ❖ Identify and work with promotional partners locally, regionally & nationally to create effective campaigns to tell the stories of Newark through a shared footprint.

2.3 The DMP for Newark also includes within the short term recommendations to:

Immediate (1 -12 months)

- A. Establish high level strategic Newark Management Group (NMG) to include NSDC Committee Chairman, Director and Business Manager, Leader & Clerk to NTC, Markets Manager, Totally Locally, Newark Accommodation Providers. (others may be included subject to early discussions of the group)
- B. Appoint a Business Manager for Heritage, Culture & Visitors to provide a single focus for management of heritage & cultural assets currently managed by two different departments in NSDC and a group within NTC. (this will also help to satisfy HLF's requirements that Gatehouse project is clearly learning from the NCWC project)
- C. Create a new tourism/heritage marketing post, appointing an experience dedicated tourism focused marketing with expertise to understands the visitor and what they are looking for. Supported by an appropriate budget. This post could also work with the sector to better engage the local community in the existing offer e.g. Markets, bars & restaurants which will in turn lead to further product development opportunities.
- D. Develop a detailed Heritage Strategy to cover all town heritage assets as this will be required to enable NSDC/NTC to bid for further grant monies.
- E. A town wide initiative to understand what visitors need/are looking for in terms of experience & service.

- F. Develop a detailed implementation plan for marketing the town's tourism assets and ensure that all future activity is aligned to this or resource reallocated to activity that is in alignment. Focus on cost effective marketing e.g. use of Social media and working with partners to amplify messages.

Points A – C are progressing with the Newark Management Group first meeting taking place on 1 June 2018. Points D – F will be progressed through the Newark Management Group.

### 3.0 Activities

- 3.1 **Visit Newark and Sherwood website** – the website went live in April 2017 and has evolved over the year. It still requires some further search engine optimisation in order to ensure that the website appears on most searches for the area. The website is updated regularly with events that are happening within the district and is the platform that all the other social media activity refers to.

This year, it became the source for accommodation information in the area, with the redirection of visitors seeking accommodation information on the main council website to the Visit Newark and Sherwood website – see right.

Google Analytics Information - the headline figures for the website over the first 12 months (1/4/17 – 1/4/18) are:

- 35,750 visitors.
- 90.2% of visitors were New.
- 76% of all visitors were from the UK, 18.7% from the US (or a US-based server).
- 61.4% of visitors are female, 38.6% male.
- Average age was 45-50.
- 60.88% viewed the website on a mobile.
- 61.7% of visitors came from Adwords, 11.6% were organic searches, 9.3% came from referrals, 9.1% came direct to the website and 6% came via social media.

#### Accommodation

Our area includes holiday accommodation in Newark, Southwell, Edwinstowe, Ollerton, Farnsfield, Sutton on Trent, Oxton and many more surrounding towns and villages.

You can find everything from excellent hotels, guesthouses, bed and breakfast establishments and inns, to farmhouses and delightful self-catering cottages. There is also a youth hostel, a Centre Parcs holiday village, luxury leisure hotels and numerous caravan parks.

#### Planning your visit in Newark and Sherwood?

For accommodation as well as attractions, shopping and place to eat.

- [Visit Newark and Sherwood](#)



### 3.2 Social Media

Postings are programmed based on research as to the optimal time with up to three postings per day at 9.30, 15.15 and 20.00. The interest has increased considerably over the year and there are now:

*Facebook* (@visitnewarksherwood) – 954 followers in April 2018, currently 1,209 followers

*Twitter* (Twitter@NewarkSherwood) – 4,448 followers in April 2018, currently 4,475

*Pinterest* cycling 297 monthly viewers, currently 564 monthly viewers

*Instagram* – 687 followers, currently 775 followers

Facebook is by far the largest social media platform available in terms of users and the one that offers the most potential to build awareness of the Visit Newark and Sherwood Brand.

Reach - the number of people who had any content from or about our Page enter their screen – is a key metric relating to building brand awareness on Facebook. Up to end of April 2018, the page has organically achieved reaches varying from a few hundred on a single day, up to 6,000.

In May 2018, we embarked on our first Facebook advertising ad, as part of a three-month campaign to boost posts and further increase reach, and to target the population of the counties surrounding Nottinghamshire where there is potential to attract visitors for staycations and weekends.

Of our current 1,209 Facebook followers, 932 are from the UK, and 352 are from Newark. 76% are female. Of the female followers, 59% are aged between 25 and 54 years of age. In line with the tourism strategy set out in 2017, the Facebook advertising campaign will also target the 54 years and up audience to tap in to the grey pound.

The campaigns will focus on outdoors and family activities, and cultural and heritage sites.

### **3.3 Partnerships**

In 2018, partnerships with local tourism organisations and events were cemented through a programme of social media competitions and new links inward to the Visit Newark and Sherwood website.

The Council received tickets to a range of events, including Newark Festival, special race days at Southwell Racecourse, Forest Live, author events at Newark Book Festival, weekend pass to the Retro Festival and tickets to Simple Minds Grandslam.

Organisations that created links to the Visit Newark and Sherwood website from their own website include the International Antiques & Collectors Fair, the Gateway to Southwell Festival, Southwell Racecourse and Newark Festival. The organisers of Newark Festival and the Grandslam included a link to the Visit Newark and Sherwood website in e-shots about the events.



### **3.4 Blog Posts**

Regular blog posts are now produced on a weekly basis and cover particular items of interest across the district such as King John, Mining, Outdoor Skills, Antiques and Music Festivals.

### **3.5 Campaigns**

In 2017, the following social media campaigns were undertaken successfully with prizes provided by Tourism Businesses in the district. The Inspired by Newark & Sherwood poetry competition was very successful and has led into the Poetry Trail as the campaign for the current year. Tourism businesses and visitors have commended the campaigns.

## Campaigns for 2018

Campaign	Period
<p>Newark &amp; Sherwood Poetry Trail - includes Southwell Minster, Sherwood Forest Arts &amp; Craft Centre and Newark Castle as the trail venues, as well as Newark Book Festival and the Byron Festival</p>  <p>NEWARK &amp; SHERWOOD POETRY TRAIL</p>	<p>12 March – 31 August – plus September winner announcement</p>
<p>Robin Hood Portrait Competition</p>  <p>ROBIN HOOD PORTRAIT COMPETITION</p>	<p>19 March – 31 August – plus September winner announcement</p>

The campaigns this year have prizes that promote varied aspects of the region, for example art and jewellery from local craftspeople, signed books from local writers, art supplies from Seawhite of Brighton, which has its warehouse near Sherwood Forest, and a winners' exhibition opportunity from the RSPB. The non-tourism related nature of the prizes is to make the campaigns accessible to all tourism businesses by not promoting a competitive tourism prize.

This has been a successful strategy with Tourism Action Group (TAG) members signing up for hard copies of the Newark & Sherwood poetry trail as well as posters for both competitions. Tourism businesses are using the campaigns to target their own customers and prospects.

### 3.6 Tourism Action Group

The Tourism Action Group (TAG) now has 43 members from Tourism related businesses. The figures include only organisations that have signed a membership form – other organisations participate regularly but are not members (e.g. RSPB, Southwell Town Council, Nottinghamshire County Council). The Group helps to shape the campaigns, share good practice and provide tailored offers to visitors to the district.

There is also a closed TAG group on Facebook, with 42 members. This facilitates easy sharing of information across the group.

TAG members are emailed regularly to ask if they have any information, news, offers, etc that we can share for them on our social media pages and on our website calendar. This information is also shared at meetings and Visit Newark and Sherwood is not an established digital marketing route for local tourism businesses.

The feedback from the group is positive with people sharing offers and signposting visitors to other attractions in the area.

### **3.7 The Tourism Brand**

With the development of the website last April, the Visit Newark and Sherwood logo was developed. This is used across the website, our pages on social media platforms, the campaigns, TAG communications and PR activity, and where possible includes the tagline 'the tourism brand of Newark & Sherwood District Council'.

This consistent branding is helping to build a visible tourism brand through digital and offline marketing.

### **3.8 Familiarisation Visit for Coach Tour Operators**

The National Civil War Centre has offered tours of Newark for some time. To build on the expertise and maximise the opportunity to gain more visitors into the town, a Familiarisation Visit for a Coach Tour operators was organised to cover the District. The three day visit covered Sherwood, Southwell and Newark, as well as offering evening presentations on areas not covered by the visit, such as Laxton and The Newark Air Museum. Feedback from the Coach Tour Operators was positive and indeed one organisation has already booked a visit to Newark and many new opportunities have been developed with other operators of both UK and International operators. A summary of the initial evaluation forms is provided below. More in depth feedback is now being requested

### **3.9 Other Activities Undertaken Since April 2017**

The Newark Management Group held its first meeting on June 1, following approval of the Destination Management Plan for Newark. Trentbank Consultants, who delivered the DMP for Newark, have been now been commissioned to deliver DMPs for both Southwell and Sherwood in line with the request from the Economic Development Committee in March.

STEAM Data (Tourism data) was purchased last year and will be purchased for the coming years, enabling the District to understand the impact of activities on the Tourism figures

Display Boards and Maps for Newark have been ordered through ViaEM with an imminent implementation date.

New signs have been erected for Vicar Water and pedestrian signs in Southwell are being updated to reflect changes in the Town.

Visitor research has been commissioned and will take place between May 2018 and September 2018, enabling further understanding of the requirements of visitors and the impression the district creates for Visitors

A commitment to the East of England Touring Route (working title) as part of a Visit England project has been made. This is a route designed primarily for the German market, following in depth research. The project will provide opportunities for some local businesses to attend training and receive one to one support to develop their offer to relate closely to the identified market.

Support was provided for the Tour of Britain Cycling Route and the Cycling event held in Newark on the evening prior to the Tour of Britain.

Support is being provided to the Byron Festival by including the festival concert in Newark as one of the venues in the Newark and Sherwood Poetry trail. This is in response to a request from the council grants panel to support the festival and its expansion into Newark via our social media and comms.

**4.0 Equalities Implications**

4.1 None identified

**5.0 Impact on Budget/Policy Framework**

5.1 None

**6.0 RECOMMENDATIONS that:**

- a) the Committee note the activities undertaken since the establishment of the Promotion of Tourism Budget in April 2017;
- b) the Committee support the development of the Tourism offer for the district and in particular the recruitment of the Place Marketing Manager post and actions from the Newark Destination Management Plan; and
- c) The Destination Management Plans for Southwell and Sherwood are progressed with the plans to be presented to the Economic Development Committee in November.

**Reason for Recommendations**

To provide an update on progress made since the allocation of the Promotion of Tourism Budget in April 2017.

**Background Papers**

Nil

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

Sanjiv Kohli  
Deputy Chief Executive/Director - Resources

## **ECONOMIC DEVELOPMENT COMMITTEE**

**20 JUNE 2018**

### **ENTERPRISE ADVISER FUNDING REQUEST REPORT**

#### **1.0 Purpose of Report**

1.1 This report seeks to provide Members with information relating to the Careers Enterprise Company (Careers Enterprise Advisers) and to request a decision as to whether a contribution to the continuation of this service should be funded.

#### **2.0 Background Information**

2.1 The Career Strategy released in December 2017 is part of Government's plan to make Britain fairer, improve social mobility and delivery access to opportunity for all. The strategy focusses on excellent careers guidance, backed up by timely experiences with employers and educators, to ensure equality of opportunity for all and especially young people. The D2N2 LEP and partners are fully committed to supporting the provision of purposeful careers education, information, advice and guidance to help young people make informed choices about their future career and their education, training and development.

2.2 One of the six key actions for delivering enhanced support has been connecting businesses to schools through the Enterprise Adviser Network which has been operating across the D2N2 area since 2015. The Network consists of Enterprise Coordinators who build careers and employer engagement plans with educational institutes and match them with Enterprise Advisers – senior volunteers from local business – who support the school's work and connect them with other local businesses.

2.3 Each Enterprise Coordinator within the Network has been part funded by the Careers & Enterprise Company with the remaining funding from Derbyshire County Council, Futures Advice, Skills and Employment, Chesterfield & Bolsover Learning Community, Rushcliffe Borough Council and The Evolve Trust.

2.4 The current funding for the Enterprise Adviser Network ends in August 2018 and the District Councils have been approached to consider sharing future funding.

#### **3.0 Proposals**

3.1 To date the funding for Newark & Sherwood schools has been supported by match funding from Rushcliffe Borough Council. However, the Chief executive of Rushcliffe Borough Council) has confirmed that budget restrictions mean this cannot continue beyond Rushcliffe after August 2018. Support in Newark & Sherwood and for the County, beyond this date will therefore be lost if match funding cannot be secured. The rollout of support across all 12 educational establishments in the district requires local match of £15,000 per annum.

3.2 Within Newark & Sherwood, 4 of the schools have worked with an Adviser to complete an audit which is an online tool to evaluate a school or college's careers activity against best practice.



3.3 Table summarising activity to date across Nottinghamshire:

<b>Enterprise Coordinator Report</b>							
	No. of schools in the area	No. of schools with completed audit	Careers Local	No. of schools in regular contact with	No. of schools with an Enterprise Adviser	No. of schools with EA as W.I.P	No. of Schools with COMPASS
BROXTOWE	7	4		4	3	0	1
GEDLING	8	4		4	3	0	1
NEWARK	8	4		4	3	1	2
SHERWOOD	4	2		2	0	1	2
RUSHCLIFFE	7	6	1	7	5	0	2
<b>TOTAL</b>	34	20	17	21	14	2	8
<b>Change</b>		0	(+1)	0	(+1)	0	
Note 1: Knowhow - Michelle Goodwin (Talent Acquisition M'ger), Bell Group - Nicola Hall (Community Engagement) ,							
Note 2: Hope House SEND Newark - EA Appointed. Prospective EA's being taken to Toothill & Dukeries 25th May.							
Note 3: Careers Local - Ash Lea (Rushcliffe) Application prepared							
Note 4: CEC - Personal Guidance Fund - Rushcliffe Schools interested ELA/South Wold.							
Note 5: CEC Skills Hub Eol: ELA, Rushcliffe, South Wolds - Toothill. D2N2 activity being coordinated by Rachel Quinn D2N2 Careers, Employability & Inclusion Manager							
Note 6: Activity with schools in Rushcliffe.							
Note 7: Enterprise Coordinators Meeting Monday 23rd July							
Note 8: COMPASS training - various schools - RUSHCLIFFE							

3.4 As can be seen from the table above, the support for the Nottinghamshire Districts has not been equitable and in Newark and Sherwood only 6 of the 12 schools have completed the audit and only 6 of the schools have had regular contact. It is felt that improved contacts and close working relationships with the local schools has been established and that we can better support these schools from the resources already allocated within the existing budgets.

The circumstances for Newark and Sherwood have changed; five years ago the District Council struggled to gain contacts with the schools. We now have a good network and support the schools with their careers events – this includes Guest Speakers for Assemblies, Careers fairs in schools and our Careers Expo which all the secondary schools in the District attend. We also host our Employment and Skills Group on a quarterly basis which allows the schools, groups working with schools and related Apprenticeship and Training Providers to share information. We support business based projects with the Primary schools and secondary schools through Together for Newark and the Sherwood Forest Education Partnership. Alongside this, through Silicon Forest we deliver code clubs in the schools and in Ollerton, a Heritage App has just been developed.

- 3.5 The Nottinghamshire District Council Chief Executives have discussed this proposal and believe that any further commitment to budget would be best utilised by increasing the offer through the District Council and therefore to decline the offer to contribute to the continuation of the Enterprise Adviser Network. As additional budget has already been allocated in the current financial year through the Social Mobility work, there is no requirement for budget in this financial year.

#### **4.0 Equalities Implications**

- 4.1 None identified

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

- 5.1 There is no request for further budget in the current financial year.

#### **6.0 Comments of Director(s)**

- 6.1 It is crucial that the schools have access to the District Council and our resources and that activity is co-ordinated so that businesses are not being contacted by many different organisations seeking to achieve similar outcomes. An evaluation of the success of the Enterprise Co-ordinator role has been undertaken and although some work has been undertaken with the schools, this has not been well co-ordinated and the feedback from the schools does not indicate that the service has added value. It is therefore concluded that a contribution is not made to the Enterprise Adviser Network and that any future considerations of additional budget allocation be to activities carried out directly by Newark and Sherwood District Council

#### **7.0 RECOMMENDATION**

**That the Committee decline the offer to support the continuation of the Enterprise Adviser role for Newark & Sherwood.**

#### **Reason for Recommendation**

**The recommendation is to decline to support the Enterprise Adviser role going forwards as support is already available internally for the schools.**

#### **Background Papers**

The Careers Strategy link: <https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>

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

Sanjiv Kohli  
Deputy Chief Executive/Director - Resources

## ECONOMIC DEVELOPMENT COMMITTEE

20 JUNE 2018

### SITE VISIT TO NEWARK & SHERWOOD DISTRICT COUNCIL OWNED FACILITIES

#### **1.0 Purpose of Report**

- 1.1 To discuss and formalise a date for the Economic Development Committee to undertake site visits to Council owned facilities.

#### **2.0 Background Information**

- 2.1 The Chairman has noted that the Committee will be, at future meetings, discussing matters which relate to Council owned facilities. He has therefore suggested that in order for Members of the Committee to have a wider knowledge of those facilities a date be agreed when site visits can be undertaken.

#### **3.0 Proposals**

- 3.1 It is proposed that Members consider and agree a date from the following list:

Week Commencing 9 July 2018

Mornings Only (not Monday)

Week Commencing 16 July 2018

Mornings Only (not Monday)(not 19 July)

Week Commencing 23 July 2018

Any Day (not Monday)

- 3.2 When Members have agreed a mutually convenient date Officers will make arrangements for a coach to be made available and an itinerary of the visits, details of which will be forwarded out to all Members of the Committee.

- 3.3 It is proposed that the following sites will be included:

Sconce and Devon Park  
Beacon Innovation Centre  
Vicars Water  
Craft Centre  
Lorry Park  
All gateways to Newark

#### **4.0 Equalities Implications**

- 4.1 It is considered that there are no equality implications in relation to the purpose of the report.

**5.0 Impact on Budget/Policy Framework**

5.1 <<TO BE INSERTED>>

**6.0 Comments of Director(s)**

6.1 <<TO BE INSERTED>>

**7.0 RECOMMENDATION**

**That Members consider and agree a date to enable a tour of Council owned facilities to be undertaken.**

**Reason for Recommendation**

**To enable Members of the Committee to have a wider knowledge of Council owned facilities.**

**Background Papers**

Nil

For further information please contact Sanjiv Kohli on 01636 655303 or [sanjiv.kohli@newark-sherwooddc.gov.uk](mailto:sanjiv.kohli@newark-sherwooddc.gov.uk)

Sanjiv Kohli  
Deputy Chief Executive  
Director – Resources

## ECONOMIC DEVELOPMENT COMMITTEE

20 JUNE 2018

### RECONSTITUTION OF WORKING PARTIES/TASK & FINISH GROUPS

#### **1.0 Purpose of Report**

1.1 To consider reconvening the Working Parties/Task & Finish Groups established by the Economic Development Committee.

#### **2.0 Background Information**

2.1 It is necessary to reconvene the Working Parties/Task & Finish Groups established by the Economic Development Committee that are still operational.

2.2 Details of these groups are attached as an **Appendix** to the report.

2.3 If Economic Development determine that the Working Party/Task & Finish Groups should be reconvened the membership of the Groups will require review.

#### **3.0 RECOMMENDATION**

**That the Committee determine which Working Parties/Task & Finish Groups need to be reconvened and review the membership of those groups as required;**

#### **Reason for Recommendation**

**To reconvene the appropriate Working Parties/Task & Finish Groups.**

#### **Background Papers**

Nil

For further information please contact Nigel Hill on Ext. 5243.

K.H. Cole  
Acting Chief Executive

**WORKING PARTIES AND TASK & FINISH GROUPS**

**APPENDIX**

<b>Working Party/Task &amp; Finish Group</b>	<b>Date First Established and last reconvened</b>	<b>Date of Last Meeting/ (Next Scheduled Meeting)</b>	<b>Current Membership</b>	<b>Remit</b>
Local Development Framework Task Group <b>Kirsty Cole</b>	10 November 2003 (Cabinet)  21 June 2017 (Econ Dev reconvened)	8 November 2017 (TBA)	2 Members of Economic Development Committee; (Cllrs. K. Girling & D.J. Lloyd) 1 Member of Policy & Finance Committee; (Cllr. R.V. Blaney) 3 Members of Planning Committee; (Cllrs. G.P. Handley, D.R. Payne & B. Wells) 2 Members of Homes & Communities Committee (Cllrs. A.C. Brooks & R.B. Laughton)  Note: Ward Members to be invited when items relate to specific areas.	<ul style="list-style-type: none"> <li>• To provide detailed oversight and advise on the process of LDF production; and</li> <li>• To make recommendations to the Economic Development Committee on the Local Development Framework.</li> </ul>
Growth Investment Fund and Policy Monitoring Group <b>Andrew Muter</b>	6 September 2012 (Cabinet)  21 June 2017 (Econ Dev reconvened)	3 July 2017 (To be arranged)	<ul style="list-style-type: none"> <li>• Councillor P.C. Duncan</li> <li>• Councillor K. Girling</li> <li>• Councillor D.J. Lloyd</li> <li>• Councillor T. Wendels</li> <li>• Councillor P. Peacock</li> </ul>	<ul style="list-style-type: none"> <li>• To set direction of the fund and monitor progress.</li> </ul>

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

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