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**Tuesday, 8 January 2019**

**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 M Cope**  
**Councillor Mrs M Dobson**  
**Councillor D Staples**  
**Councillor D Thompson**  
**Councillor K Walker**

**MEETING: Economic Development Committee**

**DATE: Wednesday, 16 January 2019 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**

### **Page Nos.**

1. Apologies for Absence
2. Declaration of Interest by Members and Officers and as to the Party Whip
3. Declaration of Intention to Record Meeting
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### **Confidential and Exempt Items**

10. 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.

11. Rumbles Cafe Update 74 - 125

## 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, 21 November 2018 at 6.00 pm.

PRESENT: Councillor K Girling (Chairman)  
Councillor Mrs P Rainbow (Vice-Chairman)

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

30 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.

31 DECLARATION OF INTENTION TO RECORD MEETING

NOTED that the Council would undertake an audio recording of the meeting.

32 MINUTES OF PREVIOUS MEETING

AGREED (unanimously) that the Minutes of the meeting held on 12 September 2018 be approved as a correct record and signed by the Chairman.

33 FORWARD PLAN (NOVEMBER 2018 TO OCTOBER 2019)

The Committee considered the Forward Plan of some of the items that would be submitted to the Economic Development Committee over the course of the next twelve months. They wished for the following items to be added:

- National Civil War Centre – Progress Report
- Christmas Car Parking Concession for 2019

Members queried as to the reason for the delay in the Sherwood, Southwell and District DMPs being presented to Committee. They were advised that due to ill health the external consultant had been unable to finalise the plans in time for consideration at the November meeting.

AGREED (unanimously) that:

- (a) the Forward Plan be noted; and
- (b) the following 2 items be added to the Forward Plan:
  - (i) progress report on the National Civil War Centre; and
  - (ii) Christmas Car Parking Concession for 2019

34 COACH FRIENDLY STATUS

The Committee considered the report presented by the Business Manager – Economic Growth relating to accreditation as a Coach Friendly Town, specifically relating to Newark.

The report set out that the recently established Newark Management Group (NMG) had discussed the concept of accreditation for Coach Friendly Status and that subsequent research into that had been undertaken. Paragraph 2.3 of the report set out the criteria for applying for the status and it was noted that the only aspect where Newark was not up to the required standard was in terms of road signage for coach parking and drop off point(s). From discussions with coach tour operators they considered that: central drop off and pick up points close to toilets and refreshments; cost of group tours of attractions; and coach parking facilities were the three crucial factors in making their decision on what towns they would visit. The Business Manager advised that she had discussed the possibility of applying for the status with the Confederation of Passenger Transport (UK) without the road signage but was waiting for them to respond.

In considering the report Members commented that the estimated cost to erect the signage was expensive at £30k and queried whether it could be done for less. It was also noted that much of the signage in and around Newark was in need of replacement and/or repair and queried whether it was timely to undertake a full review of signage in the district.

AGREED (with 9 votes for and 1 abstention) that:

- (a) the Council do not pursue Coach Friendly Status at the present time due to the cost implications and the feedback from Coach Tour Operators, however, on further discussion with the CPT (Confederation of Passenger Transport – UK) if it is possible to proceed without the signage investment, it is recommended that the application be pursued as there will then be no additional cost; and
- (b) the Council ensure that all appropriate measures be carried out, without restrictive costs, to promote what facilities are available in the town to Coach Tour Operators.

35 CHRISTMAS RETAIL PROMOTION CAMPAIGN

The Committee considered the report presented by the Tourism (Place) Marketing Manager which provided information relating to the current Christmas Retail Promotion Campaign – ‘Newark Wonderland’.

The report set out the reason for the retail promotion campaign and that the idea had arisen from discussions held by the Newark Management Group (NMG) at its meeting held in September 2018. The objectives of the campaign were listed at paragraph 2.4 with the specific proposals and timeline reported in paragraph 3.0.

In considering the report the Chairman advised that funding for the Campaign was to be deducted from additional income received from an increase in car parking revenue.

A Member of the Committee referred to paragraph 2.3 of the report in which it referred to compensation sought from Severn Trent Water (STW) which had not been forthcoming. The Member stated that when discussions had first been held about the required works the Council had been given the impression that the whole town would receive compensation and not just the roads that were directly affected. STW were again closing roads to carry out further works and this was being exacerbated by other utility companies undertaking works at the same time. He cited that a road near to The Wharf where works were taking place had been 3 days without any contractors being in attendance. He stated that STW should be informed that their continued works was badly affecting the town and that contact be made with the other utility companies to see when their works would be complete.

A Member of the Committee commented that the timeline for the Campaign had already commenced and that it appeared that the decision to award the funding had already been taken. In response, the Tourism (Place) Marketing Manager advised that due to the seasonal nature of the campaign contact had already been made with local businesses to 'warm them up' and that, to-date, expenditure had been minimal. The Member queried when the decision had been taken that the Campaign was needed. The Chairman advised that due to the disruption caused by STW's works the Campaign was considered necessary. A Member noted the mechanism to allocate the funding, adding that it would have been more appropriate for it to have been a decision made by Committee.

In noting that the whole of Newark had been affected by the works, a Member queried as to whether there was a reason why the car parks had seen an increase in usage and how the businesses on the periphery of the town centre would benefit from the Campaign. Members were advised that the works had resulted in the displacement of residents who made use of parking. It had also affected workers in the town and commuters who used on-street parking. All those affected had been forced to use car parks as an alternative. It was also reported that some of the businesses affected had been able to demonstrate to STW a drop in their trade during the period when the works were taking place.

In relation to the peripheral businesses the Chairman advised that when it had become apparent that STW would not award compensation the Council had convened a meeting with all businesses affected to offer to assist them. The Campaign was generic and was to assist the whole of Newark.

In relation to the Campaign's objectives, the Chairman queried why the areas had been chosen that were listed in paragraph 2.4(i) and not the areas of: Mansfield; Doncaster; Worksop; Retford and Ashfield. He also queried what websites the Campaign would be promoted on, adding that he had searched 'What's on in Newark' and the only result had been about the Christmas Light Switch-On which was an annual event.

AGREED (unanimously) that:

- (a) the delivery of the Campaign and its objectives be noted; and
- (b) the funding of the Campaign as set out in Section 5 of the report be supported.

36 BUSINESS SUPPORT UPDATE

The Committee considered the report presented by the Business Manager – Economic Growth which sought to update Members on the current and planned activity relating to Business Support.

The report set out the key priorities of the Economic Development Strategy and that further support was required for businesses in the District. The report also provided local information regarding business figures and what enquiries had been received to the Economic Growth Team between April 2016 and June 2018. Paragraph 2.5 of the report set out the business events and programmes that had been undertaken with the proposals being listed at paragraph 3.0.

AGREED (unanimously) that:

- (a) the contents of the report; and
- (b) the Investment Readiness Programme commencing in November 2018 be supported.

37 PROGRESS UPDATE ON EDWINSTOWE CRAFT CENTRE

The Committee considered the report presented by the Deputy Asset Manager – Estates which sought to update Members on the current Capital Scheme approved by the Policy & Finance Committee on 5 April 2018 with a total capital expenditure proposed of £250k. The report gave a brief history of the Centre with the proposals listed in paragraph 3.0.

In considering the report Members welcomed the proposals and the timetable for the project's completion, adding that they would wish to see it progress without delay.

AGREED (unanimously) that the report be noted with a further update report being presented to Committee in January 2019.

*Councillor F. Taylor entered the meeting at this point.*

38 EMPLOYABILITY AND SKILLS UPDATE

The Committee considered the report presented by the Business Manager – Economic Growth which provided Members with information and recommendations regarding activity undertaken relating to employment and skills which were supported through Newark & Sherwood District Council. Paragraph 3.0 of the report set out a number of proposals for future activities to further enhance the Council's ambition of linking employers and schools and raising aspirations of young people in the district.

In considering the report a Member of the Committee advised that the Magnus Academy was striving to improve the examination results as listed in paragraph 3.2 of the report. They were impressing upon their students that education was important for their future career prospects. He added that he pleased to see that schools were once again beginning to offer careers advice to their students.

The Vice-Chairman commented that she was fully supportive of the engagement with Year 7 and 8 students and queried whether it was possible to more widely promote the work that the Council undertook with schools.

A Member of the Committee welcomed the report and the activities listed therein. He advised that he was involved with Code Clubs in the Ollerton area but was concerned that schools only taught basic ICT skills to GCSE level rather than computer science/programming. The Business Manager advised that she had long campaigned for a change to the curriculum to resolve the issue.

A further Member of the Committee welcomed the report and congratulated Officers on the work undertaken during the previous 12 months. He noted that the latest Social Mobility report was soon to be published and anticipating the Council's placement to be low again, queried whether information and evidence was available and ready to publish as to what works had been undertaken since the last report was published. The Business Manager advised that the information and evidence had been collated and would be made available when necessary.

AGREED (unanimously) that:

- (a) the activities undertaken in relation to Employment and Skills be noted; and
- (b) regular update reports be presented to Committee for consideration.

39 URGENCY ITEM - CHRISTMAS CAR PARKING CONCESSION

The Committee considered the Urgency Item in relation to additional Christmas car parking concessions in Newark for 2018. The Opposition Spokesperson sought clarity on the correct procedure for Urgency Items, querying whether he should have been consulted. The Chairman confirmed that he should have been consulted and would raise the matter with the relevant Officers.

NOTED the Urgency Item in relation to Additional Christmas Car Park Concessions in Newark 2018.

40 EXCLUSION OF THE PRESS AND PUBLIC

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



41 NEWARK BEACON BUSINESS CENTRE - BUSINESS PLAN

The Committee considered the exempt report presented by the Business Manager – Planning Policy which set before Members a high level Business Plan setting out the long term aims of the Council in managing the centre following its transfer to District Council ‘in-house’ management on 1 October 2018.

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

Meeting closed at 7.14 pm.

Chairman

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

Document is Restricted

## **ECONOMIC DEVELOPMENT COMMITTEE**

**16 JANUARY 2019**

### **ECONOMIC DEVELOPMENT COMMITTEE REVENUE BUDGET 2019/20**

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

- 1.1 To inform the Committee of the budget and scales of fees & charges for those areas falling under the remit of the Economic Development Committee for 2019/20.

#### **2.0 Background Information**

- 2.1 Business Managers and Service Budget Officers have been working with Officers from Financial Services to determine a first draft general fund budget and medium term financial plan. The budgets have been prepared in line with the strategy agreed by Policy & Finance Committee on 20 September 2018.
- 2.2 The budget and Medium Term Financial Plan have been developed to reflect, in financial form, the corporate priorities of the Council. Where further targeted areas of focus have been identified, additional resources have been directed to these business units.
- 2.3 A summary of the Committee by Service Team is provided at **Appendix A**, together with a summary at subjective level for the whole Committee at **Appendix B**. To aid comparison, capital charges and central support recharges have been omitted from the reports to show just controllable budgets.

#### **3.0 Revenue Budget Proposals**

- 3.1 The current draft budget shows a decrease in 2019/20. Direct service expenditure and income excluding deferred and capital charges and all central services recharges currently shows an overall increase of £17,580 against 2018/19 budget. This is an increase of 1.63%.
- 3.2 Staffing costs of £3.001m account for approximately 50% of the gross service budget (excluding housing benefits, capital and central recharges) and significant budget savings cannot be achieved without affecting staffing levels.
- 3.3 Major variances between 2018/19 and 2019/20 are shown below:
  - 3.3.1 Heritage, Culture & Visitors: Increase of £0.040m – The increase mainly relates to an increase in the ratable value of the property meaning that the business rates have increased by £0.025m, estimated utility costs are forecast to be £0.011m higher than the current year and the impact of the new pay and grading structure.
  - 3.3.2 Private Estates: Decrease of £0.015m – A review of Officer time spent on activities throughout Grounds Maintenance has meant that part of the staffing budget has been moved into the Grounds Maintenance cost centre and the impact of a change in the way that support services have been accounted for which relates to the decrease in budget of £0.014m.

- 3.3.3 Vicar Water Park: Decrease of £0.006m – The reduction in budget of £6,050 mainly relates to the change in the way that support services have been accounted for.
- 3.3.4 Sconce & Devon Park: Decrease of £0.010m – The reduction in budget of £0.010m mainly relates to the change in the way that support services have been accounted for.
- 3.3.5 Promotion of Tourism: Increase of £0.107m – The Place Marketing Manager post was approved at Economic Development Committee 28 March 2018 which has therefore been built into the base budget. An Officer from within the Economic Growth cost centre has also transferred into this team. A one off cost of £0.015m has also been included in relation to a Visitor Market Research Project, which is subject to Committee approval.
- 3.3.6 Growth Technical Support: Increase of £0.09m – A review of the function was taken to CMT during October 2018 which outlined the need to create an additional 19 hour resource to supplement the Service. This has therefore been built into the base budget.
- 3.3.7 Development Management: Increase of £0.163m – Three trainee planners within the department have qualified within the year which has increased their remuneration. Impacts of the implementation of the new pay and grading structure have also seen an increase in costs. Additionally an allowance for development control, enforcement, appeals and appraisals has been included which has previously been taken from reserves annually. These costs include, but not limited to, legal and court costs, public inquiries, consultancy costs and viability appraisals.
- 3.3.8 Newark Beacon: Decrease of £0.131m – The Council brought back in-house the Newark Beacon from 1 October 2018. A business case was considered by this Committee on 20 June 2018 which outlined a draft budget for the 2019/20 financial year and beyond. The budgets have been decreased accordingly and have been built into the base budget.
- 3.3.9 Bilsthorpe Workshops: Decrease of £0.006m – Reviews of trends of income over the past two financial years have shown a surplus over budget. Therefore the budget has been re-aligned to more accurately reflect the estimated actual income.
- 3.3.10 Jubilee Bridge: Increase of £0.009m – A report was approved at Policy & Finance on 28 June 2018 which agreed to increase the base budget by £0.004m for the annual maintenance costs of the Jubilee Bridge. The additional budget of £0.005m has been moved into this code from the Environmental Schemes code.
- 3.3.11 Boughton Advance Factory: Decrease of £0.004m – A new tenant occupied the building from 1 September 2018, which granted the opportunity to review the charges for this property. The increased income of £0.005m has therefore come from this review.
- 3.3.12 Sherwood Forest Craft Centre: Decrease of £0.005m – Reduction in insurance costs of £0.003m and anticipated increase in income of £0.003m account for the majority of the reduction in budget.
- 3.3.13 Development Company: Decrease of £0.114m – The budget created for 2018/19 was a one off budget specifically for the set up costs of Arkwood Developments Ltd. This budget has therefore been taken out of the base for the 2019/20 financial year.

- 3.3.14 Economic Growth: Decrease of £0.020m – The reduction in budget is in relation to the movement of an Officer into the Promotion of Tourism budget as per paragraph 3.3.5.
- 3.3.15 Parking Services Admin: decrease of £0.010m – This reduction relates to the change in accounting for internal services. Expenditure relating to the apportionment of CCTV charges was previously included as a cash budget. This has been taken out to be replaced with a support charge. CCTV income has therefore also been reduced to be replaced with income from support charges.
- 3.3.16 Surface Car Parks Newark: Decrease of £0.082m – The impact of the change in accounting for support services has led to a reduction of £0.022m due to Street cleansing costs, due to the extension of the London Road car park a reduction in rent of £0.018m was agreed for 2 year period. An additional £0.054m income has been included based on analysis of previous years' actual information.
- 3.3.17 Newark Lorry Park: Reduction of £0.029m – An increase in Business Rates £0.024m due to the extension of car park has been included, increase in repairs and maintenance costs of £0.006m, an increase in electricity of £0.004m offset by an allowance of £0.072m in additional income due to the additional capacity through the extension of the lorry park.
- 3.3.18 Other Properties and Workshops Voids: Increase of £0.013m – The maintenance of street name plates has been transferred from the Street Naming team into the Asset Management team and hence the budget of £0.016m has therefore followed. Minor variances on other costs amount to the reduction of £0.004m.
- 3.3.19 Growth Investment Fund: Increase of £0.117m – The change of £0.117m relates to the closure of the Growth Investment Fund grant scheme. This change in budget is offset against an equal and opposite change within the financing element of the overall Council budget, meaning that this is a nil effect on the Council as a whole.
- 3.3.20 Grounds Maintenance: Decrease of £0.036m – The review of Officer time spent on grounds maintenance operations meant that an Officer previously budgeted for on Private Estates has been moved into this budget, together with impact of the new pay and grading structure. Expenditure relating to the apportionment of vehicle charges was previously included as a cash budget. This has been taken out to be replaced with a support charge. Vehicle income has therefore also been reduced to be replaced with income from support charges.

#### **4.0 Fees & Charges**

- 4.1 The level of fees and charges has been considered by Officers within the framework set out in the Corporate Charging Policy. Proposals for increases in fees and charges are attached at **Appendix C** for consideration and recommendation to Policy & Finance Committee on 21 February 2019 and Council on 7 March 2019.

#### **5.0 Conclusions**

- 5.1 It is important that the Committee continues to scrutinise and review its budget in order to achieve additional savings in future years at a time when the Council is facing reducing government grants and other financial pressures.

**6.0 RECOMMENDATIONS that:**

- (a) the final Committee budget as shown at Appendix A be recommended to Policy & Finance Committee at its meeting on 21 February 2019 for inclusion in the overall Council budget; and**
- (b) the scales of fees and charges as shown at Appendix C be recommended to Policy & Finance Committee at its meeting on 21 February 2019 and Council on 7 March 2019.**

**Reason for Recommendations**

**To ensure that the final budget proposals and the level of fees and charges for 2019/20 are recommended to Policy & Finance Committee on 21 February 2019.**

**Background Papers**

None

For further information please contact Nick Wilson.

Nick Wilson  
Business Manager - Financial Services

## APPENDIX A - BUDGET SUMMARY

### ECONOMIC DEVELOPMENT

CODE	DESCRIPTION	2018/19 INITIAL BUDGET	2019/20 BASE BUDGET	MORE/(LESS)
A10105	NEWARK CASTLE/CASTLE GROUNDS	54,800	54,660	(140)
A10108	RESOURCE CENTRE. MUSEUMS	24,430	23,540	(890)
A10109	HERITAGE, CULTURE & VISITORS	630,470	670,040	39,570
A10813	LAND CHARGES	(63,130)	(66,850)	(3,720)
A11314	LINCOLN ROAD SPORTS HALL	16,450	15,340	(1,110)
A11331	PARKS AND PLAYING FIELDS	28,660	25,390	(3,270)
A11334	PRIVATE ESTATES	23,460	8,880	(14,580)
A11335	CLOSED CHURCHYARDS	4,950	4,990	40
A11336	VICAR WATER PARK	67,110	60,880	(6,230)
A11337	COMMUNITY FACILITIES MGMT	46,650	46,400	(250)
A11338	SCONCE & DEVON PARK	72,900	62,510	(10,390)
A11573	PROMOTION OF TOURISM	138,980	245,620	106,640
A11574	SHERWOOD YOUTH HOSTEL	(19,050)	(22,000)	(2,950)
A11601	GROWTH TECHNICAL SUPPORT	158,610	167,390	8,780
A11604	DEVELOPMENT MANAGEMENT	(32,410)	130,630	163,040
A11605	PLANNING POLICY	251,580	254,630	3,050
A11606	BUILDING CONTROL	88,190	88,190	0
A11610	LOCAL DEVELOPMENT FRAMEWORK	54,120	54,120	0
A11611	COMMUNITY INFRASTRUCTURE LEVY	0	(130)	(130)
A11702	ENVIRONMENTAL SCHEMES	21,320	18,680	(2,640)
A11810	NEWARK BUSINESS INNOVATION CEN	18,440	(112,220)	(130,660)
A11813	SUTTON ON TRENT WORKSHOPS	(32,480)	(32,630)	(150)
A11814	CREWE CLOSE BLIDWORTH WORKSHOP	(41,910)	(42,190)	(280)
A11815	BOUGHTON WORKSHOPS	(37,790)	(39,860)	(2,070)
A11816	CHURCH FARM WORKSHOPS	(21,640)	(22,760)	(1,120)
A11817	BILSTHORPE WORKSHOPS	(36,510)	(42,750)	(6,240)
A11818	BURMA ROAD WORKSHOPS	(14,820)	(14,930)	(110)
A11819	JUBILEE BRIDGE	0	8,820	8,820
A11820	BURMA ROAD, BLIDWORTH	1,170	1,170	0
A11821	CLIPSTONE WORKSHOPS	(31,750)	(30,180)	1,570
A11822	BOUGHTON ADVANCE FACTORY	(35,530)	(39,900)	(4,370)
A11823	CLIPSTONE ADVANCED FACTORIES	(35,030)	(36,150)	(1,120)
A11824	SHERWOOD FOREST CRAFT CENTRE	(16,900)	(22,320)	(5,420)
A11826	CLIPSTONE HOLDING CENTRE	(10,460)	(10,530)	(70)
A11828	LEACH WAY BLIDWORTH ADV	(35,230)	(35,460)	(230)
A11835	BUTTERMARKE	0	52,560	52,560
A11842	DEVELOPMENT COSTS	50,000	50,000	0
A11843	DEVELOPMENT COMPANY	114,380	0	(114,380)
A11851	ECONOMIC GROWTH	256,620	235,900	(20,720)
A12001	PARKING SERVICES ADMIN	131,690	121,370	(10,320)
A12011	SURFACE CAR PARKS NEWARK	(535,930)	(617,800)	(81,870)
A12014	NEWARK LORRY PARK	(256,740)	(286,150)	(29,410)

A12019	SURFACE CAR PARK OLLERTON	7,400	7,230	(170)
A12211	RIVERSIDE ARENA MARKET	(6,500)	(10,410)	(3,910)
A12401	OTHER PROPERTIES & WSHOP VOIDS	10,630	23,230	12,600
A12506	GROWTH INVESTMENT FUND	(118,200)	(1,550)	116,650
A15002	CREW LANE DEPOT	(17,580)	(18,430)	(850)
A15023	GROUNDS MAINTENANCE	205,290	169,320	(35,970)
<b>TOTAL</b>		<b>1,078,710</b>	<b>1,096,290</b>	<b>17,580</b>



**APPENDIX B - BUDGET SUMMARY**  
**ECONOMIC DEVELOPMENT SUBJECTIVE SUMMARY**

CODE	DESCRIPTION	2018/19 INITIAL BUDGET	2019/20 BASE BUDGET	More(Less)
111	SALARIES AND WAGES	2,161,470	2,454,850	293,380
113	NATIONAL INSURANCE	204,300	216,310	12,010
114	SUPERANNUATION	281,540	330,120	48,580
	<b>EMPLOYEE SUB TOTAL</b>	<b>2,647,310</b>	<b>3,001,280</b>	<b>353,970</b>
211	REPAIRS AND MAINTENANCE	111,070	219,380	108,310
212	ENERGY COSTS	128,470	151,800	23,330
213	RENT	142,090	135,880	-6,210
214	RATES	164,790	238,740	73,950
215	WATER SERVICES	23,030	32,930	9,900
217	CLEANING AND DOMESTIC	1,350	2,480	1,130
219	CONTRIBUTION TO FUNDS	185,170	207,170	22,000
311	TRANSPORT	85,780	0	-85,780
315	CAR ALLOWANCES	17,260	17,850	590
316	INSURANCE	12,250	0	-12,250
411	EQUIPMENT AND FURNITURE	15,170	24,270	9,100
412	MATERIALS	16,710	17,880	1,170
421	CATERING	60,220	95,400	35,180
431	CLOTHING AND UNIFORMS	6,860	6,760	-100
441	GENERAL OFFICE EXPENSES	147,660	158,130	10,470
451	CONTRACTUAL	537,440	521,000	-16,440
452	OTHER SERVICES	396,640	364,205	-32,435
453	LEASING PREMIUMS	332,290	0	-332,290
461	COMMUNICATIONS AND COMPUTING	40,540	104,720	64,180
471	STAFF	12,410	12,320	-90
482	SUBSCRIPTIONS	5,380	6,830	1,450
491	INSURANCE	107,860	62,420	-45,440
492	CONTRIBS TO FUNDS AND PROVISNS	24,020	24,100	80
493	OTHER	577,720	628,850	51,130
497	DISCOUNTS	10,160	6,960	-3,200
	<b>RUNNING EXPENSES SUB TOTAL</b>	<b>3,162,340</b>	<b>3,040,075</b>	<b>-122,265</b>
	<b>TOTAL EXPENDITURE</b>	<b>5,809,650</b>	<b>6,041,355</b>	<b>231,705</b>
922	Contributions From Other Las	-34,830	-34,830	0
928	Recharge Non Gf Accounts	-279,060	-226,700	52,360
929	Other Grants	0	-21,595	-21,595
931	Sales	-293,110	-324,110	-31,000
932	Fees And Charges	-2,585,640	-2,731,970	-146,330
933	Rents	-947,190	-1,170,440	-223,250
934	Loan Repayments	-180,000	0	180,000
938	Fees And Charges	-255,140	-271,900	-16,760

939	Other Receipts	-155,970	-163,520	-7,550
	<b>INCOME SUB TOTAL</b>	<b>-4,730,940</b>	<b>-4,945,065</b>	<b>-214,125</b>

		<b>1,078,710</b>	<b>1,096,290</b>	<b>17,580</b>
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**PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

*(Charges are inclusive of VAT)*

<b>Development Category</b>	<b>2018/19 charge</b>	<b>2019/20 charge</b>
<p><b>DO I NEED PLANNING PERMISSION REQUESTS</b></p> <p><b>EXEMPTION 1 – DOMESTIC DWELLINGS/ HOUSEHOLDER ENQUIRIES</b></p> <p>To obtain a view from the Authority as to whether planning permission is required for an extension to a dwelling or the erection of a building or structure within the garden area (this could include but not be exclusive of a detached garage, erection of fencing, erection of decking, etc.)</p>	<p>Fixed Charge of <b>£60</b></p> <p>This would cover one letter</p>	<p>Fixed Charge of <b>£60</b></p> <p>This would cover one letter</p>
<p><b>EXEMPTION 2 – COMMERCIAL ENQUIRIES</b></p> <p>To obtain a view from the Authority as to whether planning permission is required for a development proposal (which could include an extension, alteration to an elevation, change in levels) or a change of use</p>	<p>Fixed Charge of <b>£60</b></p> <p>This would cover one letter</p>	<p>Fixed Charge of <b>£60</b></p> <p>This would cover one letter</p>
<p><b>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL</b></p> <p>New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more.</p> <p>Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of <b>£1,440</b></p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Growth and Development</p>	<p>Fixed charge of <b>£1,440</b></p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Growth and Development</p>
<p><b>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT</b></p> <p>Residential development of 100 or more dwellings or where the site area is 4 hectares or more.</p>	<p><b>£1,800</b></p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring</p>	<p><b>£1,800</b></p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring</p>

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	more regular meetings a bespoke fee will be agreed.	more regular meetings a bespoke fee will be agreed.
<b>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT</b> Residential development of between 10 and 99 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares	<b>£960</b>  This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter	<b>£960</b>  This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter
<b>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT</b> Examples include: Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.	<b>£540</b>  This will cover a site visit, 1 hour meeting with the case officer and one letter.	<b>£540</b>  This will cover a site visit, 1 hour meeting with the case officer and one letter.
<b>CATEGORY D – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</b> Examples include: 1 new dwelling. New floor space or change of use of less than 300 sqm Advert Consent.	<b>£192</b>  This will cover a site visit, 1 hour meeting with the case officer and one letter.	<b>£192</b>  This will cover a site visit, 1 hour meeting with the case officer and one letter.
<b>CATEGORY E – WIND TURBINES</b>	<b>£1,200</b>  This will cover a site visit, 2 hour meeting with the case officer and one letter.  For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.	<b>£1,200</b>  This will cover a site visit, 2 hour meeting with the case officer and one letter.  For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.
<b>CATEGORY F – HOUSE HOLDER APPLICATIONS</b> works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-app categories above), or if the building represents heritage at risk	<b>£60</b>  Unless an exemption has advised that planning permissions	<b>£60</b>  Unless an exemption has advised that planning permissions

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(e.g. if on a risk register and/or in a Conservation Area at risk)	required. In which case advice on likely acceptability can be obtained for <b>£24</b>	required. In which case advice on likely acceptability can be obtained for <b>£24</b>
<b>CATEGORY G – REQUESTS FOR CONFIRMATION OF COMPLIANCE WITH S106 AGREEMENTS</b> Where a request is made for confirmation of compliance with a legal agreement associated with a planning permission, whether it be through submission of details to comply or for subsequent requests to confirm requirements have been met.	<b>£97</b>	<b>£97</b>
<b>CATEGORY H – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES</b>	A bespoke fee will be agreed in advance based on the likely time taken and the level of experience of the Officer required to provide any such advice.	A bespoke fee will be agreed in advance based on the likely time taken and the level of experience of the Officer required to provide any such advice.

In instances where a development proposal may fall within 2 no. categories, for example it may also require an associated Listed Building Consent, the higher fee is payable as opposed to an aggregated payment.

Where it is requested and agreed that a Senior Manager also attends a meeting with the case officer, an additional charge, based on an hourly rate, may be payable.

Where follow-up advice is required an hourly rate will be charged, which shall firstly be agreed by and paid to the Local Planning Authority.

### **TERMS AND CONDITIONS**

All of the above charges are inclusive of VAT.

Standard fees plus VAT must be paid on submission of the request for advice.

Payments can be made online at [www.newark-sherwooddc.gov.uk/pay/](http://www.newark-sherwooddc.gov.uk/pay/) or over the phone by telephoning 01636 650000.

### **SERVICE STANDARDS AND SUBMISSION REQUIREMENTS**

#### **Exemptions (Do I need Planning Permission Requests)**

Prospective applicants seeking advice as to whether planning permission is required for either a house extension or household development in a garden are required to complete an Exemption Form 1. Those seeking guidance for commercial proposals in terms of establishing

whether planning permission is required should complete an Exemption Form 2. Both forms are available on our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) and at Castle House. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

All Exemption requests will be responded to wherever possible within 21 days. You will receive acknowledgement of your request for the advice within 1 week of a valid request, unless you are informed otherwise. The Council will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. Please note that in circumstances where any missing information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

### **Pre Application Advice**

Prospective applicants seeking exemption or pre-application advice are required to complete either an 'Exemption' or a 'Request for Pre-application Advice' form which is available on our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) and at our reception at Castle House. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

Within 1 week of receiving a request for pre-application advice, the service will contact you to confirm:

- That your request for advice has been received;
- That the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
- Any additional information that is required before pre-application advice is offered; and the name of the planning case officer who will be providing the advice.
- Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.
- The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes.

The case officer will:

Research the history of the site;

- Undertake an unaccompanied site visit (sometimes we may ask you or a representative to attend to gain access and to fact find);
- Consult with key statutory and non-statutory consultees where applicable;

- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant (normally at the Council Offices) where applicable. Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week and will include an estimate of the cost for the additional advice. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

## **QUALIFICATION**

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

## **PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS**

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

## **CONTACT US**

If you have any queries regarding the pre-application advice service please visit our website <http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/> or contact us using [planning@nsdc.info](mailto:planning@nsdc.info) or telephone 01636 650000.

**CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

*(Car Park charges are all inclusive of VAT)*

<b>NEWARK CAR PARKS</b>	<b>Duration</b>	<b>2018/19 Charge</b>	<b>2019/20 Charge</b>
<b>INNER TOWN</b>	30 min	<b>£0.50</b>	<b>£0.50</b>
London Road	1 hour	<b>£1.00</b>	<b>£1.00</b>
Balderton Gate	2 hours	<b>£1.50</b>	<b>£1.50</b>
Town Wharf	2-3 hours	<b>£2.50</b>	<b>£2.50</b>
Appletongate	3-4 hours	<b>£4.50</b>	<b>£4.50</b>
	Over 4 hours	<b>£7.50</b>	<b>£7.50</b>
	After 6pm (Evening Charge)	<b>£1.00</b>	<b>£1.00</b>
<b>OUTER TOWN</b>	1 hour	<b>£1.00</b>	<b>£1.00</b>
Riverside (former Tolney Lane)	2 hours	<b>£1.50</b>	<b>£1.50</b>
Riverside Arena	2-4 hours	<b>£2.00</b>	<b>£2.00</b>
Livestock Market	4-5 hours	<b>£2.50</b>	<b>£2.50</b>
Castle House	5 hours and above	<b>£3.00</b>	<b>3.00</b>
	After 6pm (Evening Charge)	<b>£1.00</b>	<b>£1.00</b>
<b>Dedicated Motorcycle Bay Newark:</b> London Road Balderton Gate, Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market	<p>Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice</p> <p>Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.</p>		
<b>LORRY PARKING</b>			
Lorry Parking – Fixed Charge		<b>£14.50</b>	<b>£14.50</b>
Lorry Parking (with meal voucher)		<b>£17.50</b>	<b>£17.50</b>
<b>SEASON TICKETS</b>			
INNER TOWN (Newark)	Per month	<b>£84</b>	<b>£84</b>



(limited issue)			
	Per quarter	<b>£193</b>	<b>£193</b>
	Per year (7 days per week)	<b>£700</b>	<b>£700</b>
OUTER TOWN (Newark) (limited issue)	Per month	<b>£47</b>	<b>£47</b>
	Per quarter	<b>£123</b>	<b>£123</b>
	Per year (Monday – Friday only)	<b>£350</b>	<b>£350</b>
	Per year (7 days per week)	<b>£450 *</b>	<b>£450 *</b>
<b>CONTRACT CAR PARK RATES</b>			
Barnby Gate	Per quarter	<b>£208</b>	<b>£208</b>
	Per annum	<b>£800</b>	<b>£800</b>
<b>CONTRACT CAR PARK RATES</b>			
The Palace	Per quarter	<b>£208</b>	
	Per annum	<b>£800</b>	<b>£600</b> (This car park is currently underutilised so it is proposed to reduce the price to attract additional users.)
<b>CONTRACT CAR PARK RATES</b>			
Pelham Street	Per annum	<b>£500</b>	<b>£500</b>
Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.			

- \*Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply
- Where businesses/their employees buy, more than 1 contract car parking permit in any year, a 10% discount in annual cost will apply.
- The Business Manager responsible for car parking and markets shall have the discretion, subject to confirmation by the Section 151 Officer, to negotiate and agree a discounted parking charge for multiple lorry parking by the same haulier.
- Event parking fee at any Council Car or Lorry Park shall be £5

**RIVERSIDE MARKET – ECONOMIC DEVELOPMENT COMMITTEE**

*(Charges are not subject to VAT)*

<b>DAY</b>	<b>ITEM</b>	<b>2018/19 CHARGE</b>	<b>2019/20 CHARGE</b>
WEDNESDAY	MARKET STALL	<b>£16</b>	<b>£17</b>
	PITCH – PER LINEAR METRE	<b>£5</b>	<b>£6</b>

**HERITAGE, CULTURE & VISITORS – ECONOMIC DEVELOPMENT COMMITTEE**

*(The charges below are subject to VAT)*

	<b>2018/19 Charge</b>	<b>2019/20 Charge</b>
<b><u>Theatre Hire:</u></b>		
<b><u>With Stage &amp; Dressing Rooms as Equipped</u></b>		
<b><u>Full Theatre : 602 Seats</u></b>		
Per day with one performance – week days Commercial Hire	<b>£1,836</b> (£1,530 + VAT)	<b>£1,836</b> (£1,530 + VAT)
Per day with one performance - weekends Commercial Hire	<b>£2,448</b> (£2,040 + VAT)	<b>£2,448</b> (£2,040 + VAT)
Per day with two performances - weekdays Commercial Hire	<b>£3,366</b> (£2,805 + VAT)	<b>£3,366</b> (£2,805 + VAT)
Per day with two performances - weekends Commercial Hire	<b>£3,978</b> (£3,315 + VAT)	<b>£3,978</b> (£3,315 + VAT)
Week Hire: Monday-Saturday	<b>£11,322</b> (£9,435 + VAT)	<b>£11,322</b> (£9,435 + VAT)
<b><u>Non-Profit Making/ Charity/ Local</u></b> <b><u>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</u></b> <b><u>Current Stalls - only hirers to be phased into new pricing structure over two years</u></b>  There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.		
Per day with one performance – week days Non Profit Making/Charity/Voluntary	<b>£1,200</b> (£1,000 + VAT)	<b>£1,260</b> (£1,050 + VAT)
Per day with one performance – weekends Non Profit Making/Charity/Voluntary	<b>£1,800</b> (£1,500 + VAT)	<b>£1,860</b> (£1,550 + VAT)
Per day with two performances – week days Non Profit Making/Charity/Voluntary	<b>£1,800</b> (£1,500 + VAT)	<b>£1,920</b> (£1,600 + VAT)

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Per day with two performances – weekends Non Profit Making/Charity/Voluntary	<b>£2,400</b> (£2,000 + VAT)	<b>£2,520</b> (£2,100 + VAT)
<b>Conference: Full Theatre</b> (Staffing, technical equipment and catering costs on application)	<b>£2,400</b> (£2,000 + VAT)	<b>£2,520</b> (£2,100 + VAT)
<b><u>Theatre Hire : Supplementary Charges Per Hour</u></b> <b><u>(not including staffing)</u></b>		
Technical/Dress: Commercial Hires	<b>£93.60</b> (£78.00 + VAT)	<b>£94.20</b> (£78.50 + VAT)
Non Profit Making/Charity/Voluntary	<b>£79.20</b> (£66.00 + VAT)	<b>£79.80</b> (£66.50 + VAT)
General Rehearsals: (No lights)  Commercial Hires	<b>£79.20</b> (£66.00 + VAT)	<b>£79.80</b> (£66.50 + VAT)
Non Profit Making/Charity/Voluntary	<b>£66.60</b> (£55.50 + VAT)	<b>£67.20</b> (£56.00 + VAT)
Get In/Fit Up/ Get Out  Commercial Hires	<b>£26.40</b> (£22.00 + VAT)	<b>£27.00</b> (£22.50 + VAT)
Non Profit Making/Charity/Voluntary	<b>£22.80</b> (£19.00 + VAT)	<b>£23.40</b> (£19.50 + VAT)
<b><u>Staffing Recharges : per hour</u></b>		
Technical Manager – week days*	<b>£41.40</b> (£34.50 + VAT)	<b>£42.00</b> (£35.00 + VAT)
Technical Manager - weekends**	<b>£47.40</b> (£39.50 + VAT)	<b>£48.00</b> (£40.00 + VAT)
Technical Officer – week days*	<b>£31.80</b> (£26.50 + VAT)	<b>£32.40</b> (£27.00 + VAT)
Technical Officer - weekends**	<b>£36.60</b> (£30.50 + VAT)	<b>£37.20</b> (£31.00 + VAT)
Technical Assistant – week days*	<b>£22.20</b> (£18.50 + VAT)	<b>£22.80</b> (£19.00 + VAT)
Technical Assistant - weekends**	<b>£27.00</b> (£22.50 + VAT)	<b>£27.60</b> (£23.00 + VAT)

- \* Plus 20% on all rates for hours worked between 2330 and 0600 hours
- \*\* Plus 20% on all rates for hours worked between 2330 and 0600 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 2330 and 0600 hours

<b><u>Room Hire : Per Hour</u></b>		
The Workshop ( <i>Charge is exempt from VAT</i> ) Non-Profit Making/Charity/Community	<b>£15.50</b>	See Room Hire in below 'Miscellaneous Charges'
<b><u>Room Hire: Commercial : Per Hour</u></b> Byron Lounge: Meetings per day Byron Lounge: Meetings half day	<b>£30</b> (£25 + VAT)	See Room Hire in below 'Miscellaneous Charges'
Flexibility to discount package deals on repeat bookings and block bookings or where a room hire is part of a theatre hire deal. Flexibility to offer rooms at a discounted rate to local and community users at times when the rooms would otherwise be unused, but being mindful that costs must be covered.		
<b><u>Ticket Handling Fee</u></b>		
Per Ticket – applicable to all professional productions	<b>£1.80</b> (£1.50 + VAT)	<b>£1.80</b> (£1.50 + VAT)
Per Ticket – applicable to all amateur productions, dependent on overall ticket price	<b>60p - £1.80</b> (50p - £1.50 + VAT)	<b>60p - £1.80</b> (50p - £1.50 + VAT)
<b><u>Palace Membership Scheme</u></b> <b><i>(Charges not subject to VAT)</i></b>		
Single membership	<b>£11</b>	<b>£11</b>
Couple's membership	<b>£18</b>	<b>£18</b>
Junior membership	<b>£8</b>	<b>£8</b>
Family membership	<b>£30</b>	<b>£30</b>

<b>National Civil War Centre – Newark Museum</b> <b>(Charges are inclusive of VAT, unless otherwise stated)</b>			
<b>Proposed Ticket Types</b>	<b>Notes</b>	<b>2018/19 Charge</b>	<b>2019/20 Charge</b>
<b>Day Tickets</b>			
Adult	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness	<b>£8</b>	<b>£8</b>
Concession		<b>£7</b>	<b>£7</b>
Children 5-16		<b>£4</b>	<b>£4</b>
Children under 5		<b>Free</b>	<b>Free</b>
Annual Pass – Adult		<b>£15.75</b>	<b>£15.95</b>
Annual Pass - Concession		<b>£13.75</b>	<b>£13.95</b>
Annual Pass – Children		<b>£7.75</b>	<b>£7.95</b>
<b>Groups</b>			
Group Visit (10 or more paying)	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market	10% discount	10% discount
After-hours Evening Guided Visit:  Minimum of 15 persons, must be booked <u>at least</u> four weeks in advance	90 min visit between the hours of 5pm and 9pm.	<b>£15/head</b>  £2 discount for all partner organisations (EH, Art Fund, etc.)	<b>£15/head</b>  £2 discount for all partner organisations (EH, Art Fund, etc.)
Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.		<b>£5/head</b> , min 10, max per session 20	<b>£5/head</b> , min 10, max per session 20
Volunteer-led Town/Civil War Tour		<b>£5, £3 child (£3, £1 child if purchased with NCWC entry)</b>	<b>£5, £3 child (£3, £1 child if purchased with NCWC entry)</b>
Commercial: Town Tour	All to NSDC	<b>£6/head</b>	<b>£6/head</b>
Commercial: Castle Tour	£4 to go to the castle, £2 to NCWC	<b>£6/head</b>	<b>£6/head</b>

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Commercial: Church Tour	£4 to go to the church, £2 to NCWC	<b>£6/head</b>	<b>£6/head</b>
Coach Parking @ Lorry Park	FOC	FOC	FOC

### Miscellaneous Charges

*(Charges subject to VAT, unless otherwise stated)*

	Notes	2018/19 Charge	2019/20 Charge
<b>After Dinner speaking</b>	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers.	<b>£180</b> plus travel expenses (£150 + VAT)	<b>£192</b> plus travel expenses (£160 + VAT)
<b>Room Hire</b>	<p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p>		
<b>Community Space</b> <i>(Charges are not subject to VAT)</i>	Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing	<p>Educational/Training/ Meeting: From <b>£20/hr</b> <i>Unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i></p> <p>Event rate: <b>£35 – 50/hr</b></p>	<p>Educational/ Training/Meeting: From <b>£20/hr</b></p> <p>Event Rate: <b>£37 - £52/hr</b></p>
<b>Byron Room</b>	Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number	<p>Educational/Training/ Meeting: From <b>£24/hr</b> (£20 + VAT)</p> <p><i>unless it strictly conforms to and progresses our</i></p>	<p>Educational/ Training/Meeting: From <b>£24/hr</b> (£20 + VAT)</p>

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	of client meetings, is extensive/labour intensive or involves additional staffing.	<i>Learning and Participation plans, then it will be discussed.</i>	
		Event Rate: <b>£42 - £60/hr</b> (£35 - £50 + VAT)	Event Rate: <b>£44.40 - £62.40/ph</b> (£37 - £52 + VAT)
<b>Workshop</b> <i>(Charges are not subject to VAT)</i>	Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required.	<b>£15.50 - £25</b>	<b>£15.50 - £25</b>
<b>Tudor Hall</b>  Hourly rate  Day rate for meetings  Event rate	New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing	<b>£102</b> , max 4 hr hire (£85 + VAT)  <b>£474</b> (£395 + VAT)  <b>£954 - £1,440</b> (£795 – £1200 + VAT)	<b>£102</b> , max 3 hr hire (£85 + VAT)  <b>£474</b> (£395 + VAT)  <b>£954 - £1,560</b> (£795 - £1,300 + VAT)
<b>Hire a costumed performer</b>	.	<b>£100/evening</b>	<b>£105/evening</b>



<b>Hire Location</b>	<b>Additional Information</b>	<b>2018/19 Charge</b>	<b>2019/20 Charge</b>
In Hours – Guided tours	Occupancy : Max. 25 people	<b>£6</b> /head, minimum 15, max 25	<b>£6</b> /head, minimum 15, max 25
Workshops	To be paid in advance when booking	Price by request	Price by request
Photocopying		<b>£1</b> A4 <b>£1.50</b> A3	<b>£1</b> A4 <b>£1.50</b> A3
Scan Orders	This price includes VAT. Postage is extra.	<b>£5.50</b> <b>£6.50</b> <b>£9.00</b>	<b>£5.50</b> <b>£6.50</b> <b>£9.00</b>
Microfiche Copies		<b>£5.00</b> plus <b>£2.00</b> admin(very rarely requested)	<b>£5.00</b> plus <b>£2.00</b> admin(very rarely requested)
Own Camera	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	<b>£5.00</b> – reflects time processing charges	<b>£5.00</b> – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	<b>£10.00</b> – reflects time processing charges	<b>£10.00</b> – reflects time processing charges

**APPENDIX C**

Publication			
Commercial Organisations (Newspapers, Journals, magazines, TV, etc.)	There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.	<b>£100.00</b> - per image	<b>£100.00</b> - per image
Local Authority/Vol./Charitable Organisations		<b>£20.00</b> - per image	<b>£20.00</b> - per image
Corporate Products (annual reports, TV)		<b>£100.00</b> - per image	<b>£100.00</b> - per image
Commercial products (cards, calendars, jigsaws etc.)		<b>£150.00</b> - per image	<b>£150.00</b> - per image
	Cost per image is based on <u>one</u> use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.		
Long Term Archaeological Storage at Museum Resource Centre	Cost is based on English Heritage Calculations. One off fees.	<b>£160</b> per box	<b>£160</b> per box

## APPENDIX C

<b>Other Income (Charges are inclusive of VAT)</b>	<b>Additional Information</b>	<b>2018/19</b>	<b>2019/20</b>
Loans Box Fines	Late return of boxes	<b>£16</b>	<b>£16</b>
Out of District Schools Travel Expenses	Flat fee	Price by request – We will consider outreach for schools on a case by case basis and price accordingly.	Price by request – We will consider outreach for schools on a case by case basis and price accordingly.
Discovery box – Cost per hire	Loan period is 2 weeks – fines for late returns	<b>£15</b> per box for two weeks	<b>£20</b> per box for two weeks
Education programme at NCWC			
KS1 – KS3 students one facilitated activity, one self-led activity	To be paid on day of visit by cash/cheque/card or by invoice	<b>£4</b> per head – Half day (2 – 2.5 hr) visit	<b>£4.50</b> per head – Half day (2 – 2.5 hr) visit
One facilitated activity, two self-led activities.	Option to build bespoke package on request, price according to resource allocation and timescales.	<b>£6.50</b> per head – Full day visit	<b>£7</b> per head – Full day visit
Two facilitated activities, one self-led activity		<b>£6.50</b> per head – Full day visit	
KS 5, FE and HE	KS 5, HE and FE students to reflect bespoke nature of events and level of expertise required.	<b>£6.00</b> per head for half day visit <b>£7.00</b> per head for full day visit	<b>£6.00</b> per head for half day visit <b>£8</b> per head full day visit

**LAND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

*(Charges are inclusive of VAT where applicable)*

<b>Type of Search</b>	<b>Relevant Act or Order</b>	<b>2018/19 Charge</b>	<b>2019/20 Charge</b>
LLC1 (Note: cannot charge VAT on this search)	Local Land Charges Act 1975	<b>£26</b>	<b>£26</b>
Con29 Residential	Local Land Charges Act 1975	<b>£90</b>  The above figure includes Charge from Via East Midlands of £26 plus VAT	<b>£90</b>  Please note, previous charge from Via East Midlands is now split into 2 parts as follows: <ul style="list-style-type: none"> <li>• Via East Midlands: £16.45 plus VAT; and</li> <li>• Notts County Council Rights of Way: £10.00 plus VAT</li> </ul> <p>Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed fee may change upon receipt of confirmation and will be amended accordingly.</p>
Con29 Commercial	Local Land Charges Act 1975	<b>£122</b>  The above figure includes Charge from Via East Midlands of £26 plus VAT	<b>£122</b>  Please note, previous charge from Via East Midlands is now split into 2 parts as follows: <ul style="list-style-type: none"> <li>• Via East Midlands: £16.45 plus VAT; and</li> <li>• Notts County Council Rights of Way: £10.00 plus VAT</li> </ul> <p>Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed</p>

## APPENDIX C

			fee may change upon receipt of confirmation and will be amended accordingly.
Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)	Local Land Charges Act 1975	<b>£43</b>  The above figure includes Charge from Nottinghamshire County Council of £30 plus VAT	<b>£43</b>  The above figure includes Charge from Nottinghamshire County Council of £30 plus VAT  Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed fee may change upon receipt of confirmation and will be amended accordingly.
Optional Questions Remainder NSDC only deal with questions which relate to us. All other questions are answered by NSDC	Local Land Charges Act 1975	<b>£13</b>	<b>£13</b>
Written Enquiries	Local Land Charges Act 1975	<b>£22</b>	<b>£22</b>
Additional Parcels LLC1 (Note: cannot charge VAT on this search)	Local Land Charges Act 1975	<b>£6.50</b>	<b>£6.50</b>
Additional Parcels CON29	Local Land Charges Act 1975	<b>£12</b>	<b>£12</b>
Personal Search	Local Land Charges Act 1975	NIL	NIL
Light Obstruction Notice – Registration Fee for putting on local land charge	Rights of Light Act 1959	<b>£85.50</b>	<b>£85.50</b>
Expedited Search – Quick return search (3 day turnaround) Can add VAT for Con 29 element	Local Land Charges Act 1975	<b>£21.50</b>	<b>£21.50</b>

<b>CON29 Individual requests</b>	<b>Residential 2018/19 Charge</b>	<b>Commercial 2018/19 Charge</b>	<b>Residential 2019/20 Charge</b>	<b>Commercial 2019/20 Charge</b>
1.1 a-i	£18.00	£30.00	£18.00	£30.00
1.1 j-l	£12.50	£20.00	£12.50	£20.00
1.2	£8.50	£8.50	£8.50	£8.50
3.1	£2.00	£2.70	£2.00	£2.70
3.3	£3.60	£5.60	£3.60	£5.60
3.7	£3.60	£5.60	£3.60	£5.60
3.8	£2.00	£2.70	£2.00	£2.70
3.9	£2.00	£2.70	£2.00	£2.70
3.10	£10.50	£10.50	£10.50	£10.50
3.11	£2.00	£2.70	£2.00	£2.70
3.12	£5.50	£8.00	£5.50	£8.00
3.13	£3.60	£5.60	£3.60	£5.60
3.14	£3.60	£5.60	£3.60	£5.60
3.15	£6.50	£6.50	£6.50	£6.50

**PARKS & AMENITIES FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

*(Charges are inclusive of VAT where applicable)*

Facility	Purpose		2018/19 Charge	2019/20 Charge
<b>Parks &amp; Playing Fields</b>	Football Season (13 matches or more)	Seniors	£500	£500
		Juniors	£280	£280
		Mini Soccer	£150	£150
	Football Pitch (per match)	Seniors	£49	£49
		Juniors	£30	£30
		Mini Soccer	£18	£20
	Hire of Park – commercial use		£500 per day or 5% of ticket sales	£550 per day
	Hire of Park – charities		£100 but waived at the discretion of CMT	£100 but waived at the discretion of CMT
	Circuses		£360 per day	£370 per day
	Fun Fairs	Large Fair	£350 per day	£360 per day
		Small Fair	£265 per day	£275 per day
	Sponsorship	Bedding Displays	£750pa	£775pa
	Outdoor Fitness Camps		£6.50 per session	£6.70 per session
<b>Newark Castle &amp; Gardens</b>	Guided Tours	Adult	£5.50	£6.00
		Child	£2.75	£3.00
		Family	£13.50	£16.00
		Ghost Tour commercial hire	£420 per event	£435 per event
	Hire of Gardens – charity		£100 but waived at the discretion of CMT	£100 but waived at the discretion of CMT
	Hire of Gardens – commercial		£500 per day or 5% of ticket sales	£550 per day
	Hire of Gardens for weddings	Bandstand	£370	£400
		Undercroft	£370	£400
	Education programme	Half day visit	£3.00 per head	£3.25 per head
		Full day visit	£4.25 per head	£4.50 per head
	Use of Castle for commercial photography/filming		£30 per hour	£30 per hour
	Use of Castle Gardens for wedding photographs – professional photographers only		£20 flat fee	£20 flat fee
<b>Lincoln Road Pavilion</b>	Hire of Pavilion		£9.50 per hour	£9.80 per hour

**STREET NAMING & NUMBERING CHARGES**

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approve street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received **after** the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

**Proposed Fee Schedule:**

***(Charges are not subject to VAT)***

<b>Service</b>	<b>2018/19 Charge</b>	<b>2019/20 Charge</b>
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	<b>£26.50</b>	<b>£26.50</b>
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	<b>£79.00</b> admin fee plus <b>£26.50</b> per plot* requiring renumbering/naming	<b>£79.00</b> admin fee plus <b>£26.50</b> per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	<b>£79.00</b> admin fee plus <b>£26.50</b> per property for up to 10 properties  <b>£10.50</b> for every additional property thereafter	<b>£79.00</b> admin fee plus <b>£26.50</b> per property for up to 10 properties  <b>£10.50</b> for every additional property thereafter
Rename or numbering of street where requested by Parish Council and/or residents including notification	<b>£79.00</b> admin fee plus <b>£26.50</b> per property for up to 10 properties affected by change  <b>£10.50</b> for every additional property thereafter affected by change	<b>£79.00</b> admin fee plus <b>£26.50</b> per property for up to 10 properties affected by change  <b>£10.50</b> for every additional property thereafter affected by change

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



*Terms and Conditions:*

- 1. All requests must be completed on the appropriate form which is available on our website or from Customer Services.*
- 2. All fees must be paid prior to notification being sent.*
- 3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.*
- 4. Postal codes remain the responsibility of Royal Mail.*
- 5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.*
- 6. All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Councils street naming and numbering policy.*
- 7. Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.*

## **ECONOMIC DEVELOPMENT COMMITTEE**

**16 JANUARY 2019**

### **DESTINATION MANAGEMENT PLANS – SOUTHWELL AND SHERWOOD FOREST**

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

- 1.1 To provide the Economic Development Committee with the draft Destination Management Plans for Southwell and Sherwood Forest (please see **Appendices A and B** respectively).

#### **2.0 Background Information**

- 2.1 National data suggests that the economic impact of the visitor economy is worth around £260 million to the District economy per annum. A Destination Management Plan is ‘a shared statement of intent to manage a destination over a stated period of time, articulating the roles of the different stakeholders and identifying clear actions that they will take and where appropriate the apportionment of resources’.
- 2.2 The Destination Management Plan for Newark is being implemented with the aim to increase the economic impact of tourism through better coordination and integration of the visitor assets and offer within the town and vicinity, thereby increasing the number of visitors as well as the (dwell) time they spend in the town.
- 2.3 The Economic Development Committee agreed in March 2018 to engagement of the consultant who developed the Destination Management Plan for Newark previously to develop subsequent Destination Management Plans for Southwell and Sherwood Forest in order to ensure appropriate support and uniformity of approach across the District.
- 2.4 The resulting draft Destination Management Plans for Southwell and Sherwood Forest take into account the differences in their current levels of maturity of destination management. The recommendations for each of the District’s three destination brands, Newark, Southwell and Sherwood Forest, reflect these differences and the need for different approaches.

#### **3.0 Proposals**

- 3.1 The draft Destination Management Plans are focused on those issues and activities where Newark & Sherwood District Council can have maximum influence and impact. They also highlight those organisations with which effective partnership working will deliver maximum impact. Proposals are included within the ‘Recommendations’ sections of the documents.
- 3.2 Key proposals for Southwell include:
- Supporting the established Southwell Tourism Partnership as the lead strategic body for tourism in Southwell
  - Developing and delivering clear and consistent proposition messaging for potential visitors in collaboration with key stakeholders
  - Considering the optimum approach to managing and improving the Southwell visitor online experience. Given this priority, a plan will be brought to the Committee in March to develop a District-wide visitor online experience
  - Encouraging investment in accommodation in and around the town

3.3 Key proposals for Sherwood Forest include:

- Establishing a strategic tourism management group involving all key stakeholders for the area
- Developing and delivering clear and consistent proposition messaging for potential visitors in collaboration with key stakeholders
- Developing the area's narrative in the legend of Robin Hood and its setting
- Developing the Sherwood Arts & Crafts Centre and reviewing the role of the YHA site to complement the new RSPB visitor centre and expand the visitor offer
- Encouraging investment in accommodation in the area
- Developing a detailed attract and disperse strategy to encourage visitors to explore other areas of the District during their visit to Sherwood Forest.

**4.0 Equalities Implications**

4.1 There are no equalities implications of this report.

**5.0 Financial Implications**

5.1 There are no cost implications of the draft Destination Management Plans at this point in time. Any proposals that arise subsequently to support the delivery of the plans will need to be costed and recommendations made regarding the budgets required.

**6.0 RECOMMENDATION**

**That Committee approves, in principle, the draft Destination Management Plans for Southwell and Sherwood Forest, subject to further discussion and refinement with key stakeholders.**

**Reason for Recommendation**

**The recommendation will support Newark & Sherwood District Council in maximising the contribution of tourism to the economy which helps to generate employment and revenue for tourism-related businesses in the District, as well as helping to improve Newark & Sherwood District Council-controlled tourism assets.**

**Background Papers**

Nil

For further information, please contact Richard Huthwaite, Business Manager – Tourism on Ext 5951.

Matthew Finch  
Director – Customers

# **Southwell**

## **Destination Management Plan**

**Prepared by**

Jennifer Spencer

Trent Bank House Consultants

December 2018

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## **1 What is a Destination Management Plan?**

As defined by Visit England, destination management is a process of leading, influencing and coordinating the management of all the aspects of a destination that contribute to a visitor's experience, taking account of the needs of visitors, local residents, businesses and the environment.

A Destination Management Plan (DMP) is a shared statement of intent to manage a destination over a stated period of time, articulating the roles of the different stakeholders and identifying clear actions that they will take and where appropriate the apportionment of resources.

## **2 Visitor Economy of Newark & Sherwood District**

Whilst Newark & Sherwood District has a strong visitor economy, it undoubtedly has the potential to grow further. According to the Scarborough Tourism Economic Assessment model (STEAM data), the visitor economy of the District was estimated to be worth around £260m in 2016 with a growth of 2.7% on the previous year. The District also saw a 3% year on year improvement in visitor numbers in 2016 overall to 4.351m of which just under 90% were day visitors. See Appendix 2 for more detail.

However, overnight visitor spend is, on average, over seven times more than that of day visitors (compared with around five times more for the wider County). Consequently, Destination Plans are critical to help determine those key actions which will not only increase visitor numbers but also extend the dwell time of the offer in the District, encouraging visitors to stay longer and spend more to deliver the concomitant increase in economic impact.

## **3 Current Position of visitor economy activity in Southwell**

Since this plan covers a tight geographical area, its actions are focused on those issues and activities where Newark & Sherwood District Council can have maximum influence and impact. It will also highlight those organisations with which effective partnership working will deliver maximum impact.

Unlike Newark, none of the Southwell tourism assets are under the direct control of the District Council. This serves to emphasise the need for the District team to work closely to support those in the public and private sectors whose roles are about delivery - both the visitor 'product' and the marketing of it. There is a strong offer, attracting not just regional but national visitors in and around the town with, for

example, the Minster, the Racecourse, the National Trust Workhouse property attracting national as well as regional visitors. These attractions operate alongside an interesting and varied programme of Festival activity of which the Southwell Music Festival, in particular, brings visitors from far and wide.

Southwell currently 'punches above its weight' both in terms of its tourism product offer with several attractions that draw interest nationally and in terms of its promotion of the town. This is managed and coordinated across the town because Southwell is in the fortunate position of having a well-established Tourism Town Partnership. Representatives from all key visitor economy assets, key Town Councillors and others are in regular attendance at this meeting. This in turn is supported by a small but extremely dedicated resource focused on delivery. In recent years, when supported by the Destination Management Organisation for Nottinghamshire, Southwell benefited from PR coverage of around £60k advertising equivalent spend per year.

So long as everyone remains engaged, this partnership can serve as a very effective means to both disseminate information and to coordinate activities across the town's offer. It has delivered some positive results for events such as the Bramley Apple Festival and coordinated activities to support wider initiatives such as the cycling Tour of Britain. Southwell has the potential to be a significant hub for an attract and disperse strategy across the District, i.e. increasing visitor dwell time and moving them on to other attractions around the area. In collaboration with Southwell Town Council, NSDC needs to find the most successful way to support this group in its work.

A great deal of excellent work is also being undertaken by key stakeholders around the town to develop the visitor offer and these will create significant opportunities for the town in the next few years.

For example,

Major plans are afoot for a new offer at the Workhouse, the National Trust property on the outskirts of the town which sees them investing both NT monies and grants from the Wellcome Trust, not just in conservation but in the development of new interpretations of space. These developments are due to open Spring 2019 and will form part of a masterplan to increase visitors, their dwell time and to encourage repeat visits to the site.

The Museum of Timekeeping has recently been successful in securing some philanthropic funding to enable it to refurbish public areas and to upgrade its displays with a view to improving the visitor experience. The Museum also has plans in place to develop four key strands of activity around group visits, an events programme, working closely with local schools and to increase general opening of the facility.

The Nottingham Trent University Brackenhurst campus is currently undergoing £50m of significant building works to extend not just the campus reception but teaching facilities. The University is keen to build connections to the town's visitor economy particularly through the history of the Bramley Apple and from the campus to town via a discretely lit footpath. Visiting families of their students will also bring further economic prosperity to the area.

Southwell racecourse is a significant attractor to the town and over the course of year attracts approximately 100,000 visitors of whom 80% are from within a 20-mile radius. However, when races are screened on Sky Digital channels, over 250,000 people per day are exposed to Southwell. The racecourse is also seeking to attract a wider range of visitors from both the locality and farther afield not just on race days but with other events such as antique fairs, the Gate to Southwell festival and around their golf course.

Coordinating the promotion of the town around a series of agreed key stories / messages, especially when resources to undertake this work are limited, will ensure that the maximum impact is gleaned from such activity no matter who is undertaking it. Some suggestions for key messages are made in this plan as these have emerged from the consultation work undertaken in the preparation of this plan. Going forward, these will need to be discussed in more detail with key stakeholders to ensure that everyone has bought in fully to the implications. Consideration may need to be given by the Southwell Town Council to the usefulness or otherwise of the current Tourist Information Centre as it both difficult to locate and limited in scope in an age when most information is being gleaned online.

Southwell has the potential to develop and grow its tourism and the concomitant economic impact this has on the town and surrounding area if this plan is implemented successfully.

#### **4 Aims of the Destination Management Plan for Southwell**

- The overarching aim of the plan is to increase the economic impact of the visitor economy sector in the Southwell area. This will be achieved by:
  - Creating a management plan behind which all key stakeholders can align. This will then need to be supported by a detailed action plan.
  - Supporting the sector to improve both the attractiveness and promotion of its offer to encourage more visitors to visit.



- To help the sector with its plans to increase visitor dwell time, thereby keeping visitors in the area for longer. As a consequence of which they will then spend more on accommodation, restaurants etc.
- Working closely with partners to identify areas both in terms of product on offer and its promotion that need improvement and developing action plans to address this.

## **5 Key visitor economy messages / stories**

Southwell has an interesting but rather wide-ranging selection of stories to tell. It will be challenging to distil these into a single message. However, by carefully matching the stories to the appropriate target audience it should be possible to make links and connections across the offer to create an intriguing tapestry of visitor opportunities – presenting potential visitors with good reason to consider spending more than one day in the area. Albeit this will be constrained by the limited accommodation that is currently available.

Southwell is a place to:

- Be challenged about how life in nineteenth century workhouse can give cause to reflect upon the issues faced in today's society by those with mental health issues and learning difficulties.
- Explore and enjoy an insight into the County's and indeed country's ecclesiastical history.
- Enjoy a day at the races and stay a while longer in the delightful town of Southwell.
- Indulge in the town's varied independent shopping opportunities and its wide selection of intimate cafes.
- Delve into the intricacies of telling time over many centuries.
- Experience a great atmosphere at one of Southwell's Festivals.
- Receive an exemplary Environmental, Ecology and Conservation education at NTU's Brackenhurst campus. Southwell offers a warm welcome to visiting friends and families of those studying in this delightful location.

## **6 Maximising the potential of stories via wider partnerships**

- Taking advantage of the cross-District opportunities that having a Tourism Marketing Manager will bring forward.
- Working closely with national Visit England campaigns either directly or via Marketing NG/Visit Notts to capitalise on all opportunities as they arise.

- Nottingham City of Literature – Burgage Manor in Southwell was the home of the teenage Lord Byron while his recently inherited property of Newstead Abbey was rented out. Consequently, Southwell can rightfully take its place on any literature tour of the County.
- Discover England project The Explorer's Road (formerly East of England Touring Route) is being designed to identify and promote bookable product within easy reach of the A1 aimed at the German Market. NSDC is now working closely with this project and the opportunities it offers (see Newark DMP for details). Southwell Minster is one of the six attractions across the District to have signed up to the project.

## 7 **Key Visitor economy stakeholders and opportunities for Southwell in the next two to three years**

- **Existing visitor economy assets that attract significant numbers to the town.**  
All have active programmes in place to develop their offer further and are members of the Southwell 'Tourism Town Partnership'
  - Southwell Minster and Archbishop's Palace
  - Southwell Racecourse
  - National Trust Workhouse
- **Festivals**
  - Bramley Apple Festival – potential to attract more regional visitors
  - Southwell Music Festival – as this continues to develop, it offers national potential but is currently heavily reliant on volunteers providing accommodation to both performers and to some extent visitors
  - Gate to Southwell – whilst the organisers make every effort to connect to the town, given its base at the Racecourse this now has less potential to provide additional economic benefit to the town

Collaborations either already exist or are being planned by NT Workhouse and Brackenhurst with the town's festivals and these should be encouraged and supported wherever possible.
- **Independent Retail, Food & Beverage offer**
  - Southwell's independent retail offer is a major asset for the town – the retailers themselves have created a small working group and are working well as a team to develop new initiatives.....this is to be encouraged & supported wherever possible.
  - There is an excellent selection of day time cafes which are well used.
  - However, although there are a couple of restaurants open in the evenings, Southwell's night-time economy is limited.

- **New Developments** - see point 3 for some detail
  - In addition to the current tourism assets, several stakeholders have planned developments which present quite significant opportunities for the town over the next couple of years
  - NT Workhouse
  - Southwell Minster
  - Museum of Timekeeping
  - NTU Brackenhurst campus

## 8 Recommendations

- Newark & Sherwood District Council needs to work in close partnership with Southwell Town Council, not just to help attract additional visitors to the town but to encourage those already visiting to spend time elsewhere in the District, be it Sherwood Forest or Newark. In what is known as an 'attract & disperse' strategy, Southwell has the potential to act as a key attractor for the District as a whole albeit that a greater selection of accommodation options in the town and surrounding areas would greatly assist in this objective.
- Supporting the Southwell Tourism Partnership as the lead strategic body for tourism in Southwell. This partnership engages with all the key stakeholders although not all attend all meetings. Having a proactive programme of activity to support the Destination Management Plan would provide added focus and might help engage partners more strongly and encourage consistent attendance. This group certainly has the potential to be the key driver for the visitor economy of Southwell and the wider District. NSDC should support this initiative through regular attendance and, as budgets permit, provide support for key projects.
- Newark & Sherwood District Council and Southwell Town Council will need to work closely together to ensure that strong, consistent messages are delivered to potential visitors. In close collaboration with all key stakeholders, the key communications messages and most appropriate target audiences need to be refined so there is good 'buy-in' and the limited resources available to undertake this work are used to maximum impact.

Also, with respect to the town's online presence, consideration needs to be given to information being held in one core place and then disseminated to others. At present there is a plethora of places to find information and it isn't always entirely consistent in its messaging. What is also critical is that information must be updated and refreshed on a regular basis. However, this is resource heavy activity, hence this recommendation to do it once via an

effective CRM system (logically wherever the largest resource exists) and then disseminating elsewhere will maximise the impact of limited marketing budgets.

- Accommodation - In simple terms more of the right calibre and location is required. For the major attractions and festivals in the area (e.g. Southwell Racecourse, NT Workhouse & Southwell Music Festival) to fulfil the potential from the investments they are making, there is a need to encourage suitable investment in accommodation in the area.

## **Appendix 1: Consultees**

In addition to those consulted during the preparation of the Newark DMP

Southwell Festivals - Bramley Apple Festival and Gate to Southwell

Museum of Timekeeping

NT Workhouse

NTU Brackenhurst

Southwell Minster

Southwell Racecourse, Mark Clayton

Southwell Tourism Partnership

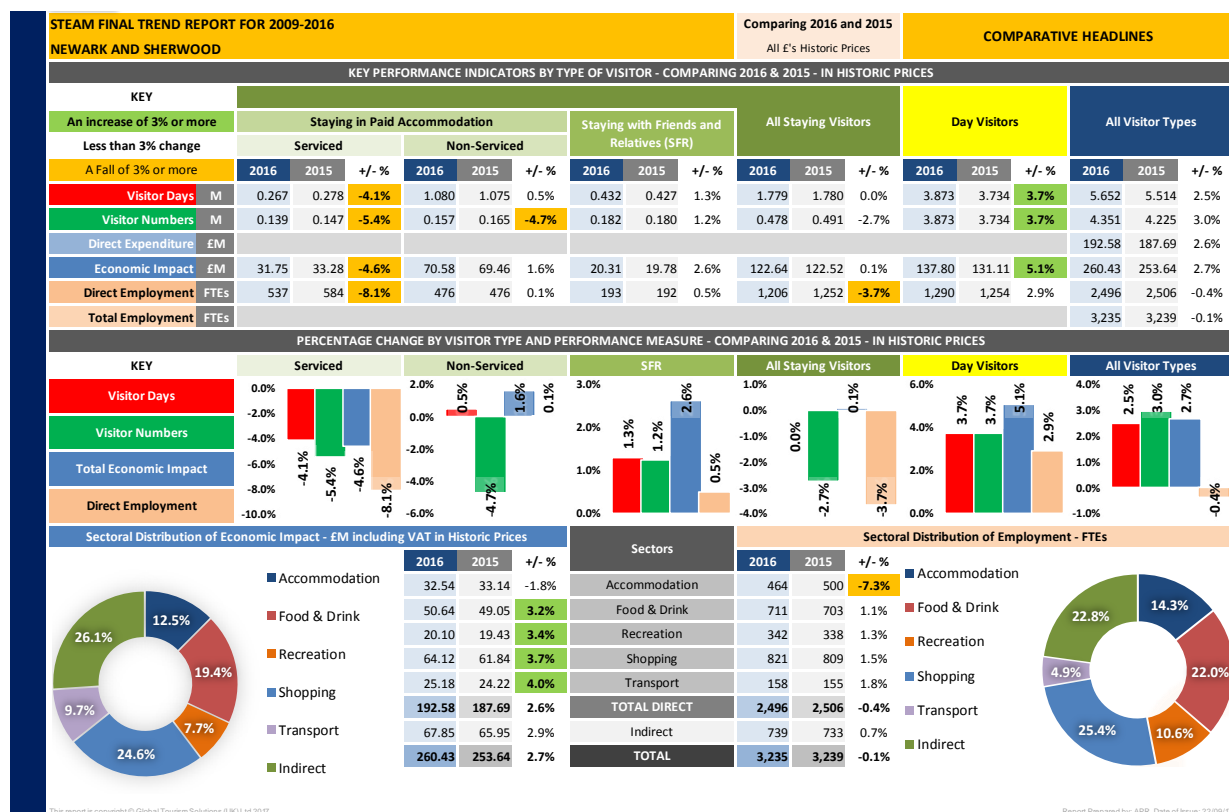
Southwell Town Council inc

Clerk, Tracey Broughton & Honor Dunkley

Cllrs Peter Brooker, Peter Harris

District Councillors Penny Rainbow, Bruce Laughton

Southwell Traders Richard Carnill, Helen



## Appendix 2: 2016 STEAM data for Newark & Sherwood District Council

# **Sherwood Forest Destination Management Plan**

**Prepared by**

Jennifer Spencer

Trent Bank House Consultants

January 2019

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## **1 What is a Destination Management Plan?**

As defined by Visit England, destination management is a process of leading, influencing and coordinating the management of all the aspects of a destination that contribute to a visitor's experience, taking account of the needs of visitors, local residents, businesses and the environment.

A Destination Management Plan (DMP) is a shared statement of intent to manage a destination over a stated period of time, articulating the roles of the different stakeholders and identifying clear actions that they will take and where appropriate the apportionment of resources. Since this plan covers only the geographical area that sits within Newark & Sherwood District, its actions are focused on those where the Council can have maximum influence and impact.

## **2 Visitor Economy of Newark & Sherwood District**

Whilst Newark & Sherwood District has a strong visitor economy, it undoubtedly has the potential to grow further. According to the Scarborough Tourism Economic Assessment model (STEAM data), the visitor economy of the District was estimated to be worth around £260m in 2016 with a growth of 2.7% on the previous year. The District also saw a 3% year on year improvement in visitor numbers in 2016 overall to 4.351m of which just under 90% were day visitors. However, overnight visitors spend, on average, over seven times more than day visitors (compared with around five times more for the wider County). Consequently, Destination Plans are critical to help determine those key actions which will not only increase visitor numbers but also extend the dwell time of the offer in the District, encouraging visitors to stay longer and spend more to deliver the concomitant increase in economic impact.

## **3 Current Position of visitor economy activity in Sherwood Forest**

Since this plan covers a tight geographical area, its actions are focused on those issues and activities where Newark & Sherwood District Council can have maximum influence and impact. For example, the Sherwood Arts & Crafts Centre and associated buildings. It will also highlight those organisations with which effective partnership working will deliver maximum impact.

Sherwood Forest is the area within Newark & Sherwood District that has the most economic potential for the District as a whole. However, it is the least mature of the three areas in destination management terms. It should be playing a key role in terms of attract and disperse for the District. For example, if just 2% of the approximate 400,000 visitors per year currently visiting the Sherwood Forest Visitor



Centre / Sherwood Pines could be encouraged to visit the National Civil War Centre, it would increase its admissions by around 50%.

Promotion across the three core brand areas, Newark, Southwell and Sherwood Forest has not been especially well coordinated but the recent appointment of the Tourism Marketing Manager is now beginning to show significant benefits in this regard. For example, a significant project is currently underway to improve the online presence in a way which is most beneficial for the potential visitors segmented by brand and key audiences.

The primary tourism/visitor economy brand for Newark & Sherwood District is Sherwood Forest, albeit that it goes beyond the geographical boundaries of the District. Current focus of this plan is purely around the geographical area that sits within NSDC. However, if required at any point, the DMP could be expanded to cover the full area of the forest although previous attempts to do this have encountered significant challenges due to the plethora of stakeholders that need to be involved and engaged in a meaningful way.

Whilst actual bed numbers across the District are good, the accommodation models are at times limiting in the economic impact they have on the visitor economy. In the 'self-catering sector' these form the high-profile national brands of Center Parcs and Forest Holidays. At Center Parcs, guests are very much encouraged to stay on site for the duration of their stay, whereas at the smaller Forest Holidays engagement with the locality is proactively encouraged. However, both are significant local employers and make their economic impact in that regards. At the moment there is the YHA hostel on the Sherwood Forest site, but it might be timely to review how best this is serving the area and whether it is indeed the best use of these premises.

In the hotel sector the model adopted by Warner Hotels at Thorseby is an 'all inclusive' one so that, whilst guests will be out and about during the day, their evenings are spent on site. A wider 'conventional' offer in all sectors would be beneficial.

Promotion of the area's offer has been largely uncoordinated in the last couple of years but, with both the arrival of RSPB at the new Visitor Centre and the appointment of a Tourism Marketing Manager by NSDC, this will be addressed going forwards.

#### **4 Aims of the Destination Management Plan for Sherwood Forest**

- The overarching aim of the plan is to increase the economic impact of the visitor economy sector in the Sherwood Forest area.

This will be achieved by:

- Creating a plan behind which all key stakeholders across Sherwood Forest area can align.
- Strategically aligning the development of Newark & Sherwood District Council assets to support the Destination Management Plan including
  - Sherwood Arts & Crafts centre and Vicar Country Park working closely with the RSPB team at the Sherwood Forest Visitor Centre.
  - Vicar Water Country Park, Clipstone
- Engaging key players across the sector to make significant improvements to both the attractiveness and promotion of the District's offer to encourage more visitors to visit.
- To help the sector with its plans to increase visitor dwell time, thereby keeping them in the area for longer and so spending more on accommodation, restaurants etc.
- Developing a clear 'attract & disperse' action plan for the District to move visitors around the area to deliver a greater economic impact.
- Working closely with partners to identify areas needing improvement and developing action plans to deliver these.

## **5 Key Visitor Economy messages/stories**

- Robin Hood – Sherwood Forest is at the heart of the legend of Robin and his outlaws, home to the Major Oak and a plethora of ancient trees around which Robin and his gang will have roamed. Closely linked to Edwinstowe and the Grade 1 listed church which stands on the site where according to legend Robin & Marion were married in an earlier church. (NB there is now a period of opportunity for the two years whilst Nottingham Castle is closed to clearly establish the areas place in this legendary story)
- Sherwood Forest Open Green spaces with great places to stay in the depths of the woods e.g. Forest Holidays, Sherwood Hideaway etc while enjoying local sites and the great outdoors. A large portion of the remaining Forest just north of Edwinstowe is designated as a site of Scientific Special Interest (SSSI) and is therefore protected by Natural England.
- Sense of history and place epitomised by King John's Palace and the unique medieval open field farming system at Laxton as well as the areas all important mining heritage.
- Wildlife in the Forest and family friendly attractions to engage with animals such as White Post Farm and Wheelgate

- Outdoor activities with a sense of adventure from Go Ape! at Sherwood Pines through to cycling / walking around the forest trails
- Golf – although niche, the proximity of renowned golf courses such as Hollinwell and Worksop, as well as those courses within the Newark and Sherwood area, make this an opportunity for visiting enthusiasts.

## **6 Maximising the potential of stories via wider partnerships**

- Taking advantage of the cross-District opportunities that having a Tourism Marketing Manager will bring forward.
- Working closely with Tourism attractions beyond the immediate borders of NSDC especially the Dukery estates of Clumber and Welbeck and Nottingham Castle in connection with Robin Hood.
- Integrating activity with national Visit England campaigns either directly or via Marketing NG / Visit Notts to capitalise all opportunities as they arise.
- Making careful note of opportunities that might arise from the emerging Nottinghamshire County Council Tourism Strategy
- Discover England project The Explorer's Road (formerly East of England Touring Route) is being designed to identify and promote bookable product within easy reach of the A1 aimed at the German Market. NSDC is now working closely with this project and the opportunities it offers (see Newark DMP for details). Thoresby Park is one of the six attractions across the District to have signed up to the project.

## **7 Key visitor economy stakeholders' challenges and opportunities for Sherwood over the next two to three years**

### **Challenges**

- Connectivity – ways to access the area via public transport are limited and so creating what should be a natural flow of visitors from Nottingham to Sherwood Forest or indeed across the District from Newark is not straightforward.
- Mining Heritage – this area more than either of the other two areas within NSDC has a strong mining heritage which is both a challenge and has the potential to

be an asset if appropriate visitor facilities existed. Working in partnership with the land owners such as Thoresby & Harworth Estates will be essential.

- Accommodation – see section 3
- Need for focussed and targeted marketing messages

<b>Visitor Economy Assets</b>	<b>Visitor Numbers/year</b>
Sherwood Forest Visitor Centre/RSPB	370,000
Sherwood Forest Arts & Crafts Centre (NSDC)	
Thoresby Courtyard & Estate	80,000
Rufford Country Abbey (Parkwood Leisure on behalf of NCC)	300,000
Rufford Abbey Ruins (English Heritage)	
White Post Farm – commercial local attraction with good visitor numbers	
Sherwood Pines/Forestry Commission & incl. Go Ape	370,000
National Holocaust Centre – strong national reputation and thought leader in issues related to the history of and need to prevent future genocide around the world.	
Laxton Heritage Centre currently owned by The Crown Estate but possibly being sold	
Bilthorpe Mining Museum – small heritage trust with limited opening hours	
King John's Palace Grade 2 listed scheduled monument – privately owned by the Bradley family since 1945. Access is available with prior appointment and there is a once a year open day.	
Wheelgate Park – commercial popular local attraction	
Vicar Water Country Park – lake and walks around an area reclaimed from its mining history.	

## **8 Recommendations**

These are over and above those identified in the earlier piece of work for Newark

- Strategically planned development of Sherwood Arts & Crafts Centre to complement the new RSPB visitor centre and expand the offer to the visitor.
- Review the role of the adjacent YHA site and how best that might serve the area.

- Establish A strategic management group for the area under aegis of NSDC involving all key stakeholders – to include at least NSDC, RSPB, representative from the Edwinstowe business community, Edwinstowe Parish Council and an Ollerton representative, retail rep from Arts & Crafts Centre, Forest Holidays and White Post Farm but most importantly championed by local Parish/District councillor advocate.
- Developing a strong narrative for the legend of Robin Hood and its home in Sherwood Forest, especially important in the interregnum while Nottingham Castle is closed.
- Ensure that development and promotional activity is closely aligned to wider vision work currently being undertaken by RSPB, Thoresby and Harworth Estates for the area including both leisure and visitors.
- Have an action plan to draw visitors from the Sherwood Forest Visitor Centre into the surrounding villages to benefit the local pubs, cafes and other small businesses. For example, in Edwinstowe ensuring a strong connection to the Robin Hood story via the Church where according to legend Robin and Marion were married
- Accommodation – as with both other NSDC Destination Management Plans, this is a critical issue if there is to be any significant increase in visitors staying overnight in the District.
- Refine a set of core messages, in consultation with key stakeholders, that can be used to effectively promote the area.
- Develop a detailed attract and disperse strategy to encourage visitors to explore other areas of the District during their stay in Sherwood Forest.

#### **Appendix 1: Consultees**

Forest Holidays / Sherwood Pines

Laxton Heritage Group

Newark & Sherwood District Council,

Steven Sydall, Business Manager Asset Management

District Cllrs Peacock, Staples, (Tift ) & Brookes

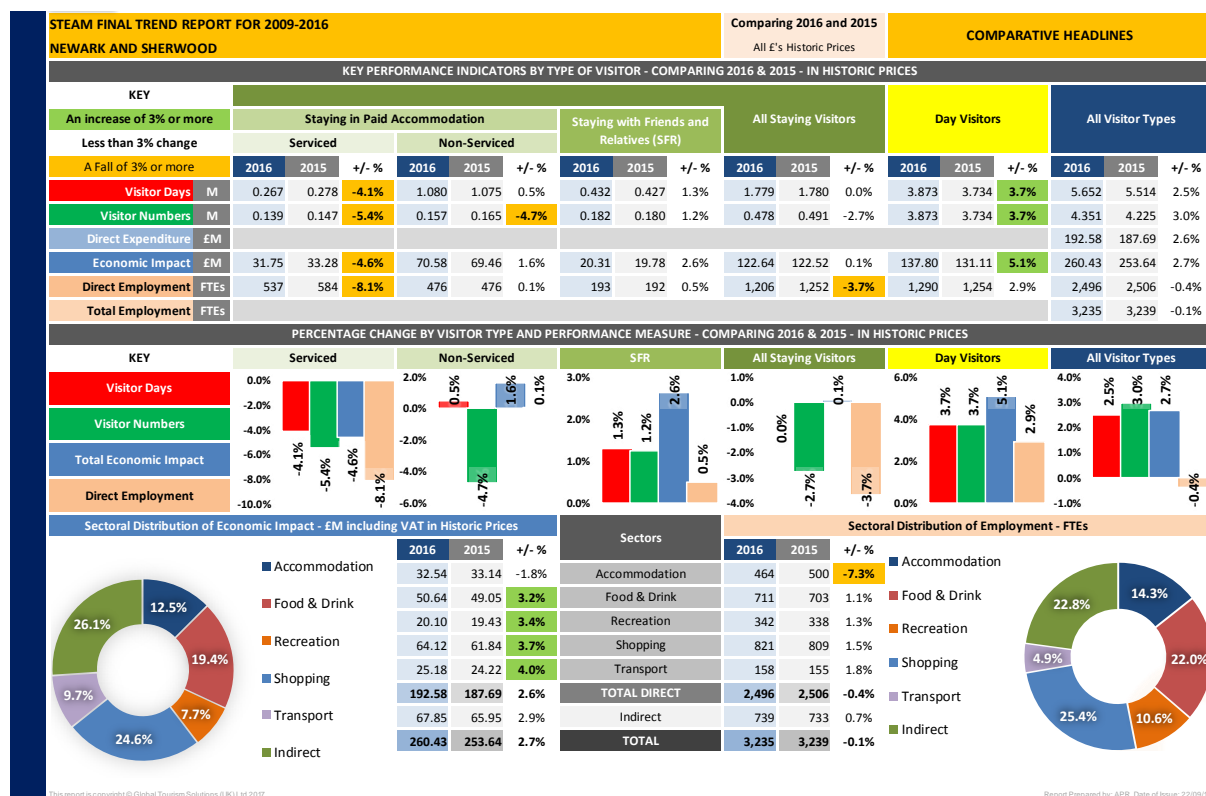
RSPB, Sherwood Forest Visitor Centre, Michael Copleston & team

Sherwood Forest Arts & Crafts Centre, various stall owners

Sherwood Forest Trust, Patrick Candler & Linda Hardy

Thoresby Courtyard & Estate

White Post Farm



## Appendix 2: 2016 STEAM data for Newark & Sherwood District

### **Appendix 3: Accommodation**

Forest Holidays

Center Parcs

Thoresby Hall Hotel

Sherwood Hideaway

Forest Lodge Hotel

Clumber Park Hotel & Spa

YHA Hostel

Range of High Quality B&Bs inc Browns, Sunnyside View, & Marion's Manor



## **ECONOMIC DEVELOPMENT COMMITTEE**

**16 JANUARY 2019**

### **VISITOR MARKET RESEARCH PROJECT**

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

- 1.1 To provide the Economic Development Committee with a summary of the 2018 Visitor Market Research Project. The research was commissioned by the Committee for the first time following the recommendation in the Newark Destination Management Plan to improve knowledge of the visitor experience, develop an understanding of who visitors are and what they feel about their experiences. The project was extended beyond Newark to cover the visitor experience at events and destinations in other areas of the district also.

#### **2.0 Background Information**

- 2.1 In order to gain knowledge of the visitor experience and inform strategic decisions around the development of Newark & Sherwood's visitor economy, we undertook a programme of qualitative market research with an external agency in May – September 2018. The methodology comprised 470 face-to-face interviews with visitors across the district. These interviews were conducted at 14 different locations including 3 key events in 2018: Pikes and Plunder; Robin Hood Festival; and Gate to Southwell. This provided a balance of views between those who were visiting to attend specific events and those visiting more generally.
- 2.2 In addition, the agency provided a smaller online survey of visitors and non-visitors at no extra cost. Although limited, this also provided some useful insight from online respondents in the East Midlands, West Midlands, Yorkshire and Humberside.

#### **3.0 Proposals**

- 3.1 The research provides valuable insight about the visitors. The majority (54%) of visitors were from the East Midlands, followed by Yorkshire and Humberside and the West Midlands. Almost a third of visitors were on their first visit to the District. The main age categories of visitors were 56+ years (43%) and 36 – 55 years (39%). 53% of visiting parties comprised 2 adults only. This profiling can be used to inform the development and targeting of our tourism marketing activity in line with the different aims and objectives of different visitor attractions. For example, we can focus our advertising spend on certain demographic and geographic audiences with the increasing ability to target specific market segments online. We can also take account of the visitor profile in creating copy and imagery that is likely to appeal most strongly to them. This will help to maximise the return on our marketing activity.
- 3.2 Visitors to Newark & Sherwood rated their experiences very highly. 97% would recommend Newark & Sherwood to a friend, with 30% giving their overall visitor experience 10/10 and 40% rating it "better than expected". Sherwood Forest is the attraction with the highest levels of both spontaneous (48%) and prompted (50%) awareness in the district. This underlines the importance of the developing Destination Management Plan for Sherwood, the development of the RSPB Sherwood Forest visitor centre and links with Newark & Sherwood District Council assets in the vicinity. Such awareness clearly provides opportunities to drive increased footfall to attractions and businesses in the Sherwood Forest area and also to disperse visitors from there to Southwell and Newark.

3.3 In developing and applying our tourism marketing messaging, we will take account of the finding that the strongest positive visitor perceptions are:

- There are lots of cultural and heritage attractions in Newark and Sherwood
- People are friendly and welcoming
- Newark and Sherwood is an easy place to get to

It is also worthy of note that “Cleanliness of the Area” and “Safe” received high visitor ratings of 84% and 87% respectively which shows the value of the district’s Cleaner, Safer and Greener Strategy with regard to visitors as well as residents.

3.4 Whilst visitor satisfaction is high, the non-visitors’ main prompted reasons for not visiting Newark & Sherwood are:

- Not sure what’s there
- Not sure there’s enough to do

Given that these non-visitor respondents were from the East Midlands, West Midlands, Yorkshire and Humberside, this indicates that the main barrier to increased visitor footfall is a lack of profile and awareness of the destination and its attractions. In comparison to other destinations, Newark & Sherwood does not resonate strongly as a destination ‘brand’. This will be addressed with a sustained and targeted tourism marketing plan focussing on 3 distinct but complementary destination brands – Newark, Southwell, Sherwood Forest.

3.5 The average amount of time that day visitors spent in the District was 5 hours and their average spend was £23.68. In comparison, the average spend per overnight visitor was £198.82 with 48% of that being for accommodation. This reaffirms the development of a district-wide visitor offer to encourage more visitors to stay overnight. 37% of overnight visitors were staying with friends or relatives, 35% in a hotel and 14% self-catering. The most popular accommodation location was Newark. Only 31% of visitors agreed with the statement, “There is enough to do in Newark & Sherwood in the evenings (after 5pm)”. Newark & Sherwood District Council is currently reviewing its strategic objectives and looking at the development of the night-time economy in Newark. Feedback was also received from the familiarisation visit in May 2018 that group travel operators require larger, higher quality hotels than those currently on offer.

3.6 The most widely used source for information about Newark & Sherwood prior to visit is the internet. It is also the most widely used source by overnight visitors to find out about and book their accommodation. Therefore, the online experience of Newark & Sherwood’s visitor offer plays a crucial role and one that will only become increasingly important going forward, in promoting the district and its visitor attractions and driving increased footfall and dwell time. Given this priority, a plan will be brought to the Committee in March to develop the district-wide visitor online experience and ensure that it is as engaging and user-friendly as possible.

- 3.7 With regard to greater visitor dispersal, it is worth noting that 25% of visitors picked up information about Newark & Sherwood during their trip, mainly from the attraction(s) visited, followed by their accommodation provider. This reaffirms the benefit of the Visitor Information Centre at the National Civil War Centre and the Southwell Tourist Information Centre at the Minster. It is envisaged that the development of the old toilet block at Sherwood Forest into a visitor gateway will also include provision for printed visitor information. It also suggests that the practice of sharing leaflets and printed information by the attractions and accommodation providers at the Tourism Action Group (TAG) is a worthwhile exercise and that they should continue to explore opportunities for combined visitor offers.
- 3.8 With 80% of visitors travelling to Newark & Sherwood by car, visitor dispersal is largely not dependant on public transport provision.
- 3.9 In planning the timings of our tourism marketing campaigns, particularly around key events, we will take account of the finding that the majority of day visitors planned their visit “in the last week”, whilst most overnight visitors planned their visit between 1 and 3 months prior.
- 3.10 This is the first time we have undertaken such a wide-ranging programme of market research. It has met its key objectives of improving our knowledge of the visitor experience, developing an understanding of who our visitors are, and what they feel about their experiences. The information is valuable for the reasons outlined above but it also provides a benchmark to track progress and explore some of the issues raised in greater depth.
- 3.11 Further to 3.4 and 3.6 above, Members are asked to recommend to Policy and Finance Committee that additional funding of £15,000 per year is included in the Promotion of Tourism budget from 2019/20 onwards to help raise the profile and awareness of the destination and its attractions through an improved online experience. A report on the visitor online experience will be brought to the Committee in March 2019.

#### **4.0 Equalities Implications**

- 4.1 There are no equalities implications of this report.

#### **5.0 Financial Implications (FIN18-19/4335)**

- 5.1 Additional budget of £15,000 per year is required from 2019/20 onwards to enhance efforts to raise the profile and awareness of the destination and its attractions. This has been included within the draft budget.

#### **6.0 RECOMMENDATIONS that:**

- (a) the Economic Development Committee notes the above findings of the 2018 Visitor Market Research Project;**
- (b) the Economic Development Committee recommends to Policy & Finance Committee that additional funding required of £15,000 per year is included in the Promotion of Tourism budget from 2019/20 onwards;**

- (c) given its importance as the most widely used source for information about Newark & Sherwood prior to visit, a report on the development of the district-wide visitor online experience be presented to the Committee in March 2019; and
- (d) recommended actions from the forthcoming Destination Management Plans for Sherwood and Southwell be considered in light of the above findings of the 2018 Visitor Market Research Project.

#### **Reason for Recommendations**

**To maximise the opportunities for developing the district's visitor economy by driving increased footfall and dwell time.**

#### **Background Papers**

Nil

For further information, please contact Richard Huthwaite, Business Manager – Tourism on Ext 5951.

Matthew Finch  
Director – Customers

## **ECONOMIC DEVELOPMENT COMMITTEE**

**16 JANUARY 2019**

### **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 propose an approach to deal with the delay to the Inspectors Report.

#### **2.0 Background Information**

- 2.1 The current LDS was adopted by Committee on 12 September 2018 and came into force on 13 September 2018. For the Amended Core Strategy (ACS) it was anticipated that the following timetable would be followed:

- Consultation on Main Modifications (August/September 2018)
- Receipt of Inspector's Report (November 2018)
- Adoption and Publication (December 2018)

- 2.2 During November 2018 following discussion at Local Development Framework Task Group the Business Manager – Planning Policy contacted the Inspector to ascertain when his Report would be received for fact checking (which is a two week process before final publication). The Inspector informed the Council that due to other work commitments the District Council would not receive a report for fact-checking before late-January 2019. At the time of writing this report we have not received the Inspectors Report for fact checking.

- 2.3 This significant delay has a number of consequences, firstly clearly the adoption of the ACS will be delayed and secondly subsequent work on the Plan Review will be delayed. In terms of the ACS adoption; this is dependent on when the report is received following fact checking (there are two Full Council's in the remainder of the municipal year, 12 February and 7 March which can consider the report for adoption).

- 2.4 This delay is disappointing as it is thirteen months (and counting) since the submission of the ACS for examination. Notwithstanding the issues that arose as part of the hearings, given the partial nature of the review of the document this is far below what should be expected from the Planning Inspectorate. As a point of reference it should be noted that between them the previous two examinations held for the Core Strategy and the Allocations & Development Management DPD took eighteen months from submission to adoption. These documents were substantially more complicated to examine than the ACS; and included a brand new policy framework along with 60 housing and employment allocations.

#### **3.0 Proposed Approach to further Plan Review work**

- 3.1 The absence of confirmation of a sound ACS no longer makes consultation on the next stage of the plan review (scheduled to be considered at this meeting) possible. A number of the matters which the Inspector will consider and pass judgement on within his report will have a direct bearing on the tenet of the next stage of the consultation. The purpose of the consultation is to set out fully what the Council intends to do to deliver the remaining elements of the Plan Review, including addressing the conclusions of the Inspector.

- 3.2 Therefore it is proposed that rather than waiting for the adoption of the ACS, once the Council has received confirmation that the Plan is sound we will finalise an Issues Paper and carry out public consultation during February and March 2019. If however the Inspector's Report is not received until late February, it may be that consultation will need to be delayed until after the Local Elections. If this is the case a further report will be sent to 27 March Committee.
- 3.3 The Issues Report will focus on a review of development management policies; updated allocated development sites position; and outline an approach to Gypsy & Traveller policy. It is proposed that the Call for Sites will still start in January to tie in with work on the Gypsy Traveller Needs Assessment. In order to ensure that the Issues Report is prepared in a timely fashion it is proposed that delegated authority is given to the Director – Growth & Regeneration to prepare and consult on an Issues Report. This would be in consultation with the Chairman of the Committee, the Opposition Spokesperson and Local Development Framework Task Group.

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

- 4.1 The Local Development Scheme will need to be updated once the Council is clear when it will be able to adopt the ACS, in the interim it is proposed to attempt to follow as closely as possible the timetable with regard to the Allocations & Development element of the Plan Review. With regard to the production of an updated Affordable Housing Supplementary Planning Document (SPD) and Developer Contributions & Planning Obligations SPD this will be consulted upon later in 2019.

#### **5.0 Financial Implications**

- 5.1 There are no financial implications arising from this report

#### **6.0 RECOMMENDATIONS that:**

- (a) Committee note progress towards meeting the timetable of the adopted Local Development Scheme;
- (b) in the event that the District Council receives an Inspector's Report at the end of January/early February that the District Council consult on an Issues Report on Allocations & Development Management element of the Plan Review; and
- (c) delegated authority be given to the Director – Growth & Regeneration to prepare an Issues Report for public consultation in consultation with the Local Development Framework Task Group (which includes the Chairman of this Committee) and the opposition spokesman.

#### **Reason for Recommendations**

**To comply with the Planning and Compulsory Purchase Act 2004 and amending regulations.**

#### **Background Papers**

Local Development Scheme July 2017.

For further information please contact Matthew Norton on Ext 5852

Director Growth & Regeneration

### **Forward Plan of Economic Development Committee Decisions from 1 February 2019 to 31 January 2020**

This document records some of the items that will be submitted to the Economic Development Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for Economic Development Committee meetings are published on the Council's website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

<b>Meeting Date</b>	<b>Subject for Decision and Brief Description</b>	<b>Contact Officer Details</b>
27 March 2019	Ollerton & Boughton FINAL Neighbourhood Study and Next Phase	<a href="mailto:rob.main@newark-sherwooddc.gov.uk">rob.main@newark-sherwooddc.gov.uk</a>
27 March 2019	Commercials Project – Update Report on BIC Implementation	<a href="mailto:matthew.norton@newark-sherwooddc.gov.uk">matthew.norton@newark-sherwooddc.gov.uk</a>
27 March 2019	Inward Investment (including Gateways, Industrial Estates etc.)	<a href="mailto:julie.readersullivan@newark-sherwooddc.gov.uk">julie.readersullivan@newark-sherwooddc.gov.uk</a>
27 March 2019	BID Status (Industrial)	<a href="mailto:julie.readersullivan@newark-sherwooddc.gov.uk">julie.readersullivan@newark-sherwooddc.gov.uk</a>
27 March 2019	Visit Newark and Sherwood Website	<a href="mailto:richard.huthwaite@newark-sherwooddc.gov.uk">richard.huthwaite@newark-sherwooddc.gov.uk</a>
27 March 2019	Local Procurement	<a href="mailto:john.king@newark-sherwooddc.gov.uk">john.king@newark-sherwooddc.gov.uk</a>
27 March 2019	Developer Contributions and Planning Obligations SPD	<a href="mailto:matthew.norton@newark-sherwooddc.gov.uk">matthew.norton@newark-sherwooddc.gov.uk</a>
27 March 2019	NCWC – Progress Report	<a href="mailto:matthew.finch@newark-sherwooddc.gov.uk">matthew.finch@newark-sherwooddc.gov.uk</a>
27 March 2019	Ollerton Outreach Report	<a href="mailto:julie.readersullivan@newark-sherwooddc.gov.uk">julie.readersullivan@newark-sherwooddc.gov.uk</a>
19 June 2019	Update Report on BIC Implementation	<a href="mailto:matthew.norton@newark-sherwooddc.gov.uk">matthew.norton@newark-sherwooddc.gov.uk</a>
19 June 2019	Update on Digitisation of Archive Material at Resource Centre	<a href="mailto:oliver.scott@newark-sherwooddc.gov.uk">oliver.scott@newark-sherwooddc.gov.uk</a>
19 June 2019	Allocations & Development Management DPD – Options Report	<a href="mailto:matthew.norton@newark-sherwooddc.gov.uk">matthew.norton@newark-sherwooddc.gov.uk</a>
19 June 2019	Draft Affordable Housing SPD	<a href="mailto:matthew.norton@newark-sherwooddc.gov.uk">matthew.norton@newark-sherwooddc.gov.uk</a>
19 June 2019	Social Mobility – Full Report (moved from March)	<a href="mailto:julie.readersullivan@newark-sherwooddc.gov.uk">julie.readersullivan@newark-sherwooddc.gov.uk</a>
19 June 2019	Economic Development Strategy review	<a href="mailto:julie.readersullivan@newark-sherwooddc.gov.uk">Julie.readersullivan@newark0sherwooddc.gov.uk</a>
11 September 2019	Affordable Housing SPD	<a href="mailto:matthew.norton@newark-sherwooddc.gov.uk">matthew.norton@newark-sherwooddc.gov.uk</a>



To be confirmed	Town Centre Regeneration Masterplan	To be confirmed
To be confirmed	Review of Industrial Estate	<a href="mailto:steven.syddall@newark-sherwooddc.gov.uk">steven.syddall@newark-sherwooddc.gov.uk</a>

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