



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Tuesday, 12 November 2019

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

Members of the Committee:

Councillor R Blaney
Councillor L Brailsford
Councillor L Brazier
Councillor B Clarke-Smith
Councillor Mrs R Crowe
Councillor Mrs M Dobson
Councillor N Mison
Councillor N Mitchell
Councillor M Skinner
Councillor R White

Substitute Members:

Councillor S Carlton
Councillor D Cumberlidge
Councillor Mrs G Dawn
Councillor Mrs Y Woodhead
Councillor K Walker

MEETING: Economic Development Committee
DATE: Wednesday, 20 November 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 01636 655248.

AGENDA

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Confidential and Exempt Items

16. Exclusion of the Press and Public

To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

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, 11 September 2019 at 6.00 pm.

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

Councillor R Blaney, Councillor L Brailsford, Councillor L Brazier,
Councillor B Clarke-Smith, Councillor Mrs R Crowe, Councillor
N Mitchell, Councillor M Skinner and Councillor R White

ALSO IN ATTENDANCE: Councillor L Goff and Councillor P Harris

APOLOGIES FOR ABSENCE: Councillor Mrs M Dobson (Committee Member) and Councillor
N Mison (Committee Member)

12 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.

13 DECLARATION OF INTENTION TO RECORD MEETING

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

14 MINUTES OF MEETING HELD ON 19 JUNE 2019

AGREED that the Minutes of the meeting held on 19 June 2019 be agreed as a correct record and signed by the Chairman.

15 CLARIFICATION OF CHRISTMAS PARKING CONCESSIONS

The Committee considered the report presented by the Director – Growth & Regeneration which sought to clarify the situation in relation to Christmas parking concessions when there were 4 Sundays after the Christmas light switch-on that fall prior to Christmas Day. It was reported that the purpose of the report was to remove the need for annual approvals in the aforementioned circumstances.

AGREED (unanimously) that the clarification of the Christmas parking concessions be adopted.

16 FUTURE TOWNS FUND

With the permission of the Chairman the Director – Growth & Regeneration provided the Committee with a verbal update in relation to the successful award of the Future Towns Fund. The Council has been awarded capital funding of up to £25m, subject to further development of a 'Deal' with central government. He stated that the next stage would be receipt of a prospectus for the town's development.

Members welcomed the funding and noted that it was specific to Newark town (as opposed to the centre or wider District areas).

In response to whether infrastructure would form part of the development of the town, the Director confirmed that there would be an element of that within the works, either physical and/or digital.

AGREED (unanimously) that the verbal update be noted.

17 NEWARK LORRY PARK

The Committee considered the report presented by the Business Manager – Commercialisation & Major Projects which sought to update Members on the completed Newark Lorry Park Extension Project. It was noted that the Newark Lorry Park 5 Year Business Plan (Appendix A to the report) was exempt and that any discussion thereon would be deferred to the end of the meeting.

The report set out the background to the project and that its vision had been to offer secure, high quality parking for lorries, HGVs and coaches as well as to provide for the wellbeing of drivers through the provision of quality facilities. The Business Manager reported that the project had been completed ahead of schedule and under budget. Paragraph 3 of the report provided Members with financial information relating to the cost of the project with the 5 year income projections being reported at paragraph 3.4 of the report.

Members all agreed that the report was to be welcomed and expressed their appreciation to Officers involved that the project had been completed ahead of schedule and under budget. It was noted that promotion of the lorry park and its facilities was ongoing e.g. at the recently held Newark Truck Fest.

AGREED (unanimously) that:

- (a) the implementation of the Newark Lorry Park 5 Year Business Plan be approved; and
- (b) the saving of £68,095 be noted and that approval be given for that sum to be added to the available funding for future projects in the Council's Capital Programme.

18 PROPOSED INVESTMENT IN WASTE AND GROUNDS MAINTENANCE SERVICES

The Committee considered the report presented by the Projects Officer – Commercialisation & Major Projects in relation to the proposed investment in and realignment of Environmental Services, including Street Cleansing, Refuse & Recycling, Transport and Parks & Grounds Maintenance.

The report set out the governance of the aforementioned services and how their realignment would be reported to their respective Committees. The proposals for each of the service areas were reported at paragraph 4.0 and the impact this would have, if agreed. The wider development of street cleansing and refuse & recycling were reported as was the review of environmental services and waste consulting.

In considering the report a Member queried whether there would be any impact on services already outsourced to parish councils under devolution deals. The Projects Officer advised that this was not the intention, albeit support to all parishes to drive forward their own agendas would continue, in line with the experience of the Cleaner, Safer, Greener campaign. Another Member noted the devolution deals, stating that any parish would be welcome to contract the District Council to undertake work on its behalf.

In referring to paragraph 4.4 of the report a Member queried whether the Street Cleansing Action Team would be tasked with the filling in of pot holes. The Project Officer advised that overall scope of works was to be agreed. However it was noted that such action will likely be limited to Council owned land.

The Local Member for Southwell addressed the Committee stating that he welcomed the proactive street cleansing proposals. He referred to the in-house green waste collection stating that he would wish to see the best facility possible being provided for the district's residents. In relation to the scope of the review, he expressed his disappointment at the lack of detail on food waste and glass collection. He noted that other districts offered a multi-waste collection and that he hoped that both areas would be subject to investigation. The Project Officer advised that Recommendation (b) of the report would encompass food waste. It was noted that the collection of different waste streams was something which the Government were considering and that in the future it was likely to be free of charge to residents, if the National Waste Strategy outcomes were to identify this.

AGREED (unanimously) that:

- (a) the development of Environmental Services as outlined in the report and recommend that further progress updates be brought back to Committee be endorsed; and
- (b) Members from both Economic Development and Leisure & Environment be consulted with regarding the development of the Strategy (see para 4.5). Details of the sessions facilitating this development to be circulated in Autumn 2019, be noted.

19 OLLERTON AND BOUGHTON NEIGHBOURHOOD STUDY

The Committee considered the report presented by the Business Manager – Housing Strategy & Development which sought to provide Members with the final draft of the Ollerton & Boughton Neighbourhood Study for endorsement. The report also outlined the next steps of the study for Members' approval.

The report set out the background to the study and the delivery model thereof together with the governance arrangements. Specifics in relation to the study were noted in paragraph 3 of the report. Results from the initial consultation with local people had resulted in six key themes emerging which were listed at paragraph 4.1 with the place proposals being detailed in paragraph 5 and Appendix A of the report.

In considering the report Members agreed that it was to be welcomed. A Local Ward Member who was also a Member of the Committee commented on the importance of the study and that its impact on the two areas could not be under-estimated. He noted the excellent co-operation between all parties and that he would wish to see the consultations continued. He referred specifically to Recommendation (c) and that it needed to include for community consultation if required prior to any final option(s). The Chairman queried whether this would cause any delay to the progression of the study. The Director – Growth & Regeneration suggested that an additional recommendation be added, utilising delegation in consultation with Members, in order to ensure that progress was not delayed by a Committee cycle.

AGREED (unanimously) that:

- (a) the final draft of the Ollerton & Boughton Neighbourhood Study, as set out at Appendix A further to the final public exhibition held in October 2018 be endorsed;
- (b) the activities being undertaken to deliver the ‘People’ action plan through a holistic place based approach considering the objectives within the Community Plan, the outcomes of which will be reported at a future meeting of the Committee be noted;
- (c) the preparation for and submission of a planning application for the allocated site (OB/MU/2) between the Stepnall Heights and Hallam Road estates, subject to a viable development option, with the proposals being presented to Policy & Finance Committee to allocate the £300,000 budget be approved; and
- (d) in consultation with the Chairman, Vice Chairman and Opposition Spokesperson (including any agreed community engagement), Members recommend the preparation and submission of a planning application for the allocated site (OB/MU/2) between the Stepnall Heights and Hallam Road estates, subject to first a viable development option being examined and second, the Policy & Finance Committee agreeing to allocate the required £300,000 budget.

20 DISTRICT WIDE TREE PLANTING INITIATIVES

The Committee considered the report presented by the Business Manager – Parks & Open Spaces which sought to provide Members with information on a number of tree-planting initiatives and sought Committee approval for the allocation of funds to allow some of the initiatives to be progressed.

The report set out the background to the proposal whilst highlighting the importance of trees and the Government’s tree planting target of planting 11 million trees in England between 2017 and 2022, 1 million of which would be in urban areas. The proposed schemes were listed in the report at paragraph 3.0 as follows: free tree scheme; partnership working; northern forest project; urban tree challenge fund; morewoods; and national tree planning week.

One of the Local Members for the Devon Ward addressed the Committee stating that he was grateful for the support of the initiative by a local business. Members of the Committee were in agreement and suggested that it be raised at Newark Business Club in an attempt to gather more support. The Business Manager added that the initiative was also to be promoted by the Council's PR and Communications Team and that this would include parish councils and schools.

In welcoming the scheme a Member of the Committee queried what checks were in place to ensure that the trees planted were suitable for residential gardens. The Business Manager confirmed that discussions would be held with the Wildlife Trust and organisers of existing schemes. It was noted that consideration was being given to only offering a small choice of species and that these would be changed on an annual basis over the 5 year period.

AGREED (unanimously) that:

- (a) the initiatives outlined in paragraph 3.0 of the report, including the institution of a free tree scheme and the submission of an expression of interest to the Urban Tree Challenge Fund be supported;
- (b) funding of £15,000 over a 5 year period be identified to support tree-planting initiatives across the District and Policy & Finance Committee be asked to ratify this spending; and
- (c) the 2019 National Tree Week be used as an opportunity to promote tree planting.

21 LOCAL NATURE RESERVE DESIGNATION - INTAKE WOOD, CLIPSTONE

The Committee considered the report presented by the Business Manager – Parks & Open Spaces which sought Members approval for the designation of Intake Wood in Clipstone as a Local Nature Reserve (LNR) under the National Parks and Access to the Countryside Act 1949.

The report set out the background to the Council taking over the freehold ownership of the site in 2000 and subsequent Tree Preservation Order in 2002 with a commuted maintenance payment in the sum of £30k being received from the housing developer, Bovis Homes in 2006. The proposals for the site were listed at paragraph 3.0 of the report, listing the reasons and why its designation as a LNR was considered appropriate.

In considering the report a Member suggested that Clipstone Parish Council be contacted to advise them of the proposals with a view to local people becoming involved with the proposal to designate the area as a LNR. It was also suggested that the Local Ward Members for Clipstone & Edwinstowe be contacted to advise them of the proposals.

AGREED (unanimously) that the designation of Intake Wood as a Local Nature Reserve be supported.

22 NOTTINGHAMSHIRE MINERALS LOCAL PLAN

The Committee considered the report presented by the Business Manager – Planning Policy which sought to advise Members of the details of the Publication Nottinghamshire Minerals Local Plan Consultation and which sought Members' approval the Council's response to the consultation.

The report set out the background to the Publication Minerals Local Plan for a period of representation with paragraph 2.2 outlining the same approach as the Draft Plan which the Council had supported. Appendix B to the report set out the Council's proposed formal representations to the consultation.

AGREED (unanimously) that:

- (a) the report be noted;
- (b) Appendix B be approved as the District Council's representation to the Publication Nottinghamshire Minerals Local Plan.

23 LOCAL DEVELOPMENT FRAMEWORK PROGRESS UPDATE

The Committee considered the report presented by the Business Manager – Planning Policy which sought to update Members on progress towards delivery of the Plan Review in relation to the Allocations and Development Management Policies.

The report set out the background to the consultation undertaken on the Allocations & Development Management Issues Paper and the proposed timescale for the next stage of the review process. It was noted in paragraph 3.2 of the report the likely need to hold an additional meeting of the Committee in order to avoid a delay in the consultation process and that this was largely down to the need to consider the policies and potential allocations relating to housing provision for the Gypsy & Traveller Community.

The Business Manager referred Members to the additional meeting date provisionally booked for 10 October 2019, adding that Officers were working towards providing Members with the key facts in order for them to consider the matter.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) the additional meeting of Thursday, 10 October 2019 be supported to fully discuss the final Options Report for consultation.

24 FESTIVALS 2019 CAMPAIGN EVALUATION

The Committee considered the report presented by the Business Manager – Tourism which sought to provide Members with an update on the continuing district-wide visitor campaign 'Festivals 2019'.

The report set out the background to the campaign with the aim of increasing the number of visits, dwell time and expenditure in support of the visitor economy. The campaign had focussed on 20 festivals to form the main content for a multi-channel visitor campaign. The selection of festivals was based on ensuring a good spread of dates, durations, locations in the district, themes and intended audiences.

In considering the report Members agreed that the campaign had proved to be a success. A Member of the Committee stated that The Robin Hood Festival had been delighted with their increased numbers with the Member adding that he was pleased to see such a positive outcome from the use of social media and online promotions.

It was noted in the report that stakeholders, including event organiser and hosting attractions were actively supporting the campaign by distributing the printed guide and sharing social media posts to their networks. Members agreed that they would wish to have a 'tour' of the websites at the next meeting of the Committee.

AGREED (unanimously) that the success of the 'Festivals 2019' campaign in raising awareness of the wide range of festivals on offer across the district and increasing visitors and followers to our digital channels for our longer-term marketing advantage be noted.

25 COMMERCIALISATION AND MAJOR PROJECTS UPDATE

The Committee considered the report presented jointly by the Business Manager and the Projects Officer – Commercialisation & Major Projects which sought to update Members on the commercial project activity undertaken by the Commercialisation & Major Projects business unit.

The report set out the background to the establishment of the Business Unit and its role and responsibilities. It provided details of the commercial projects for 2019/2020 and those currently being developed for the forthcoming year, 2020/2021.

Members agreed that they welcomed some service provision being brought in-house and the investment proposed in the Council's own staff.

The Chairman raised the issue of tenants who did not maintain their gardens and the current lack of enforcement requiring them to do so. He suggested that the Council could offer to do it for them for a small fee but was mindful that the some tenants' ability to undertake such a task may be limited and would need consideration.

AGREED (unanimously) that the update regarding commercial activity undertaken by the Commercialisation & Major Projects Business Unit be noted.

26 FORWARD PLAN

The Committee considered the Forward Plan presented by the Director – Growth & Regeneration which listed reports to be presented to Committee in the forthcoming 12 month period.

AGREED (unanimously) that the Economic Development Committee's Forward Plan be noted.

27 EXCLUSION OF THE PRESS AND PUBLIC

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

28 NEWARK LORRY PARK (APPENDIX ONLY)

NOTED the Newark Lorry Park Business Plan 2019/2020 to 2024/2025 which was the exempt appendix to Agenda Item No. 6 – Newark Lorry Park.

Meeting closed at 7.15 pm.

Chairman

ECONOMIC DEVELOPMENT COMMITTEE

20 NOVEMBER 2019

NEW VISITOR WEBSITES AND SOCIAL MEDIA CHANNELS - PRESENTATION

1.0 Purpose of Report

1.1 To update Members on the significant development of the District's tourism presence online.

2.0 Background Information

2.1 In March 2019, Members approved a proposal to create a new online presence for the District's tourism brands, attractions and businesses.

2.2 The project was to be informed by the following strategic principles:

- Three distinct but complementary destination brands – Visit Newark; Visit Southwell; Visit Sherwood Forest
- Cross-promotion of the three destinations
- Customer orientation
- Working in partnership
- Efficiencies

2.3 The agreed aim was to provide a more coherent and user-friendly online experience for visitors and better encourage them to find out more about the three destinations and the attractions, events and activities on offer.

2.4 A key feature of the development process was the involvement of members of the three destination Strategic Management Groups and the Tourism Action Group through workshops facilitated by our appointed agency in July and August.

3.0 Proposals

3.1 Members are to be presented with a real-time 'tour' of the new visitor websites and social media channels.

3.2 The tour will highlight the online opportunities for cross-promotion of the three destinations and the new website interactive elements, e.g. itinerary builder.

4.0 Equalities Implications

4.1 The new websites are accessible and compliant with the Web Content Accessibility Guidelines (WCAG) at level AA. The online service for visitors is now more streamlined and user-friendly.

5.0 Financial Implications

5.1 The cost of the website redesign was met wholly through an agreed carry forward of underspend within the 2018/19 Promotion of Tourism Budget to 2019/20.

6.0 Community Plan – Alignment to Objectives

6.1 The objectives of the above activities align with Objective 5 of the Community Plan – Increase visits to Newark and Sherwood.

7.0 Comments of Director

7.1 The new websites are a vital part of the overall delivery of the Council’s visitor economy aspirations, as captured within the three Designation Management Plans (DMP’s) for Newark, Southwell, and Sherwood. I welcome their launch and look forward to seeing increased usage, engagement, and ultimately visitors enjoying the many and varied experiences and sites Newark & Sherwood has to offer.

8.0 RECOMMENDATION

That the creation of the new visitor websites and social media channels for Visit Newark, Visit Southwell and Visit Sherwood Forest be noted as a welcome and positive development in promoting the destinations’ tourism offers going forward.

Reason for Recommendation

To enable Officers to continue developing and publishing engaging online content and delivering campaigns to promote effectively the three complementary destination brands.

Background Papers

Nil

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

Matt Lamb
Director – Growth & Regeneration

ECONOMIC DEVELOPMENT COMMITTEE

20 NOVEMBER 2019

BT CONSULTATION ON THE REMOVAL OF TELEPHONE KIOSKS

1.0 Purpose of Report

1.1 This report sets out the details of BT's consultation on the removal of telephone kiosks within Newark & Sherwood District and seeks endorsement for the draft response prepared by Officers and the approach taken.

2.0 Background Information

2.1 BT are consulting with the District Council on the removal of thirteen telephone kiosks. A copy of the consultation document, including a list of the locations of the kiosks and usage levels, is attached at **Appendix A**. BT posted notices in all the kiosks on 3 September 2019 asking anyone who wished to comment on the proposals to contact the District Council by 15 October 2019.

2.2 District Council Officers contacted the Town and Parish Councils and Meetings in whose areas the kiosks were, as well as the relevant District Councillors, and made them aware of the details of the consultation. Some asked if they could respond later than 15 October so they could discuss the issue at their next scheduled meeting. As BT does not require a response from the District Council until 11 December 2019, Officers were able to accommodate these requests, but this does mean that some responses had not been received by the time of writing this report.

2.3 Town and Parish Councils and Meetings that do not agree to the removal of kiosks in their areas have two options. They can object to the proposal and request that BT maintain a telephony service to the kiosk, if they can provide reasons for their objection. They can also agree to the removal of the telephony service but ask to adopt the kiosk and repurpose it.

2.4 BT charge £1 only to adopt the kiosk, and will maintain the supply of electricity for free. The Adopt a Kiosk scheme is only open to certain bodies including Town and Parish Councils and Meetings, Local Authorities, charities and the owners of land on which the kiosk is situated, not other private individuals. A popular use for repurposed kiosks is to house defibrillators. The Adopt a Kiosk scheme is aimed primarily at the red heritage kiosks, but BT occasionally allow modern kiosks to be adopted in rural areas if required for specific purposes where there are no red ones available. For requests relating to modern kiosks in urban areas, BT will normally carry out an individual assessment to see if adoption is possible.

2.5 The District Council will respond to the consultation when responses have been received from those District Councillors, and Town and Parish Councils and Meetings, who wish to comment. Where no comment is received, it is presumed that there is no objection to the removal of the kiosk. BT will not accept responses from any individual or body other than the District Council. BT will not remove a kiosk if it has received a written objection from the District Council by 11th December 2019 – this is known as the local veto. Factors relevant to an objection, as well as requirements and criteria that consultation responses

should meet, are set out in Ofcom's guidance on procedures for the removal of public call boxes, which is attached as **Appendix B**.

3.0 Proposed Approach

3.1 It proposed that where Town and Parish Councils and Meetings wish to adopt a kiosk and repurpose it, the District Council will support this in the consultation response. It is also suggested that the District Council support Town and Parish Councils and Meetings, and District Councillors, where they object to the removal of the telephony service from a kiosk and are able to provide a valid basis for their objection. Beyond this, there are two kiosks in Newark where Newark Town Council and the Ward Members have not objected to removal, but District Council Officers recommend objecting due to relatively high levels of usage and the large number of households in the vicinities. The kiosk near the railway bridge on North Gate had 200 calls over a 12 month period, and the kiosk on the corner of Barnby Road and Cromwell Road had 78 calls over a 12 month period.

3.2 A copy of the draft District Council response is attached at **Appendix C** for approval.

4.0 Equalities Implications

4.1 None identified, it is not believed that this issue will have different implications for different groups with protected characteristics.

5.0 Financial Implications (FIN19-20/7946)

5.1 There are no direct financial implications arising from this report.

6.0 Community Plan – Alignment to Objectives

6.1 The maintenance of telephony services in certain kiosks could contribute to the reduction of crime and anti-social behaviour, and increase feelings of safety in our communities, by facilitating emergency calls. The provision of defibrillators in repurposed kiosks could contribute to improving the health and wellbeing of local residents. The maintenance or repurposing of kiosks will enhance and sustain town centres.

7.0 RECOMMENDATIONS that:

- a) **the report be noted and the proposed approach endorsed; and**
- b) **Appendix C, subject to any additional comments from Committee and outstanding comments from Town and Parish Councils and Meetings, be approved as the District Council's response to BT's consultation on the removal of telephone kiosks.**

Reason for Recommendations

So that the report can be noted and the proposed approach endorsed, and so that a District Council response can be submitted to BT's consultation on the removal of telephone kiosks.

Background Papers - Nil

For further information please contact Matthew Norton on Ext 5852 or Adrian Allenbury on Ext 5862

Matt Lamb
Director – Growth & Regeneration



Chief Planning Officer
Newark and Sherwood District Council
Kelham Hall, Kelham
Newark
Nottinghamshire
NG23 5QX

12 September 2019

TIME SENSITIVE - 90 Day Consultation period end date: 11 December 2019

Dear Chief Planning Officer,

Further to our previous letter, we are writing to you as part of a formal consultation process regarding our current programme of intended public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 13 public payphones in your area which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are shown below.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 11 December 2019. Unless you contact us to agree otherwise, responses received after this date will not be accepted.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. It's really simple to do and it costs just £1 - <http://bt.com/adopt>

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider the recent Ofcom affordability report which found that most people do not view payphones as essential for most consumers in most circumstances -

http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf

On the 14th March 2006 the Office of Communications (Ofcom) published a statement following their 2005 review of universal service in the Telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
Registered in England No 1800000
www.bt.com

removal of payphone service

https://www.ofcom.org.uk/data/assets/pdf_file/0021/34266/statement.pdf

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as the Parish or Community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

and a summary is available at:

http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf

The guidance also details the appeals process we must follow in case of unreasonable objections.

What you need to do next

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at btp.authorisation.team@bt.com. Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

BT Payphones

pp 4th Floor Monument TE
11 – 13 Great Tower Street
London
EC3R 5AQ

You will need to obtain proof of postage from your local post office and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing btp.authorisation.team@bt.com.

Yours sincerely

Rick Thompson
Payphone Planning Officer

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
Registered in England No 1800000
www.bt.com

Please use this annex and return in this format to ensure that the telephone number of the kiosk is clearly shown.

A separate sheet can be used for further comments if required.

If you would like an electronic copy of this letter, please e mail btp.authorisation.team@bt.com

Newark and Sherwood

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
1	01159663336	PCO PCO1 FRANCKLIN ROAD LOWDHAM NOTTINGHAM	NG14 7BG	6	03/09/2019		
2	01623634023	PCO KIOSK 634023 CNR MANSFIELD RD KING JOHNS ROAD CLIPSTONE VILLAGE MANSFIELD	NG21 9EN	6	03/09/2019		
3	01623792146	OPP NO1 PCO2 KIRKINGTON ROAD RAINWORTH MANSFIELD	NG21 0IX	42	03/09/2019		
4	01623860507	JNC HALLAM RD PCO1 WHINNEY LANE NEW OLLERTON NEWARK	NG22 9TD	17	03/09/2019		
5	01623860681	CNR BRIAR RD O/S 48 FOREST PCO1 FOREST ROAD NEW OLLERTON NEWARK	NG22 9ST	113	03/09/2019		
6	01623861585	JNCFORREST RD O/S BLUE TIT PH PCO1 TUXFORD ROAD BOUGHTON NEWARK	NG22 9HT	50	03/09/2019		
7	01636702256	PCO KIOSK 702256 NR RAILWAY BRIDGE NORTH GATE NEWARK	NG24 1HD	200	03/09/2019		
8	01636703438	PCO KIOSK 703438 OPP BAINES AVE LONDON ROAD NEW BALDERTON NEWARK	NG24 3BW	18	03/09/2019		
9	01636704615	PCO KIOSK 704615 CNR FARNDON RD LONG LANE FARNDON NEWARK	NG24 4SU	1	03/09/2019		
10	01636704616	PCO KIOSK 704616 CNR BARNBY RD CROMWELL ROAD NEWARK	NG24 1RP	78	03/09/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
11	01636813111	PCO KIOSK 813111 THE ROPEWALK SOUTHWELL	NG25 0AJ	131	03/09/2019		
12	01636821591	PCO KIOSK 821591 MOORHOUSE NEWARK	NG23 6LS	5	03/09/2019		
13	01949850390	PCO PCO1 ALVERTON NOTTINGHAM	NG13 9PB	0	03/09/2019		

Signature:
Area: Newark and Sherwood

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
Registered in England No 1800000
www.bt.com

Notice date:



PUBLIC NOTICE

Payphone kiosk removal

Hello.

Our information shows that this phone box has had very little use over a significant period of time.

We're therefore proposing to remove this phone box. There is a consultation period of 42 days from the above date.

Please contact your Local Authority if you have any comments.

If you'd like to know where the nearest alternative payphone is, or who your local authority is please contact us on:

0800 661 610 option 1

This number is only able to provide alternative payphone details and the name of your local authority.

British Telecommunications plc. Registered office 81 Newgate Street, London. EC1A 7AJ.
Registered in England No. 1800000

Guidance on procedures for the removal of public call boxes

1. Introduction and overview

1.1 Ofcom published on 14 March 2006 a Direction setting out:

- Procedures for the complete removal of Public Call Boxes (PCBs) and Call Box Services (CBS) from a Site¹;
- Procedures for requests for new PCBs and related CBS; and
- A requirement that at least 70% of PCBs offer cash payment facilities.

1.2 This guidance is intended to promote consistency of decisions between Relevant Public Bodies². It also provides examples of circumstances in which the Universal Service Provider (currently BT plc and, in the Hull, area Kingston Communications) might reasonably remove the cash payment facility from a PCB.

2. Status of this guidance

2.1 Compliance with this guidance does not guarantee compliance with any legal requirement.

2.2 Except insofar as the context otherwise requires, words or expressions shall have the same meaning they have in the Direction.

3. Overview

3.1 The following diagram shows the various stages in the procedures for the complete removal of PCBs and/or CBS from a Site. Each stage is described in more detail in this guidance

¹ Site means any area within a walking distance of 400 metres from that PCB.

² Relevant Public Body means: in relation to England, the relevant local District Council (in two-tier local authority areas), London Borough Council, Metropolitan Council, Unitary Council, the Corporation of London or the Council of the Isles of Scilly; in relation to Northern Ireland, the Unitary District; in relation to Scotland, the Unitary Council; in relation to Wales, the County or County Borough Council; or any successor bodies or organisations.

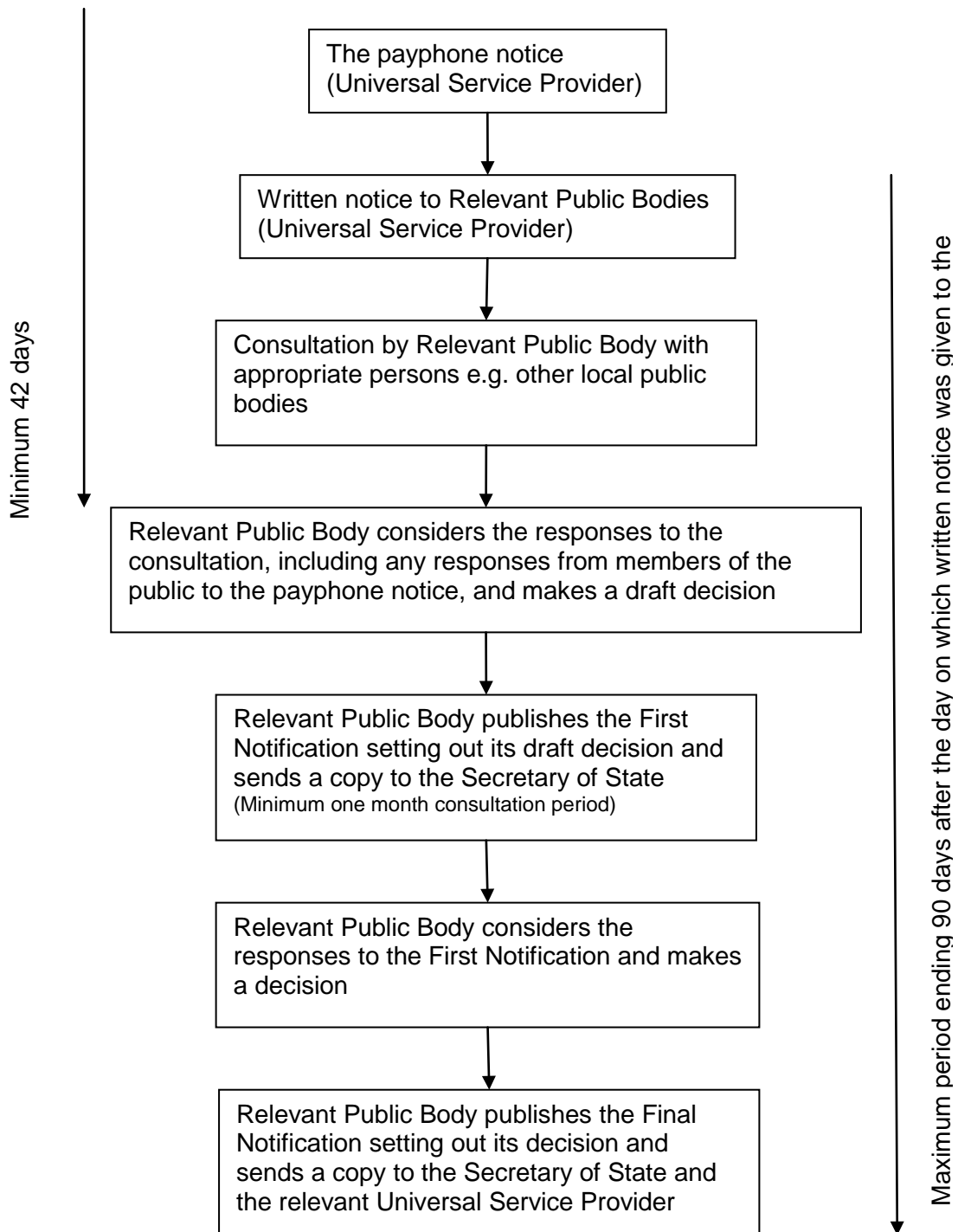


Diagram: Procedure for the complete removal of Public Call Boxes from a Site

4. The payphone notice

4.1 Under paragraph 2.2 of the Direction, the Universal Service Provider must display a notice in a prominent place on the PCB which it proposes to remove or re-site and/or to which it intends to cease to provide CBS ('the payphone notice') informing the public of the proposed change and setting out:

- The nature and effect of the proposal;
- The period within which members of the public may make representations about the proposal, which shall be 42 days after the day on which the notice is first displayed;
- A free-call telephone number which can be used by the public to check the location of the nearest alternative PCB providing CBS; and
- The Relevant Public Body to whom representations may be made about the proposal.

5. Written notice to relevant public bodies

5.1 Under paragraph 2.3 of the Direction, the Universal Service Provider must also give written notice of its proposed removal or re-siting of a PCB and/or the cessation of the provision of CBS to the Relevant Public Body ('the written notice') setting out:

- The nature and effect of the proposal;
- Any information in support of the proposal;
- The date on which the payphone notice was first displayed on the PCB (and provide a copy);
- A web link to Ofcom's guidance on procedures for the complete removal of PCBs and/or CBS from a site; and
- That objection may be made to the Universal Service Provider by the Relevant Public Body.

6. Consultation

6.1 The Relevant Public Body should bring the contents of the payphone and written notice to the attention of such persons as it considers appropriate, asking for comments on the proposal to be made to the Relevant Public Body within a stipulated period.

6.2 Such persons might include other local public bodies, for example the parish or community council. In Northern Ireland, the Relevant Public Body should also consider which local community groups, if any, to consult with.

6.3 It is likely that Relevant Public Bodies will already have in place various consultation mechanisms and procedures which allow local issues to be discussed with local communities, for example local strategic partnerships and neighbourhood-based systems of local meetings.

7. Responses to consultation

7.1 The Relevant Public Body should consider the responses to the consultation, if any, received within the stipulated period, and including responses from members of the public received by them within the 42 days period after the payphone notice was first displayed on the PCB.

7.2 In deciding whether to consent or object to the proposal, the Relevant Public Body must be satisfied that its decision is:

- Objectively justifiable in relation to the networks, services, facilities, apparatus or directories to which it relates;
- Not such as to discriminate unduly against particular persons or against a particular description of persons;
- Proportionate to what it is intended to achieve; and
- In relation to what it is intended to achieve, transparent.

7.3 The Relevant Public Body must also be satisfied that it acted in accordance with the six Community requirements set out in section 4 of the Communications Act 2003 ('the Act'). These are:

- To promote competition in the provision of electronic communications networks and services, associated services and facilities and the supply of directories;
- To contribute to the development of the European internal market;
- To promote the interests of all persons who are citizens of the European Union;
- Not to favour one form of, or means of, providing electronic communications networks or services i.e. to be technology neutral;
- To encourage network access and service interoperability for the purpose of securing competition in the electronic communication networks and services markets and the maximum benefit for customers of communications providers; and
- To encourage compliance with standards necessary for facilitating service interoperability and securing freedom of choice for the customers of communications providers.

7.4 Where it appears to a Relevant Public Body that any of the Community requirements conflict with each other they must secure that the conflict is resolved in a manner they think best in the circumstances.

7.5 To assist Relevant Public Bodies to consider the responses, and to make a decision to consent or object to the proposal, Ofcom has included at Annex 1 in this guidance factors which it considers relevant to the decision. Relevant Public Bodies should refer to these factors.

8. First notification

8.1 Having considered the responses to the consultation, if any, the Relevant Public Body must publish its draft decision in the form of a notification ('the First Notification'). To assist Relevant Public Bodies, Ofcom has included in this guidance at Annex 2 a specimen notification. The First Notification must:

- State that there is a proposal for the complete removal of PCBs and/or CBS from a Site;
- Identify the Universal Service Provider whose proposal it is;
- Set out the draft decision to consent or object to the proposal;
- Set out the effect of the draft decision to consent or object to the proposal;
- Give reasons for the draft decision to consent or object to the proposal;
- Specify the period within which representations may be made about the proposal to the Relevant Public Body;
- Confirm that the draft decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal;
- Confirm that in making the draft decision, the Relevant Public Body have considered and acted in accordance with the six Community requirements in section 4 of the Act;
- Confirm that a copy of the First Notification has been sent to the Secretary of State.

8.2 Except in exceptional circumstances justifying the use of a shorter period, the period mentioned in paragraph 8.1 for representations must be one ending not less than one month after the day of the publication of the First Notification.

8.3 The publication of the First Notification must be in such a manner as appears to the Relevant Public Body to be appropriate for bringing the contents of the notification to the attention of such persons as it considers appropriate.

8.4 Such persons might include other local public bodies, for example, the parish or community council. In Northern Ireland, it might include local community groups. Ofcom would expect the Relevant Public Body to send a copy of the First Notification to the relevant Universal Service Provider.

8.5 The Relevant Public Body must also send a copy of the First Notification to the Secretary of State. Ofcom has included in this guidance a specimen letter for this purpose.

8.6 Under section 50(6) of the Act the Relevant Public Body may if appropriate also send a copy of the First Notification to the European Commission. Ofcom does not believe there will normally be a need to notify the Commission in the case of proposed PCB removals.

9. Final Notification

9.1 The Relevant Public Body may consent or object to a proposal only if it has considered every representation about the proposal that is made to it within the period specified in the First Notification and has had regard to every international obligation of the UK (if any) which has been notified to Ofcom for the purposes of this requirement (none to date).

9.2 Having considered the responses to the First Notification, if any, the Relevant Public Body must publish its decision in the form of a notification ('the Final Notification'). To assist Relevant Public Bodies, Ofcom has included at Annex C in this guidance a specimen notification. The Final Notification must:

- State that there is a proposal for the complete removal of PCBs and/or CBS from a Site;
- Identify the Universal Service Provider whose proposal it is;
- Set out the decision to consent or object to the proposal;
- Set out the effect of the decision to consent or object to the proposal;
- Give reasons for the decision to consent or object to the proposal;
- Confirm that the decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal;
- Confirm that in making the decision set out in the Final Notification, the Relevant Public Body have considered and acted in accordance with the six Community requirements in section 4 of the Act;
- Confirm that a copy of the First Notification was sent to the Secretary of State; and
- Confirm that a copy of the Final Notification has been sent to the Secretary of State.

9.3 The publication of the Final Notification must be in such a manner as appears to the Relevant Public Body to be appropriate for bringing the contents of the notification to the attention of such persons as it considers appropriate.

9.4 Such persons might include other local public bodies, for example the parish or community council. In Northern Ireland, it might include local community groups.

9.5 The Relevant Public Body must send a copy of the Final Notification to the relevant Universal Service Provider.

9.6 The Relevant Public Body must also send a copy of the Final Notification to the Secretary of State. Ofcom has included in this guidance a specimen letter for this purpose.

9.7 Under section 50(6) of the Act the Relevant Public Body may if appropriate also send a copy of the Final Notification to the European Commission. Ofcom does not believe there will normally be a need to notify the Commission in the case of proposed PCB removals.

10. The local veto

10.1 The Universal Service Provider must not bring its proposal into effect if it has received any written objection to the proposal by the Relevant Public Body within the period ending 90 days after the day on which written notice was given by the Universal Service Provider to the Relevant Public Body ('the local veto'). It is for this reason that the Relevant Public Body must send a copy of the Final Notification to the relevant Universal Service Provider – see paragraph 9.5 above.

Annex 1

Relevant factors

Purpose

A.1 It is the Universal Service Provider's obligation to ensure the adequate provision of PCBs and/or CBS to meet the reasonable needs of end-users in terms of numbers, geographical coverage and quality of services. It is against this obligation that a Relevant Public Body must assess a proposal for the complete removal of PCBs and/or CBS from a Site.

A.2 This is intended to give guidance on the factors to take account of when considering a proposal for the complete removal of PCBs and/or CBS from a Site. It is intended also to promote consistency of decisions between Relevant Public Bodies. Relevant Public Bodies may consider other factors such as the proximity of the nearest alternative PCB, the nature of the area (for example, a tourist area or close to a children's home or similar accommodation) or, in the case of text phones, use by deaf users. However, any decision of a Relevant Public Body must comply with the requirements in paragraphs 7.2 and 7.3 of this guidance.

A.3 It is likely that Relevant Public Bodies will already have access to information against which they can make an assessment. While the following is not an exhaustive list of sources of information, Relevant Public Bodies might consider:

- ACORN is a demographic tool used to identify and understand the UK population – www.caci.co.uk;
- PRiZM is a commercial product built from lifestyle and demographic data at postcode level - www.claritas.co.uk;
- The National Statistics Service offers access to a range of social and economic aggregate data relating to small geographic areas - www.neighbourhood.statistics.gov.uk ; and
- UpMyStreet let you search and compare detailed information about a specific postcode, city, town, district or region – www.upmystreet.com

Factors

A.4 Set out below are some (not exhaustive) important factors which might be assessed when considering a proposal for the complete removal of PCBs and/or CBS from a Site.

Housing type in the area

A.5 A Relevant Public Body may consider whether the area within the same postcode as a PCB is predominately owner-occupied, privately rented or council housing. The more owner-occupied housing in the area the more likely it is that people living in that area would have access to mobile and fixed telephones. If there is predominantly private rented or council housing in the area, this may suggest

people on a lower income without access to mobile and fixed telephones and support the view that a PCB should be retained.

Number of households in the area

A.6 There may be concerns about alternative access to telephone services for low population densities. A Relevant Public Body may determine the number of households within the same postcode as a PCB. The number of households within 400 metres of a PCB could be seen as the catchment area for that PCB.

A.7 The number of households in the area would not however include any passing traffic or reflect that a PCB might be situated on a main road or busy terminus. Such detail should be assessed on a case-by-case basis.

PCB revenue

A.8 BT and Kingston may be willing to provide information about the revenue generated by a particular PCB. This should help measure PCB usage and could be an indicator of its value to the community. The lower the annual revenue that a PCB generates, there could be grounds for its removal.

A.9 Consideration may be given by a Relevant Public Body to the other factors listed above before it relies on annual revenue alone to support a decision to consent or object to the complete removal of PCBs and/or CBS from a Site. The annual revenue of a PCB should be assessed on a case-by-case basis.

Emergency calls

A.10 Many people place great value on having the option to use a PCB in an 'emergency'. However, not all calls considered as emergency calls by the public are calls to the emergency services, for example police, fire, ambulance and coastguard services. For example, people often cite calls to roadside breakdown as being emergency calls.

A.11 The importance of retaining a PCB for 'emergency calls' should be assessed on a case-by-case basis. The body needs to think about whether a particular PCB is more likely to be used for emergency calls than another. For example if there are alternative means of making calls available locally and/or there is good coverage for mobile phones, this may suggest that there is a reduced need to retain the phone box on emergency grounds. But if, for example, the call box is near a known accident black-spot, it may suggest it should be retained.

Mobile phone coverage

A.12 While three-quarters of adults now personally use a mobile phone, people often cite poor, sporadic or the lack of mobile network coverage at a location as being an important factor for retaining a PCB.

A.13 The main mobile networks, including 3, O2, Orange, T-Mobile and Vodafone allow you to check the network coverage in any given postcode area on their websites. While this might not be conclusive, it should help to assess network coverage within the same postcode as a PCB.

Annex 2

First Notification: example templates

Notification under section 49(4) of the Communications Act 2003

Draft decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. [Public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), hereby make the following draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.
2. The draft decision is set out in the Schedule to this Notification.
3. The effect of, and [public body] reasons for making, the draft decision is set out in the Schedule to this Notification.
4. [Public body] consider that the draft decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal.
5. In making the draft decision, [public body] has considered and acted in accordance with the six community requirements in section 4 of the Act.
6. Representations may be made to [public body] about the draft decision by [time] on [date].
7. A copy of this Notification has been sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
8. The Schedule to this Notification shall form part of this Notification.

[Name]

A person authorised by [public body] to sign this Notification

[Date]

Schedule

[Draft] decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

	Telephone number	Location	Decision (Object/Consent)	Reason(s)
1				
2				
3				
4				

Letter to the Secretary of State – First Notification

Telecommunications Team
Department for Culture, Media and
Sport
4th Floor,
100 Parliament Street,
London SW1A 2BQ

Dear Sir

Draft decision by [public body] in response to proposals by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

[Public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), hereby make a draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.

Section 50(1)(b) of the Act requires [public body] to send to the Secretary of State a copy of every notification published under section 49(4) of the Act. A copy of the First Notification is enclosed herewith.

Yours faithfully

Annex 3

Final Notification: example templates

Notification under section 49 of the Communications Act 2003

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. On [date], [public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), issued a notification setting out its draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction ('the First Notification').
2. A copy of the First Notification was sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
3. In the First Notification, [public body] invited representations about the draft decision by [time] on [date].
4. [Public body] has considered every representation about the draft decision duly made to it and Ofcom has not notified [public body] of any international obligation of the United Kingdom for this purpose.
5. The decision is set out in the Schedule to this Notification.
6. The effect of, and [public body] reasons for making, the decision is set out in the Schedule to this Notification.
7. [Public body] consider that the decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposals.
8. In making the decision, [public body] has considered and acted in accordance with the six community requirements in section 4 of the Act.
9. A copy of this Notification has been sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
10. The Schedule to this Notification shall form part of this Notification.

Schedule

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

	Telephone number	Location	Decision (Object/Consent)	Reason(s)
1				
2				
3				
4				

Letter to the Secretary of State – Final Notification

Telecommunications Team

Department for Culture, Media and Sport

4th Floor,

100 Parliament Street,

London SW1A 2BQ

For the attention of Simon Moseley

Dear Sir

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

[Public body], in accordance with section 49 of the Communications Act 2003 ('the Act'), hereby make a decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.

Section 50(1)(b) of the Act requires [public body] to send to the Secretary of State a copy of every notification published under section 49 of the Act. A copy of the Final Notification is enclosed herewith.

Yours faithfully

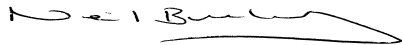
PCB Direction

Notification under section 49(1) of the Communications Act 2003

Notification modifying a Direction imposed on British Telecommunications plc and Kingston Communications (Hull) plc under Condition 3 in Parts 2 and 3 of the Schedule to a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 ('the 2003 Direction').

1. Ofcom, in accordance with section 49(4) of the Communications Act 2003 ('the Act'), made a proposal to modify the 2003 Direction ('the First Notification').
2. A copy of the First Notification was sent to the Secretary of State in accordance with section 50(1)(b) of the Act and to the European Commission in accordance with section 50(6) of the Act.
3. Ofcom invited representations about the proposal set out in the First Notification and the consultation document accompanying the First Notification by 28 September 2005.
4. By virtue of section 49(9) of the Act, Ofcom may give effect to any proposal to modify conditions set out in the First Notification, with or without modification to the proposal, where:
 - (a) they have considered every representation about the proposal that is made to them within the period specified in the First Notification; and
 - (b) they have had regard to every international obligation of the United Kingdom (if any) which has been notified to them for this purpose by the Secretary of State.
5. Ofcom have considered every representation duly made to them in respect of the proposals set out in the First Notification and the accompanying consultation document; and the Secretary of State has not notified Ofcom of any international obligation of the United Kingdom for this purpose.
6. The modification of the 2003 Direction is set out in the Schedule to this Notification.
7. The effect of, and Ofcom's reasons for making, the modification of the 2003 Direction is set out in the accompanying explanatory memorandum and statement.
8. Ofcom considers that the modification of the 2003 Direction complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposals.

9. In making the modification of the 2003 Direction, Ofcom has considered and acted in accordance with their general duties in section 3 of the Act and the six community requirements in section 4 of the Act.
10. Copies of this Notification and the accompanying explanatory memorandum have been sent to the Secretary of State in accordance with section 50(1)(b) of the Act and to the European Commission in accordance with section 50(6) of the Act.
11. The Schedule to this Notification shall form part of this Notification.



Neil Buckley

**A person authorised by Ofcom under paragraph 18 of the Schedule to the
Office of Communications Act 2002
14 March 2006**

Schedule

Modification of a Direction imposed on British Telecommunications plc and Kingston Communications (Hull) plc under Condition 3 in Parts 2 and 3 of a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 ('the 2003 Direction').

Part 1: Definitions and Interpretation

1.1 For the purpose of interpreting this Direction the following definitions shall apply:

“Relevant Public Body” means:

- a) In relation to England, the relevant local District Council (in two-tier local authority areas), London Borough Council, Metropolitan Council, Unitary Council, the Corporation of London or the Council of the Isles of Scilly;
 - b) In relation to Northern Ireland, the Unitary District;
 - c) In relation to Scotland, the Unitary Council;
 - d) In relation to Wales, the County or County Borough Council; or
- any successor bodies or organisations from time to time.

“Site”, in relation to a Public Call Box, means any area within a walking distance of 400 metres from that Public Call Box; and

“The Universal Service Notification” means a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 designating British Telecommunications plc and Kingston Communications (Hull) plc as universal service providers and confirming the universal service conditions;

“Universal Service Provider” means British Telecommunications plc and Kingston Communications (Hull) plc”;

1.2 Except insofar as the context otherwise requires, words or expressions shall have the meaning assigned to them in this Direction (including in the Parts) and otherwise any word or expression shall have the same meaning it has in the Act the Universal Service Notification (including in the Annexes) the Universal Service Regulations or the Condition as appropriate.

1.3 For the purpose of interpreting this modified Direction:

- (a) Headings and titles shall be disregarded; and
- (b) The Interpretation Act 1978 shall apply as if this Direction were an Act of Parliament.

1.4 This Direction shall take effect on the day it is published.

Part 2: The Direction

Complete removal of Public Call Boxes and/or Call Box Services from a Site

- 2.1 The Universal Service Provider shall not remove or re-site any of its Public Call Boxes and/or cease to provide Call Box Services where such removal re-siting or cessation of provision would result in the complete removal of Public Call Boxes and/or Call Box Services from a Site unless the requirements set out in paragraphs 2.2 to 2.4 of this Direction have been satisfied.
- 2.2 The Universal Service Provider shall display a notice in a prominent place on the Public Call Box which it proposes to remove or re-site and/or to which it intends to cease to provide Call Box Services informing the public of the proposed change and setting out ('the payphone notice'):
- a) The nature and effect of the proposal;
 - b) The period within which members of the public may make representations about the proposal, which shall be 42 days after the day on which the notice is first displayed;
 - c) A free-call telephone number which can be used by the public to check the location of the nearest alternative Public Call Box providing Call Box Services; and
 - d) The Relevant Public Body to whom representations may be made about the proposal.
- 2.3 The Universal Service Provider shall give written notice of its proposed removal or re-siting of a Public Call Box and/or the cessation of the provision of Call Box Services to the Relevant Public Body setting out ('the written notice'):
- a) The nature and effect of the proposal;
 - b) Any information in support of the proposal;
 - c) The date on which the payphone notice was first displayed on the Public Call Box (and provide a copy);
 - d) A web link to Ofcom's guidance on procedures for the complete removal of public call boxes and/or call box services from a site; and
 - e) That objection may be made to the Universal Service Provider by the Relevant Public Body.
- 2.4 The Universal Service Provider shall not bring its proposal into effect if it has received any written objection to the proposal by the Relevant Public Body within the period ending 90 days after the day on which notice was given under paragraph 2.3.

Cash payment

- 2.5 The Universal Service Provider shall ensure that at least 70 per cent of Public Call Boxes providing Call Box Services shall offer cash payment facilities.

Request for new Public Call Boxes

2.6 In considering a request for the provision of a new Public Call Box and related Call Box Services in order to meet the reasonable needs of a local community the Universal Service Provider shall take into account:

- a) The size of the local community which is said to require the provision of a new Public Call Box and related Call Box Services;
- b) The quality of housing which exists in the said local community; and
- c) The distance from an existing Public Call Box to the proposed new Public Call Box.

2.7 The Universal Service Provider shall allocate a score to the proposal as appropriate by reference to each of the factors in paragraph 2.6 and shall decide whether or not to grant the request on the basis of the total score. The available scores are:

Size of community	Score	Housing type	Score	Access to existing PCB	Score
<100	1	Quality private	0	Within 5-10 minutes walk	1
100-200	2	General private	2	Within 10-15 minutes walk	3
200-500	3	Private rented or multi-occupancy	4	No provision within one mile	4
500+	4	Good social housing	4	No provision within three miles	5
		Poor social housing	6	No provision within six miles	6

2.8 Where the total score is 10 or more the Universal Service Provider shall grant the request for a new Public Call Box and related Call Box Services. Except in exceptional circumstances, where the total score is eight or less the Universal Service Provider need not grant the request. Where the total score is nine the Universal Service Provider shall give due consideration to the request and shall grant the request if appropriate.

APPENDIX C

Newark & Sherwood	Telephone Number	Address	Post Code	Number Of Calls In Last 12 Months	Posting Completed Date	Agree / Adopt / Object	Comments / Reasons
Newark & Sherwood	01159663336	PCO PCO1 FRANCKLIN ROAD LOWDHAM NOTTINGHAM	NG14 7BG	6	03/09/2019	Agree	
Newark & Sherwood	01623634023	PCO KIOSK 634023 CNR MANSFIELD RD KING JOHNS ROAD CLIPSTONE VILLAGE MANSFIELD	NG21 9EN	6	03/09/2019		<i>Clipstone PC Will Respond After Their Next Meeting On 23rd October</i>
Newark & Sherwood	01623792146	OPP NO1 PCO2 KIRKLINGTON ROAD RAINWORTH MANSFIELD	NG21 0JX	42	03/09/2019	Object	<p>Rainworth Parish Council Decided That They Would Like BT To Keep And Maintain The Telephone Kiosk On Kirklington Road Rainworth, And Commented: 'The Records Demonstrate That The Kiosk Is Being Used By Residents (42 Calls Made) And Therefore This Shows A Need To Retain The Only Remaining Telephone Kiosk In Rainworth.'</p> <p>The District Council Supports The Parish Council And Also Objects To The Disconnection Of The Telephony Service To This Kiosk. There Are 26 Households Within The Same Postcode Area As The Kiosk. There Are No Other Kiosks Nearby That Could Be Used In The Event Of An Emergency. There Is A High Level Of Social Housing In The Area, And Some People May Rely On The Availability Of A Payphone.</p>
Newark & Sherwood	01623860507	JNC HALLAM RD PCO1 WHINNEY LANE NEW OLLERTON NEWARK	NG22 9TD	17	03/09/2019	Adopt	Ollerton & Boughton Town Council Would Like To Adopt This Modern Kiosk And Install A Defibrillator. The District Council Supports The Town Council.
Newark & Sherwood	01623860681	CNR BRIAR RD O/S 48 FOREST PCO1 FOREST ROAD NEW OLLERTON	NG22 9ST	113	03/09/2019	Adopt	Ollerton & Boughton Town Council Would Like To Adopt This Traditional Red Kiosk And Repurpose It For Community Use. The District

		NEWARK					Council Supports The Town Council.
Newark & Sherwood	01623861585	JNC FOREST RD O/S BLUE TIT PH PCO1 TUXFORD	NG22 9HT	50	03/09/2019	Adopt	Ollerton & Boughton Town Council Would Like To Adopt This Modern Kiosk And Install A Defibrillator. The District Council Supports The Town Council.
Newark & Sherwood	01636813111	PCO KIOSK 91511 THE NEWARK SOUTHWELL	NG25 0AJ	131	03/09/2019	Object	The District Council Objects To The Disconnection Of The Telephony Service To This Kiosk. There Are 16 Households Within The Same Postcode Area As The Kiosk And The Relatively High Level Of Usage Indicates That It Is Of Value To The Local Community And That It Could Be Needed For Emergency Calls. The Kiosk Is In Bridge Ward, Which Has A High Level Of Social Housing, And Some People May Rely On The Availability Of A Payphone. It Is Also The Only Kiosk In The Area That Is Accessible When The Train Station Is Shut.
Newark & Sherwood	01636702256	PCO KIOSK 702256 NR RAILWAY BRIDGE NORTH GATE NEWARK	NG24 1HD	200	03/09/2019	Object <i>Sherwood TC Will Respond</i>	The District Council Objects To The Disconnection Of The Telephony Service To This Kiosk. There Are 16 Households Within The Same Postcode Area As The Kiosk And The Relatively High Level Of Usage Indicates That It Is Of Value To The Local Community And That It Could Be Needed For Emergency Calls. The Kiosk Is In Bridge Ward, Which Has A High Level Of Social Housing, And Some People May Rely On The Availability Of A Payphone. It Is Also The Only Kiosk In The Area That Is Accessible When The Train Station Is Shut.
Newark & Sherwood	01636703438	PCO KIOSK 703438 OPP BAINES AVENUE LONDON ROAD NEW BALDERTON NEWARK	NG24 3BW	18	03/09/2019	Adopt	Balderton Parish Council Would Like To Adopt This Modern Kiosk And Install A Defibrillator. The District Council Supports The Parish Council.
Newark & Sherwood	01636704615	PCO KIOSK 704615 CNR FARNDON RD LONG LANE FARNDON NEWARK	NG24 4SU	1	03/09/2019	Agree	
Newark & Sherwood	01636704616	PCO KIOSK 704616 CNR BARNBY RD CROMWELL ROAD NEWARK	NG24 1RP	78	03/09/2019	Object	The District Council Objects To The Disconnection Of The Telephony Service To This Kiosk. There Are 18 Households Within The Same Postcode Area As The Kiosk And The Relatively High Level Of Usage Indicates That It Is Of Value To The Local Community And That It Could Be Needed For Emergency Calls.

						<p><i>After Their Next Meeting On 16th October</i></p> <p>Although It Only Had C130 Calls Last Month, The Town Does Not Have Good Cell Coverage From Providers And Without Cross Provider Roaming This Is Problematic. The Box Is Immediately Outside The Exchange So It's Costs Are Lower Than Other Rural Boxes.</p> <p>If The Box Was Cleaner And Repainted This Would Increase, I Believe, Its Potential.</p> <p>If BT Insist On Its Removal, I Believe That The Box Should Be Adopted By The Community'.</p> <p>Martin Stott, Who Is Councillor On Southwell Town Council But Who Was Commenting As A Private Individual, Objects To The Removal Of The Kiosk. He Wrote That: 'This Phone Box Is A Public Amenity As Well As An Iconic Structure In The Townscape. Its Removal Would Be To The Detriment Of The Residents And Visitors In Southwell.'</p> <p>The District Council Objects To The Disconnection Of The Telephony Service To This Kiosk. There Are 34 Households Within The Same Postcode Area As The Kiosk And The Relatively High Level Of Usage Indicates That It Is Of Value To The Local Community. Additionally, Mobile Phone Network Coverage In Southwell Is Well Known To Be Poor So The Retention Of The Telephony Service Is Important, Particularly For Emergency Calls.</p>	
Newark & Sherwood	01636821591	PCO KIOSK 821591 MOORHOUSE NEWARK	NG23 6LS	5	03/09/2019	Adopt	<p><i>Laxton And Moorhouse PC Will Respond After Their Next Meeting On 26th November But Councillor Sylvia Michaels Has Informed Us That They Wish To Adopt Their Kiosk.</i></p>
Newark &	01949850390	PCO PCO1 ALVERTON	NG13 9PB	0	03/09/2019	Adopt?	<p>Alverton And Kilvington Parish Meeting Are In</p>

Sherwood		NOTTINGHAM					Discussion With BT About Adopting This Telephone Kiosk But Are Only Prepared To Do So If BT Do Not Require Them To Sign An Agreement That Gives BT Unlimited Indemnity.
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ECONOMIC DEVELOPMENT COMMITTEE

20 NOVEMBER 2019

LOCAL DEVELOPMENT FRAMEWORK PROGRESS UPDATE

1.0 Purpose of Report

1.1 To update Members on progress towards delivery of the Plan Review in relation to the Allocations and Development Management Policies and to propose amendments to the timetable within the Local Development Scheme (LDS).

2.0 Background Information

2.1 Consultation on the Allocations & Development Management Issues Paper concluded on 19 August 2019. In total 59 organisations and individuals responded, including a number suggesting potential development sites. The current LDS timetable envisaged that the next stage of the Plan Review process, the Allocations & Development Management Options Report, would be published for public consultation in October 2019. It was agreed at the September Committee that an additional meeting of the Committee should be arranged to approve the Options Report in October. This was to allow members to fully consider the proposed policy approach to meeting Gypsy & Traveller housing policy.

2.2 Local Development Framework Task Group have considered the consultation responses and the emerging evidence base in relation to Gypsy and Traveller housing provision and where advised by officers that detailed site analysis of potential additional capacity on existing sites was necessary to ensure that additional pitch requirements were realistic. This work is estimated to take around three months.

3.0 Proposals

3.1 It is therefore proposed to update the LDS timetable to reflect the additional work that is being undertaken. The following timetable is proposed:

Amended Allocations & Development Management DPD
Issues Report (July/Aug 2019) Review of Development Management Policies, updated sites position, outline approach to Gypsy & Traveller policy and call for sites
Options Report (January/February/March 2020) Detailed Approach to Gypsy & Traveller policy and allocations
Publication of Draft DPD (and final Integrated Impact Assessment) for period of Public Representation (June/July 2020)
Consideration of representations and any potential amendments
Submission of DPD to Secretary of State (September 2020)
Examination by Inspector (December 2020)
Consultation on Main Modifications (February/March 2021)
Receipt of Inspector's Report (May 2021)
Adoption and Publication (June 2021)

3.2 The LDS envisages that a number of Supplementary Planning Documents (SPD) also need to be reviewed. It is proposed that work on the Developer Contributions and Planning Obligations SPD and the Affordable Housing SPD will now be undertaken next year with these SPDs being scheduled for consultation in October/November 2020 with a view to adopting them at the end of 2020. Work on reviewing other SPDs will be carried out during 2021.

4.0 Equalities Implications

4.1 An Integrated Impact Assessment is being prepared alongside the Plan Review process to ensure that the impact on groups with protected characteristics of the proposals are considered as part of the policy making process.

5.0 Financial Implications - FIN19-20/3555

5.1 There are no direct financial implications arising from this report.

6.0 Community Plan – Alignment to Objectives

6.1 The Community Plan Objective “Accelerate the supply of new homes including associated facilities” includes a requirement to complete the Plan Review and identify sites for Gypsy and Traveller provision.

7.0 RECOMMENDATIONS that:

- (a) Committee note progress towards meeting the timetable of the adopted Local Development Scheme;**
- (b) Committee agree to amend the Local Development Scheme to reflect the proposed approach set out in Section 3 of the report; and**
- (c) the amended Local Development Scheme comes into force on 21 November 2019;**

Reason for Recommendations

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

Background Papers

Local Development Scheme March 2019.

For further information please contact Matthew Norton on Ext 5852.

Matt Lamb
Director – Growth & Regeneration

ECONOMIC DEVELOPMENT COMMITTEE

20 NOVEMBER 2019

EDWINSTOWE CONSERVATION AREA REVIEW – AMENDMENTS TO EXISTING BOUNDARY AND ADOPTION OF APPRAISAL & MANAGEMENT PLAN

1.0 Purpose of Report

1.1 To seek approval from the Committee to amend the Edwinstowe Conservation Area (CA) boundary and adopt the Edwinstowe CA Appraisal and Management Plan.

2.0 Background Information

2.1 At the September 2018 Economic Development Committee, the Conservation Team was given delegated authority to proceed with a three year plan to review the District's CAs. An update to this review was given in June 2019. The focus of the 3 year review would be delivering boundary reviews of the existing CAs in Edwinstowe, Newark, Ollerton, Laxton and Southwell.

2.2 For reference, the power to designate CAs falls under the Planning (Listed Buildings and Conservation Areas) Act 1990 (the 'Act'). Section 69 (1) states: "Every local planning authority— (a) shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and (b) shall designate those areas as conservation areas". The first CAs were designated in 1967 under the Civic Amenities Act and there are now over 9,000 CAs in England. They are designated for their special architectural and historic interest.

2.3 The Council also has a legal duty to review existing CAs from time to time in accordance with Section 69(2) of the Act. The special interest of areas designated many years ago may now be so eroded by piecemeal change or by single examples of poorly designed development that parts of the area may no longer have special interest. In such cases, boundary revisions will be needed to exclude them or, in exceptional circumstances, reconsideration of the CA designation as a whole. Conversely, the existing boundary may have been drawn too tightly, omitting areas now considered of special interest such as historic rear plots with archaeological potential, later phases of development (such as more recent housing), or parks, cemeteries and historic green spaces. In such cases the existing boundary may need to be extended.

2.4 The Conservation Team has undertaken a comprehensive review of Edwinstowe CA, and has also explored further areas beyond the existing boundary. The Conservation Team has also undertaken consultation and public engagement, a process that has been catalogued and evaluated in the background paper 'Edwinstowe Conservation Area Review – Consultation Report (October 2019)'. This report sets out a range of consultation approaches, including:

- Regular discussions with Edwinstowe Parish Council, including walks around the existing and proposed extensions areas of the CA with local councillors;
- A public meeting was held on Saturday September 7 at Edwinstowe Public Library;

- A public consultation exercise was undertaken between 12 August and 23 September (6 weeks). A consultation document explaining the review process and issues and options for changing the existing CA boundary was made available on our website and as a printed document on request from Planning Services at Newark and Sherwood District Council, or via Edwinstowe Library and the Parish Council;
- Site notices alerting the community to the consultation documents and public meeting were installed on lampposts throughout the CA, including the additional areas being considered for inclusion;
- A notice alerting the community to the consultation documents and public meeting was advertised in the local newspaper, the Mansfield & Ashfield Chad; and
- Direct contact details for the Conservation Team were widely promoted both on our website (including via social media) and through all of the above notices and documents so that stakeholders could respond and engage verbally, via email or other written forms in which ever means they preferred.

2.5 The consultation was completed on 23 September 2019. Conservation has taken account of community views and subsequently produced a revised CA boundary. This work is underpinned by the background paper 'Draft Edwinstowe Conservation Area Appraisal (November 2019)'.

2.6 The Conservation Team welcomes the responses received and the constructive discussions had with everyone attending the public meeting. Edwinstowe CA is clearly something that many local residents are proud of. The consultation documents set out a brief summary of the perceived special interest of Edwinstowe CA. There has been no significant objection to this character appraisal and it will therefore form the basis for the draft Appraisal document. Residents have also enriched the Appraisal with their local knowledge.

BOUNDARY CHANGES

2.7 Mill Lane & Friend Lane: Conservation considers that Mill Lane as a whole has seen significant modern change. Whilst there are some positive historic buildings towards the eastern end of the roadway, it is felt that much of Mill Lane is not of sufficient special interest to warrant inclusion within the CA. This is consistent with local resident views, including some living within the affected area. However, it is felt that there is sufficient special interest within the area closest to the B6034, noting the positive historic and architectural aspects of buildings comprising numbers 1-3, 5, 7, 8-10, and 11-27 Mill Lane. The proposed boundary changes reflect these views.

2.8 Edwinstowe House: Many consultation responses have been negative about including this former historic house and its gardens within a revised CA. Conservation recognises that the post-war development of the site has significantly eroded the historic site. Surviving trees still reveal some of the significance of this older character however, and the house remains legible despite the modern office development attached. The approved social housing scheme within the grounds is a decisive consideration given that this has now commenced construction. Much effort has been made by the Planning Team to ensure that the development respects the setting of the CA, noting the use of natural slate roofs. The plan-form and layout of the new development will also provide a vista of the house from the lower end of High Street, thus better revealing its significance. However, the scale and intensity of the development has a significant impact on the spaciousness of the former parkland and in this context, we agree that Edwinstowe House and the bulk of the new

development should not be included within the CA. Important trees and the river corridor remain of interest nevertheless, and this is reflected in the proposed draft boundary.

- 2.9 Water Meadows: Most respondents agreed that this was an area of special interest, both in terms of its historic estate association with the Duke of Portland and its contribution to local amenity as green infrastructure and river corridor setting. We agree, and feel that this area is of special interest. We recognise that some of the housing stock to the north of Mill Lane overlooking the Meadows is of variable architectural form, but nevertheless the meadows form a legible and interesting part of Edwinstowe's history. In this location the fields lead right down to the roadside edge and bring a welcome wedge of greenery into the village core. Pleasant views are offered eastwards out of the village into the countryside (these can be identified as former radial fields from the Enclosure period). Given the importance of this landscape setting, both historically and aesthetically, the Conservation Team actually feel a slightly larger area of the water meadows than first drafted in the Consultation document would be appropriate for inclusion, and this is reflected in the proposed draft boundary.
- 2.10 Maythorn Grove: Maythorn Grove is a small development of mid to later-20th century social housing on the edge of the village. While it is accepted that the development could be regarded as making a neutral contribution to the character and appearance of the Conservation Area, historic map regression evidence, our own analysis and the consultation exercise have failed to reveal any particular significance to this development (for example architectural, archaeological, social, historic or aesthetic interest). It is a clear objective of the review process to ensure that the CA boundary is rigorous and represents areas that are of special interest. We have therefore excluded Maythorn Grove from the boundary.
- 2.11 Paddock Close, Newbery Close and St Mary's Church of England Primary School: The residential housing in this area is all modern later-20th century housing of no particular special interest. However, the areas of Paddock Close that are currently within the CA boundary do lie within the former grounds of Edwinstowe Hall, which was once quite extensive and covered the whole length of Paddock Close. The current CA boundary truncates the former outline of the Hall's grounds and, given the intensity of modern development now here, would not be worthy of inclusion. We therefore recommend that, despite a remnant archaeological and historic significance to the land, the remaining area of Paddock Close within the CA be removed and the draft boundary is shown to reflect this.
- 2.12 Newbery Close is situated on land which was once Church Land and previously housed the historic vicarage and its grounds. While, again, there is residual archaeological and historic interest to this land, the modern development now here has so radically altered the use and character of the land that we recommend this area be removed from the CA.
- 2.13 We acknowledge that the school building adjacent to Newbery Close is a modern building of no particular merit, but its location is within the former grounds of Edwinstowe Hall, which gives it a degree of archaeological and historic interest. Its location is more closely related to the setting of the Hall and its outbuildings than the Newbery Close residential area. As such the site has strategic importance as well as residual significance and the draft boundary has been drawn to retain this site within the CA.
- 2.14 Railway heritage: The railway heritage of Edwinstowe has been a strong and positive theme to come out of the research behind the significance of Edwinstowe and been well supported within the consultation responses. The area of railway heritage forms a clearly

legible association of buildings, structures and spaces which all contribute positively to the character and appearance of Edwinstowe CA and, as such, the proposed boundary has been drawn to include these within the new CA.

- 2.15 Other areas: We have considered further areas mentioned by local residents and respondents to the consultation. However, we have not found any of these areas to be of sufficient special interest to merit inclusion within a CA extension.

MANAGEMENT PLAN

- 2.16 The public consultation raised a number of issues facing the CA. We recognise, for example, support from some residents for strengthening controls within the CA, including consideration of an Article 4 Direction to further protect architecture and historic detailing. Whilst we agree that this can always be considered as an option for a particular issue, we have noted that some residents felt that this would be a step too far. We also consider that the existing controls are generally sufficient to protect the existing character and appearance of the CA. This issue can be reviewed at any time.
- 2.17 We also note that many of the concerns raised by local residents on the condition of the current CA relate to highways issues, in terms of lack of pavements, the condition of pavements, highway street planting and highway signage. We agree these are valid concerns but acknowledge that these fall within the Highways remit of the County Council. The Conservation Team will work proactively with the County Council to alert them of residents' concerns and steer, where possible, any public realm improvements so that they work to preserve and ideally enhance the character and appearance of the CA.
- 2.18 A further theme raised in the public consultation relates to planning matters, notably shop front signage and the quality of new development. In both cases, where permission is required, it is anticipated that applicants will take account of the CA Appraisal and Management Plan (this is usually considered within the applicant's Heritage Impact Assessment).
- 2.19 The Conservation Team has set out management proposals within the draft Appraisal document. It is anticipated that the CA would be surveyed on a regular basis (typically undertaken during planning applications), but also on a more comprehensive basis once a review of the whole District has been completed (likely to be over 10 years).

3.0 Proposals

- 3.1 For the Committee to approve the revised CA boundary as shown on the background paper 'Draft Conservation Area Boundary and schedule of affected properties'. For clarity, the proposed amended CA boundary extends the area to the south so as to include land associated with the historic water meadows, buildings and structures associated with the former railway station, the Dukeries Hotel, further buildings along High Street, as well as properties along part of Mill Lane, Friend Lane and Station Lane. The revised boundary will exclude properties on Maythorn Grove, Newbery Close, part of Paddock Close and the Youth Hostel at Forest Corner.
- 3.2 In approving the revised CA boundary, we request delegated authority to implement the boundary changes, including fulfilling statutory obligations to advertise the boundary

changes within the London Gazette, update the Council's website and notify relevant partners, including the Parish Council and Historic England.

- 3.3 For the Committee to approve the CA Appraisal and Management Plan. In adopting the document, we request delegated authority to publish the Appraisal. The Appraisal and Management Plan will become a material consideration in the determination of relevant planning applications.

4.0 Equalities Implications

- 4.1 In carrying out the Council's legal duty under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, there are no specific equalities implications for the District Council when designating or reviewing conservation areas. However, in accordance with the duty to publish management proposals within the affected area, and the benefit of wide ranging public engagement, appropriate consideration has been given to consultation strategies, public meetings and access to documents (also in accordance with public expectations for consultation as set out in the Statement of Community Involvement). A consultation report has been published setting out how, amongst other things, access and equality has been considered.

5.0 Financial Implications (FIN19-20/5837)

- 5.1 The Conservation Team does not expect there to be any impact on the budget in this case. The number of planning applications received by the Council is not likely to change significantly as a result of this work (noting that whilst the area is being expanded, it is also being reduced in other areas). It is possible that increased reporting of enforcement matters may occur; however, it is considered that current provisions exist within the Development Planning Team to deal with this.

6.0 Comments of Director

- 6.1 Reviewing existing CAs is required by section 69 of the Act. The Conservation Team has undertaken a thorough review of Edwinstowe CA and the proposed boundary changes accord with the Council's legal duty to consider whether further areas are of special interest and therefore worthy of designation. Designation will help preserve the character and appearance of the area.

7.0 RECOMMENDATION

That the Committee approve the amendments to Edwinstowe Conservation Area and adopt the Edwinstowe Conservation Area Appraisal.

Reason for Recommendation

To enable officers to carry out the Council's legal duties in respect of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Background Papers

Edwinstowe Conservation Area Review - Consultation Report (October 2019);
Draft Edwinstowe Conservation Area Appraisal (November 2019);
Draft Edwinstowe Conservation Area boundary and schedule of affected properties.

For further information please contact Oliver Scott on Ext 5847.

Matt Lamb
Director - Growth & Regeneration

ECONOMIC DEVELOPMENT COMMITTEE
20 NOVEMBER 2019

EV CHARGEPOINT – ADDITIONAL SITES

1.0 Purpose of Report

1.1 The purpose of this report is to update Members on the progress made with the EV charge points, which have been promoted by Highways England (HE) and BP Chargemaster (BPCM).

2.0 Background Information

2.1 HE is committed to helping improve the nation’s air quality and aims to ensure 95% of its motorways and major A roads are within 20 miles of a charge point to ease range anxiety obstacles and provide reassurance that an effective infrastructure is being invested in.

2.2 BPCM has been appointed by HE to develop, install and operate a network of rapid electric vehicle charge points near to the Strategic Road Network (SRN) on their behalf. There is a document outlining this included at **Appendix A**. These chargepoints are supplied at no cost to the District Council, as part of this strategy.

2.3 This Report focusses on what I have terms ‘phase one’, that is the phase that HE and BPCM will implement, in consultation with the District Council. These chargepoints are supplied at no cost to the Council. There is potential for a ‘phase two’ whereby further charge points can be considered. Any second phase would likely require direct District Council investment (beyond provision of the land upon which they could be sited). Any investment could be offset by implementing a profit share or a licence fee with the supplier/operator, albeit this is a detail for further reporting and debate in due course as part of the Council’s own energy, climate change, and likely town centres agendas.

3.0 Proposals

3.1 Phase One

Asset Management & Parking Services, in consultation with BPCM, have agreed the most suitable sites for an initial chargepoint deployment. Car park usage profile and this has been matched to the most suitable charge point type. This is summarised as follows –

New EV Charge Points for Newark 2019	EV Chargepoint Type	Charging information	Number of EV Charge Stations	Maximum number EV’s Chargeable at any one time	Planned date available for Public Use
Riverside Car Park	Chargemaster Fastcharge 15KVA	Fully charge in as little as 3 hours for most cars	4	8	By 30.11.19
Appletongate Car Park	Chargemaster Ultracharge 53KVA	Charges most vehicles up to 80% in 30 minutes	1	2	By 30.11.19
Castle House 1 Car Park	Chargemaster Fastcharge 15KVA	Fully charge in as little as 3 hours for most cars	2	4	By 30.11.19

3.2 The chargepoints are provided by BPCM for a 10 year term with an additional 3 year optional term. The chargepoints remain the property of BPCM and they return to BPCM at the end of the term. BPCM manage all maintenance and repair, promotion, data and usage reports. BPCM may also update the chargepoints with improved models at their discretion.

3.3 **Phase 2**

Securing the phase one chargepoints, via negotiation with BPCM represents a positive step towards catering for EV charging. Newark is well serviced by the strategic road network and the provision of charging points by a national provider will place Newark 'on the map' when users are seeking charging points.

3.4 There remains an ambition to consider a wider roll-out of EV charging points where appropriate and feasible. For Members awareness Officers have also recently put both Southwell Town and Edwinstowe Parish Council's in touch with BPCM as possible providers. Southwell, Sherwood, and Newark are all visitor destinations, collectively and in their own right (as the presentation on this evening's agenda makes clear). We also have a number of Council-owned commercial premises where Officers can consider EV charging. This includes (but is not limited to) The Beacon, Newark Town Wharf, and our Sports and Fitness Centres.

3.5 It is proposed that feasibility work around any expansion and costs associated with a next phase of EV charging points be brought back to this Committee. Such proposals would need to reflect on the Climate Change and Town Centres agendas.

4.0 **Equalities Implications**

4.1 Equalities impact assessments will be completed as appropriate for the activities and actions mentioned within this report.

5.0 **Financial Implications (FIN19-20/2780)**

5.1 Installing 7 charge points in 4 of the Council car parks will not cost the Council in installation or maintenance, but it will mean that if a chargeable car is not using those spaces on the days that the car parks are at capacity (Two – Three days per week), there is potential for lost revenue of between £2,400 and £3,000 in the first year, but as more electric cars are purchased and the car park spaces are properly utilised, the lost revenue will reduce.

5.2 The usage of the charge points installed in phase 1 would build on the information the Council holds in terms of a case demonstrating the need for the Council to invest in phase 2.

5.3 Should a decision be made to progress to phase 2, a business case would need to be considered by this committee, prior to Policy & Finance Committee before it could be added to the Capital Programme.

6.0 Community Plan – Alignment to Objectives

6.1 This project compliments and targets several key aspects of the Community Plan. Principally it assists in enhancing the district's natural environment by promoting greener transport solutions and assisting in reducing airborne pollution from fossil fuel engines. There is also a strong health and wellbeing benefit.

7.0 Comments of Director(s)

7.1 I welcome the addition of EV charging points linked to the strategic road network. This new provision will allow EV drivers an opportunity to recharge, whilst allowing them to explore and stay whilst here. A phase 2 project makes sense and this will be developed and costed as part of ongoing feasibility work with a view to being presented to this Committee in 2020.

8.0 RECOMMENDATIONS that:

- (a) Members note the report and confirm acceptance to the Phase 1 free issue chargepoints provided by BPCM as part of Highways England initiative; and**
- (b) a further progress report to be provided to the Committee in June 2020.**

Reason for Recommendations

Ongoing reporting of sustainable community measure.

Background Papers

Nil

For further information please contact Steven Syddall/Brian Rawlinson on ext. 5385/5835

Sanjiv Kohli
Director – Resources/Deputy Chief Executive



Our ref: EDF Carbon/BPCM 01

Mr Gary Parker
Contract Manager
Unit 4 Riverside Business Park,
Shoreham by Sea
Sussex
BN43 6RE

Mr Brian Cull
Environment Designated (Carbon) Fund
Highways England
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6HA

Direct Line: 0300 470 3222

18th September 2019

To Whom It May Concern

Support Letter for the Provision of Rapid Electric Vehicle Charge Points by BP Chargemaster (BPCM) for Highways England

I wish to confirm that BPCM have been appointed by Highways England to develop, install and operate a network of rapid electric vehicle charge points near to the Strategic Road Network (SRN) on Highways England's behalf.

I would be most grateful if you can give BPCM every help and support in developing this network.

Highways England is committed to helping improve the nation's air quality and aims to ensure 95% of its motorways and major A roads are within 20 miles of a charge point.

To develop this network, Highways England with the support of BPCM are seeking suitable sites on which electric vehicle charging points can be located and operated, with a view to having these sites operational by Winter 2019.

Supporting our aims of reducing carbon, improving air quality and providing facilities to support the growing number of electric vehicle users get back on their journeys, the charging facilities, located just off England's motorways and major A roads, will help them make longer journeys and reduce the anxiety of potentially running out of power.

If you have any questions or require any further information, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink that reads "Brian Cull".

Brian Cull
Programme Manager, Environment Designated (Carbon) Fund

ECONOMIC DEVELOPMENT COMMITTEE

20 NOVEMBER 2019

COUNCIL POLICY FOR MANAGEMENT OF OPEN SPACE

1.0 Purpose of Report

1.2 To provide Members with an overview of current arrangements for securing the long-term management and maintenance of new open space provided as part of new (predominately housing) development proposals and to seek clarity on a preferred approach. An update is also provided on the arrangements for maintaining new open space on the next phase of the Barratts David Wilson Homes (BDW) development at Fernwood.

2.0 Background and Concerns with Management Companies (ManCo's)

2.1 Members may be aware that new major residential developments (normally schemes of more than 10 dwellings in size) are often accompanied by on site public open space(s). Such space(s) can range in size and function from informal grassed areas, play areas, new sports pitches, and new country parks. Historically the District Council has taken on the maintenance of such spaces after the development (or each phase) is completed, alongside a one-off 'commuted sum' payment to cover an initial 'x' years maintenance (NSDC currently seek this for a 20 year period). The Councils Policy is captured in the adopted Developer Contributions SPD¹.

2.2 In recent years there has been a trend by developers to decline any agreement for the District Council to take on maintenance of open space, negating any requirement to provide a 'commuted sum'. The replacement maintenance vehicle has been a Management Company (ManCo). Typically a ManCo will be paid for by each house on a new development paying an annual charge which covers its running costs of maintaining land to a pre-agreed minimum standard. Many ManCo's are run ethically having an annual charge to household which are directly attributable to the costs of maintaining the open space in question on an ongoing basis. Some ManCo's are less ethical, with charges levied for issues such re-mortgaging (given that ManCo's are interested parties to the freehold of land) and seeking permission for the erection of conservatories or satellite dishes.

2.3 As a Council there was a change in our own policy position in 2016, when the Economic Development Committee resolved to change the focus to an 'exception' rather than a 'rule' for the District Council adopting new open space/equipment. The text below is still extant guidance, to be read alongside the aforementioned Developer Contributions SPD. For the avoidance of doubt the text inserted in 2016 is in **bold**, with the previous text in ~~strikethrough~~.

2.4 "Following the agreement of on-site provision, the District Council will need to satisfy itself that the open space has been properly laid out and completed and that suitable contractual arrangements for its long term maintenance have been put in place.

¹ <https://www.newark-sherwooddc.gov.uk/media/newarkandsherwood/imagesandfiles/planningpolicy/pdfs/draftdevconspd/Adopted%20Developer%20Contributions%20&%20Planning%20Obligations%20SPD%20December%202013.pdf>

Under normal circumstances this will involve either:

1. The land being dedicated to the Town/Parish Council and a commuted sum being paid to cover its future maintenance for 20 years; or
2. An alternative arrangement being presented by the applicant, usually in the form of a Management Company to satisfy the Council that maintenance of the land will be guaranteed for the foreseeable future.

Should the latter option be pursued the Council would expect applicants to consider how Town/Parish Council views could be considered, including the ability for representation via governance arrangements on larger schemes.

In exceptional circumstances the District Council may consider taking adoption of the open space. This will be determined on a case-by-case basis following discussion with the applicants and/or relevant Town/Parish Council(s).

~~Under normal circumstances this will involve the land being dedicated to the Local Authority and a commuted sum being paid to cover its future maintenance. Council policy requires that the commuted sum cover maintenance for 20 years. This is considered an appropriate balance between the maintenance costs being covered by both the new development and ultimately the local authority.~~

~~If developers do not wish to dedicate the open space to the Local Authority then the District Council will want to be assured that the alternative arrangements will guarantee the maintenance of the land for the foreseeable future.~~

The costs for maintenance of the various areas are as follows (2016 prices):

	<u>£ Per m²</u>		<u>£ Per Dwelling</u>
Provision for children and young people (at 18m ² /dwelling)	57.29	=	1031.30
Amenity green space (at 14.4m ² dwelling)	19.63	=	282.79
Outdoor Sports facilities (at 52.8m ² /dwelling)	21.74	=	1148.05
Natural & Semi Natural green space	n/a		102.66
Allotments and community Gardens (at 12m ² /dwelling)	12.31	=	147.83

The full 20 year commuted sum is calculated by multiplying the relevant open space area(s) by the cost per square metre or by multiplying the cost per dwelling by the number of dwellings.

These costs will be revised annually in line with the index for the soft landscaping work category of the Building Cost Information Service published by the Royal Institute of Chartered Surveyors.”

2.5 Whilst some would argue that concerns regarding ManCo's can be eradicated by the way in which they are constituted and monitored in circumstances when the operation is a cause for a concern there are additional resource requirements which fall upon the council, residents, and often towns/parishes to try and rectify an issue. It is considered that the Council has an opportunity to make a clear statement of intent on how we wish to approach the management and maintenance of our open spaces.

3.0 Options for the Future

3.1 A Council first approach to maintaining open space?

3.2 Fundamentally Members are asked to address whether management and maintenance of land by the District Council or the relevant Town/Parish Council is preferable to a ManCo, and whether the Council itself should ever become a ManCo (as a 'safety net' in circumstances where a developer is insistent on pursuing a ManCo route).

3.3 Members will be well aware of the importance of 'Place' and how public and green spaces contribute to this. Open spaces are also critical to recreation, health, and well-being of residents. The advent and proliferation of ManCo's has resulted in multiple open space maintenance providers, each maintaining open space(s) to different timetables and standards across the District. In some areas, there is likely to be multiple providers and regimes within single parish boundaries, one notable example being Fernwood. In simple terms, the District Council's ability to influence and manage the quality of open space is removed. If the Council were responsible for maintenance it would allow for direct control and accountability for residents, particularly in terms of creating an appropriate 'Place'. Council maintenance of open space(s) potentially allows for the development of 'add-on' services for residents, such as the cutting of grass in private gardens. This will be a matter for the Councils ground maintenance service to consider in the future.

3.4 Do ManCo's need to remain?

The ability of a developer to create a ManCo remains within their gift as a matter of law. A ManCo is not currently 'banned' and they have become mainstream practice for large numbers of new housing estates across the UK.

3.5 Notwithstanding the above, **a clear policy steer** on the Council's preferred method of maintenance (and why), alongside realistic costs of maintenance, phased over a reasonable development period (i.e. linked to phased delivery of open spaces and associated new housing) will allow developers to have regard to this in presenting their proposals to the Council, as Local Planning Authority. Clear guidance will also allow developers to factor such requirements into land purchase negotiations.

3.6 Should Members agree that the Council is best placed to manage and maintain open space on new developments there are two routes to secure this:

1) Commuted Payment

As has been done historically the Council, through its S106 Planning Obligation negotiations can seek to secure a commuted payment to cover 20 years maintenance. The level of payment sought will need to be clearly set out, as will expectations for when the open space(s) is transferred and when this will be paid. The host Parish Council will need to be part of any agreement to cover the period

after the initial 20 years maintenance, ensuring that maintenance costs are precepted (or some other form of funding is secured) or that the land is transferred to the host parish or town council after that time.

Phasing of payments will be critical in order to assist the cash-flow of developers. Any developer costs would need to be factored into the viability of any scheme, which may lead to, if robustly tested via a viability process, a reduction and/or deletion in other S106 contributions.

The majority of Local Planning Authorities who have adopted S106 planning guidance continue to operate this as an approach. Most are clear in stating that this approach is open to developers to pursue, with grounds maintenance teams providing detailed costs such that a developer is fully aware up-front of any financial commitments. This route is already captured in the Councils SPD. A withdrawal of the 2016 policy changes will again make clear that Council management and maintenance is the preferred route.

2) The Council becomes a ManCo

If a developer is insistent on a ManCo route, despite a clear policy statement and preference to the contrary, the Council will consider refusing planning permission. Alternatively, and if circumstances require, the Council will seek to be invited, via a competitive process, to set a pricing schedule to be the ManCo for residents. Nearby authorities have adopted a similar approach.

4.0 Proposal

- 4.1 It is considered that the Council needs to make a clear policy statement that the management and maintenance of open space should fall to a Council rather than a ManCo, given the growing concerns with a ManCo approach. If open spaces is publicly owned and managed the relevant tier of local government can be directly accountable for and to the delivery of a sense of place.
- 4.2 If a 'Council first' approach is agreed the preferred vehicle to achieve this is option 1 (commuted payment) above, which already exists within the Council's SPD. The Council will simply withdraw its statement in 2016 and re-affirm in negotiations with developers that this is the preferred approach. This can apply to pending applications where the S106 agreement is yet to be executed. Providing maintenance costs, when these will be paid, handover process (of the space from the developer to the Council), and the overall maintenance period clearly and unambiguously will allow developers to factor this into development costs. It is accepted that this may increase viability challenges, a route which is already open to developers.
- 4.3 If a developer refuses to follow option 1 and elects pursues a ManCo the Council will seek an ability to 'bid', via a competitive process, for the right to be a ManCo (which will normally be some time after the grant of any planning permission). It is not proposed that the level of charging regime or profit generated will require a separate vehicle/company model. If this position changes further proposals will be brought to Members via the relevant decision-making Committees.

4.4 Fernwood Open Space

Members will be aware that Barret David Wilson Homes (BDW) have commenced works on implementing a 1050 house scheme at Fernwood North. As part of the development a ManCo had been negotiated, following the model of the existing ('original') Fernwood. As will be detailed to the Policy and Finance (P&F) Committee the Council has decided to intervene to prevent another ManCo. BDW have agreed that at the end of each phase of the development open space for that development will be transferred to the Council. The terms of this agreement will be reported as an exempt item to the P&F Committee. The terms of this deal were agreed as an urgent decision with the Leader, Deputy Leader, and Leader of the Opposition.

5.0 Financial Implications

In the event that Members agree the preferred recommended that the District Council (or if agreed the relevant Town or Parish Council) should adopt open space in the first instance the costs of maintaining the open space will, in the initial years of maintenance, be covered by any commuted maintenance sum payment secured via a S106 agreement with developers. Any commuted maintenance sum will be finite, meaning that at some point the costs of managing, maintaining, and replacing (equipment, pitches, etc.) will need to be absorbed into precept or the land asset and its maintenance being transferred to the relevant Town or Parish Council.

6.0 RECOMMENDATIONS that:

- (a) **the Committee endorses the proposals at paragraph 4.2 above to withdraw the Statement made in 2016, making it clear as a matter of policy and preference to developers that the Council will seek to take on open space alongside a commuted payment to the Council to cover a period of 20 years maintenance. This is in accordance with the already published Developer Contributions SPD;**
- (b) **the Committee endorses the ability of the Council, where appropriate, to competitively tender to operate as a Management Company in circumstances where it is not possible or appropriate to follow a commuted payment route; and**
- (c) **the Committee notes the decision, as agreed with the Leader, Deputy Leader, and Leader of the Opposition of the Council to take on the ownership and management of open space delivered at the end of each phase of Fernwood North.**

Reason for Recommendations

To ensure clarity on the issues surrounding the management and maintenance of new public open space across the District.

Background Papers - Nil

Appendices - Report and Appendix to Economic Development Committee 14th September 2016

For further information please contact Matt Lamb on Ext. 5842

Matt Lamb
Director – Growth & Regeneration

PLANNING PROCESSES IN RELATION TO THE ADOPTION OF PUBLIC OPEN SPACE

1.0 Purpose of Report

- 1.1 To consider the adoption of an advisory note in relation to the Developer Contributions and Planning Obligations Supplementary Guidance (SPD) highlighting to developers the latest position in relation to Public Open Space adoption.

2.0 Background Information

- 2.1 As part of the sustainable development of new housing schemes it is important to secure good design and integrate appropriate greenspace. To that end the District Council requires developers to provide public open space on site in line with Policy DM3 of the Allocations & Development Management DPD and the Developer Contributions & Planning Obligations SPD (hereafter referred to as the SPD).
- 2.2 The SPD was adopted by Economic Development Committee in December 2013 and will be reviewed following the completion of the Plan Review (currently underway) in 2017/18. The SPD sets out in detail the types of open space required on site and the levels of financial contribution required to support maintenance of it over the medium term. It also sets out that in normal circumstances the District Council will take ownership of the open space upon completion.
- 2.3 Since the adoption of the SPD the District Council has begun a process of devolution, including offering to transfer public open space and associated maintenance contributions to Town and Parish Councils where they are willing to take on this responsibility. Given this approach, it is suggested that Town or Parish Councils should be offered the opportunity to take on open space as part of new development in their own communities rather than the District Council. Alternatively an applicant can elect (as is their right to do) to promote a Management Company, whereby the costs of future maintenance of open space (and communal areas) for a site are covered in perpetuity by costs levied at individual dwellings. Accordingly the District Council would in future, only take on responsibility for the maintenance of areas of open space as a point of last resort or where there were exceptional circumstances to justify it doing so (for example if an area of open space was strategically significant) Members should be aware that whilst, where responsibility is transferred to the Town or Parish or to the District Council, a commuted sum is received from the developer, this only covers future maintenance costs over a defined period (currently 20 years in accordance with the formula currently used by the Council), with the local authority meeting any maintenance costs thereafter. The continued adoption of open space by the District Council, without any amendment to the current policy, would therefore represent an ongoing and increasing future liability to the Council.
- 2.4 Whilst this change of approach is relatively small in scale in terms of the overall content of the SPD a number of developers have requested clarification of the District Council's position on the matter.

3.0 Proposals

- 3.1 Whilst any review of the SPD will address these policy changes this will however not be undertaken in the short term. It is therefore proposed to prepare a short amended section of the SPD in the form of an advisory note to reflect the Council's current approach. The proposed note's content is attached at Appendix A.
- 3.2 The note sets out that an applicant can explore either the option to transfer land (with an appropriate maintenance payment over 20 years) to the relevant Town/Parish Council(s) or promote a Management Company. For the avoidance of doubt an applicant can choose to explore either or both options (eg. some open space or community facilities could be transferred to the Parish with other areas such as open space or communal areas in apartment blocks being transferred into a Management Company). The note does set out that in certain circumstances it may be that the District Council will take on the land. This catch all statement is intended to ensure that there is always a back stop position. It also allows for circumstances where the new open space provision would expand an existing open space in the District Council's ownership or is a strategic piece of open space which is more appropriately maintained by the District Council. In these circumstances the District Council will inform the developer as soon as possible in the development process of this position.
- 3.3 It should also be noted that developers will continue to have the option, in all cases, to make their own arrangements for the maintenance of public open space through a management company as they are entitled to.

4.0 Equalities Implications

- 4.1 None identified

5.0 Impact on Budget/Policy Framework

- 5.1 The proposal sets out reflects the Council's approach to seek to devolve responsibility for the maintenance of open space where appropriate the Town and Parish Councils.

6.0 Comments of Director

- 6.1 Public open spaces play a vitally important role in ensuring the quality of 'Place' and have a direct impact on Wellbeing and Health. It is in recognition of this that Planning policies require the provision of public open space as part of a development. Once created the traditional model was for the District Council to take on the responsibility for and maintenance of these open spaces.
- 6.2 As the report states, it is proposed to change this traditional approach and offer such maintenance to local parishes or let the developer make their own maintenance arrangements with the District Council retaining a backstop position enabling it to adopt land in exceptional circumstances. What remains constant is the requirement for quality public open spaces to be created as part of any development.

7.0 RECOMMENDATIONS that:

- (a) the contents of the report are noted; and**
- (b) Appendix A be adopted as an Advisory Note to accompany the Developer Contributions and Planning Obligations SPD for the purposes of determining planning applications.**

Reason for Recommendations

To clarify for developers the current circumstances around the adoption of public open space secured as part of new residential development.

Background Papers

Planning Obligations & Developer Contributions SPD

For further information please contact Matthew Norton on Ext 5852 or Phil Beard on Ext 5714

Kirsty Cole
Deputy Chief Executive

ECONOMIC DEVELOPMENT COMMITTEE

20 NOVEMBER 2019

FEES & CHARGES PROJECT – COMMERCIALS PROJECT

1.0 Purpose of Report

1.1 To summarise the work undertaken within the Fees and Charges Project. The Commercials Team commenced the Fees and Charges project in April 2019 with the aim of reviewing all non-statutory fees and charges across the Council to;

- Create a central Fees & Charges Register
- Develop a framework for setting Fees & Charges efficiently and commercially,
- And ensure that Fees & Charges are efficiently reconciliated.

2.0 Background Information

2.1 A fee/charge is a fixed price charged for a good or service that can exist in a variety of forms such as a fee, commission or penalty. There are three different types:

Statutory Charge: This is a charge that the Council is mandated to levy for a service it is required to provide; for example Planning Applications Fees which are set by central government.

Discretionary Charge: This is a charge that can be set by the Council at its own discretion. The Council has the right to set this fee at whatever amount they believe is appropriate; for example car parking charges.

Statutory-Discretionary: This is a charge that the Council is required to account for in a specific manner, for instance, to charge for a statutory service at 'resource cost' meaning the fee must equate to the total cost to the council of providing the service.

2.2 The fees and charges project is an objective of the Commercial Strategy; namely "to ensure that the maximum revenues possible; allowed by the Corporate Fees and Charges Policy, and at levels that are socially and politically acceptable are being charged and received" (paragraph 6.1 of the Commercial Strategy). The fees and charges project focused on discretionary and statutory-discretionary charges, as the Council sets these. The aims of the project were to;

- Create a comprehensive fees and charges register,
- Create a toolkit for setting and regularly reviewing fees/charges to ensure transparency and consistency in costing methodology, and, as appropriate, maximize fees and charges with reference to the community plan and wider social objectives.
- Create a mechanism to reconcile income to fees and charges, and
- Develop a marketing plan for promoting fees and charges as appropriate.

3.0 Proposals

3.1 The project took place between April and November 2019 and the outputs were as follows:

1. Fees & Charges Register

The project team gathered the appropriate information and created a register which captures the following details;

- Description of charge
- Cost Centre Code
- Account Code
- Cash Officer Code
- Business Unit
- Committee approved by
- Type (Statutory/ Non-Statutory/ Statutory-Discretionary)
- Methodology (way fee/charge is set)
- Business Unit Notes
- How Customer Pays
- Last 5 years of charges
- Notes

The most important change is the introduction of 'methodology' to capture how the fee/charge is created and the 'notes' column where officers can provide an explanation if required. This would be used if, for example, the most commercial rate had not been proposed, the officer would explain here why a lower fee would be more appropriate by linking to the community plan and wider socio-economic considerations. For example, it may not be appropriate to charge the maximum fee for car parking as this would have implications on town centre growth.

2. Fees & Charges Toolkit

A toolkit (attached at **Appendix 1**) has been created which acts as a guide for officers who are responsible for setting, reviewing or managing fees and charges within the Council. It guides the user through the process of setting and reviewing fees and charges with the aim of ensuring fees are set transparently, consistently and commercially across the Council. The toolkit will embed a commercial approach to charge setting, promote organisational best practice and streamline budget setting.

3. Reconciliation and Monitoring

Each Business Unit is responsible for maintaining a regular reconciliation of their Fees and Charges income with the support of their Accountant. The central fees and charges register ensures the efficiency of this process. With the integration of the New Financial Management System, this will realign the hierarchy of Fees & Charges under a single parental structure. The Business Unit will be responsible, with support from the finance business unit, to monitor the application of the approved fees and collection of income. The comparison of actual income charged and collected to budgeted income will form part of the Council's quarterly performance reporting to senior management and Committee.

4. Marketing Plan

The final action of the project is to create a Marketing Plan for discretionary fees and charges to be launched in 2020/21. This marketing plan is in development and will be approved by SLT to be delivered by each business unit as appropriate.

4.0 Next Steps

- 4.1 The toolkit is currently being distributed with Business Managers to be applied to the 2020/21 fees and charges. From 2020 finance will be responsible for maintaining the register and overseeing the application of the toolkit in the annual review process.
- 4.2 Commercial rents were out of the scope of this project, however, as a legacy of this work rents are going to be reviewed as part of a 'Review of Commercial Assets' expected to commence December 2019. This review aims to look the Council's assets holistically to assess the asset and review fees and rents.

5.0 Equalities Implications

- 5.1 No equalities impacts identified. If appropriate equalities impacts assessments will take place for charged activities. Assessments to be conducted by the appropriate business unit.

6.0 Financial Implications FIN19-20/3704

- 6.1 There are no direct financial implications from changes/improvements to the methodology of capturing the data. All financial implications of individual changes to a fee and charge will be covered within the reporting process. Increased income generated from a more commercial approach to setting discretionary fees and charges, and additional marketing of services, will be recorded.

7.0 Community Plan – Alignment to Objectives

- 7.1 This project embodies the Councils' 'commercial and business-like' value and works to deliver the objective; "generate more income, improve value for money and increase residents' satisfaction with the Council."

8.0 RECOMMENDATIONS that:

- a) the contents of the report be noted; and
- b) the toolkit (Appendix 1) and associated procedure for development and review of the fees & charges register (3.0) be adopted as policy for the setting of corporate fees and charges.

Reason for Recommendations

To ensure a transparent, consistent and commercial system for setting fees and charges is used across the Council, contributing to the delivery of the Council's commercial aspirations.

Background Papers - Commercial Strategy (Adopted at Full Council 10.10.17)

For further information, please contact Ella Brady on Ext. 5279

Sanjiv Kohli
Deputy Chief Executive and Director – Resources

Fees and Charges Toolkit



Commercialisation and Major Projects

1.0 Introduction

This toolkit is designed for colleagues who are responsible for setting, reviewing or managing fees and charges within the Council. The purpose of this toolkit is to guide the user through the process of setting fees and charges and ensure transparent and consistency across the Council. This toolkit is designed to assist with setting and reviewing discretionary and statutory-discretionary charges.

2.0 What are Fees and Charges?

A fee/charge is a price charged for a good or service that can exist in a variety of forms. Fees and charges are interchangeable; however, a charge is more commonly used when referring to the price of goods and in the phrase 'service charge'. Alternatively, fees often relate to professional services and are often associated with transactional relationships.

There are three types of charges in the Council:

Statutory Charge- This is an amount that the Council is mandated to charge for a service it provides, therefore these charges are exempt from the Council's fees and charges setting and reviewing process.

Discretionary Charge- This is a charge that has no regulations with regards to how the charge is set, instead the Council has the right to set this charge at whatever amount is believed to be appropriate.

Statutory-Discretionary Charge- This is when the Council is mandated to charge for a service in a specific manner, for example, to charge for a statutory service at 'resource cost' meaning the charge equates to the total cost to the council of providing the service.

3.0 A Commercial Balance

The Council's commercial vision is:

"Our vision is to be an innovative and entrepreneurial Council that continually achieves positive annual financial contributions; by generating new revenue and delivering cost reductions, through trading and business improvements"

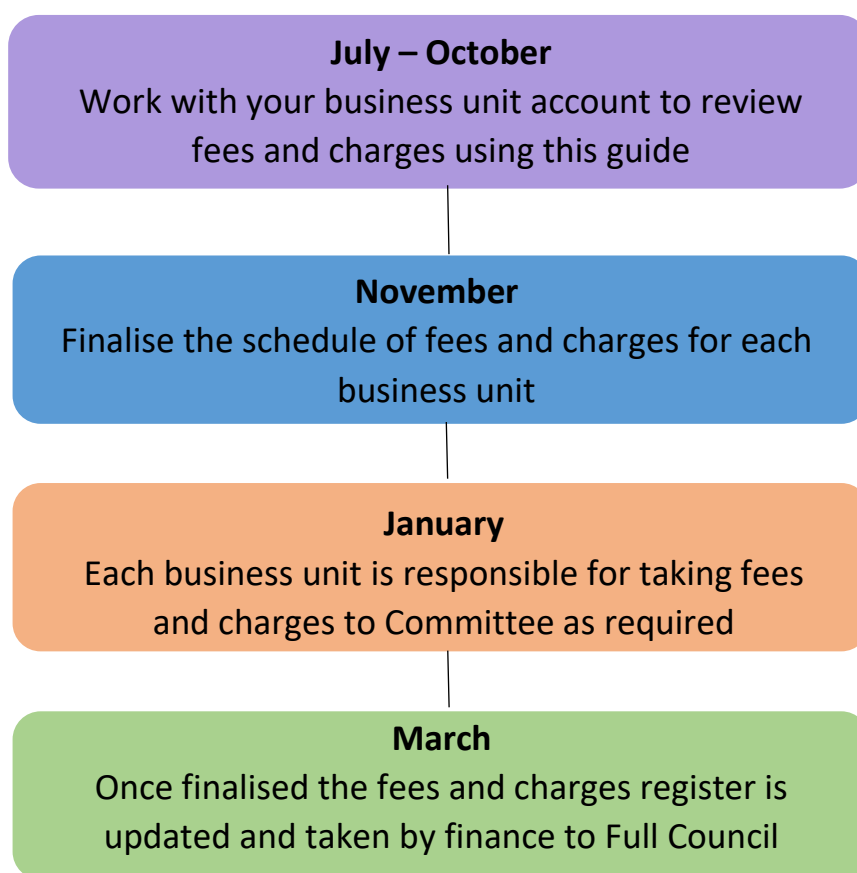
Fees and charges should always be set with consideration of the commercial vision; however, this may not always be the best approach depending on the nature of the service and the potential wider impact. As such, the balance between commerciality and social impact must be considered throughout the process of setting fees and charges.

4.0 Reviewing Fees and Charges

Every year, fees and charges should be renewed in line with inflation and the Council's updated resource formula as appropriate. If a fee or charge is set by benchmarking a benchmarking review should take place every 4 years to ensure the Council is in line with other providers. In the intervening years the fee/charge should be updated using inflation.

Any decisions made by the business unit relating to resourcing costs or inflation must be discussed with the accountant for the business unit. This will ensure that the proposed changes to fees and charges have been calculated accurately and consistently.

The timeline for setting fees and charges each financial year is;



5.0 Methodology

There are three methodologies for setting a fee or charge;

- Benchmarking
- Resourcing formula
- Inflation

The most appropriate method to use will differ depending on the nature of the service and methods are often combined. The circumstances in which each method should be applied are explained below.

Conduct a benchmarking exercise:

- If the service on offer is new to the Council.
- If the service/offer has recently been changed or developed.
- Every 4 years to ensure that the Council's prices are in line with other providers.

Calculate and apply a resourcing formula:

- If benchmarking cannot be applied for example if the product/service is unique and there are no comparable offers in the local area.
- If the product/service will vary and one fixed price cannot be set.

Apply inflation annually:

- If the service/offer remains the same e.g. there is no upgrade, or change, which reduces or increases the value to the customer.
- Annually for the years in between benchmarking exercises (every 4 years).

6.0 Inflation

Inflation refers to an environment of generally rising prices of goods and services within a particular economy. Inflation is measured to produce three main estimates of inflation CPI (Consumer Price Index), RPI (Retail Price Index) and CPIH (Consumer prices index including owner-occupiers housing costs, with CPI the most commonly quoted figure in the Council.

The rate of inflation is forecast to hover around 3% until the end of 2022/23. For this reason, when increasing a fee and charge within the Council through inflation, a rate of 3% should be applied annually unless an alternative rate is specified. However, you should refer to your accountant to be updated annually about the rate of inflation.

7.0 Benchmarking

Through benchmarking, organisations can compare themselves to other providers to ensure their charge is viable in the market place.

In order to benchmark effectively you should:

- Compare **at least 3** similar authorities who offer the same service. These authorities will need to be of a similar size, operate within a nearby region, contain a similar number of

residents, schools and transport links as Newark and Sherwood. If a local authority does not provide the service, compare to **at least 4** private companies.

- Compare to **at least 1** private company with a comparable offer in the local area.
- Repeat every 4 years to ensure that the Council's prices are in line with that of other providers.
- Repeat sooner than 4 years if the Council's offer is developed in any way (either an enhancement or limitation of the offer).

Once all required information has been gathered about other providers pricing, an average price should be calculated from which the Council's new fees and charges can be based. If the Council's offer deviates from the benchmarked average the fee/charge should be amended to align with the average charge (within a reasonable margin e.g. within 5-10%).

8.0 Resourcing Formulas

A 'Resource Formula' is a means of calculating the full resource cost of a service/activity considering all costs incurred, including infrastructure, staffing and equipment and so on, to enable full cost recovery. Resources include salaries, the cost of materials, supplies, equipment, technologies and facilities. For example, the resource cost of a cup of tea is not just the cost of the teabag and milk it is also the energy used to heat the water, a percentage of the cost of the teaspoon and the equipment used to wash the cup, and the staff time taken by the individual to make the tea.

It is important that the resource required to provide a service is understood to ensure that the agreed fee/charge covers the cost of the service. This should always be discussed with the accountant for your business unit before any fees and charges are confirmed.

In order to set resourcing formulas accurately you should:

- Seek guidance from your business unit accountant.
- Re-calculate resourcing formulas if there are changes to overheads or hourly rates.
- Review resourcing formulas with your account at least once a year to reflect inflation, staffing and overhead costs.
- Regularly check to ensure any discretionary provision is at least covering costs.

It is important to consider the above for statutory-discretionary charges that are based on resourcing formulas, as well as non-statutory charges. This will ensure that the fees and charges set are both accurately and in line with the Council's commercial vision.

9.0 Further Support

If you require further support please contact the Accountant for your business unit or the Commercials Team on commercials@nsdc.info.

ECONOMIC DEVELOPMENT COMMITTEE

20 NOVEMBER 2019

NEWARK BEACON UPDATE

1.0 Purpose of Report

1.1 The purpose of this report is to update Members on the progress made at the Newark Beacon.

2.0 Background Information

2.1 On 1 October 2018, the management of Newark Beacon was brought in-house and a five year Business Plan (2018 – 2023) was subsequently approved by the Economic Development Committee (21 November 2018)

3.0 Update

Business Plan

3.1 The Business Plan set out a number of proposals and objectives over a five year timeline. There have been some delays within this 5 year programme, primarily due to the need to undertake essential works and staffing changes. However, the overall budgetary position remains positive compared to forecast.

Staffing Changes

3.2 As reported to Committee on 19 June 2019, currently both the Centre Manager and the Assistant Centre Manager are on 12 months maternity leave which commenced on March/April 2019. As a consequence, both a temporary Centre Manager and Assistant Centre Manager has been employed. A further member of staff is on a phased return to work following long term sick leave. Two new zero hours contract staff have been employed and have been trained to cover reception.

The forgoing has resulted in a considerable reduction in the use of agency staff to cover the management and operation of Newark Beacon and costs have reduced considerably.

Essential Works

3.3 Managing the Beacon over the last 12 months has enabled us to identify a range of essential works required to update and maintain the facility to the high standard of service offering we are striving for. We recognise the importance of providing this level of service in an attractive environment to retain existing businesses. Equally we are focussing on providing facilities that appeal to new organisations which may be attracted by new and innovative facilities. The following progress in respect of improvements to the Centre have been made:

Scheme	Status	Cost (approx.)
New website completed & operational	Complete	Nil
Fire Risk Assessment compliance	Complete	£2,000
Fire Alarm upgrade	Complete	£4,000
Telephone system upgrade	Complete	£4,000
Door Access System replacement	Complete	£4,000
Kitchen Equipment (Café)	Complete	£2,000
Kitchen Reorganisation/redecoration (improved storage)	Complete	£4,000
Redecoration (reception)	Complete	£1,200
Centre Signage replacement	Complete	£4,000
Shared Office/New Meeting Room (inc new Furniture & AV equipment)	Complete	£20,000
Conference facility upgrade inc. new AV equipment (NB this has replaced the option of the sliding wall and new AV previously reported at circa £20,000)	Complete	£4,000
Reception Upgrade	Complete	£2,000
Car Park Remarking	Complete	£1,000
Intruder Alarm upgrade	Complete	£1000
Communications Room upgrade	Complete	£2,000
Principal Toilet upgrade including Legionella compliance	In progress	£20,000
Carpet Replacement	Awaiting quotation	TBA
Kitchenette refurbishment (2)	To programme	Approx. £2,000
Telephone switches	To inspect and update	TBA

4.0 **Performance to Date**

4.1 **Rental Surplus**

The 2018/19 Outturn shows the following:

Rental Income which includes rent, virtual and services charges was budgeted as £365,530.

Actual achieved was £364,365 an unfavourable variance of £1,165.

4.2 **Auxiliary Surplus**

Auxiliary Income which includes catering, hot desking and hire charges was budgeted as £51,600. Actual achieved was £70,931 a favourable variance £19,331.

4.3 **Occupancy**

Occupancy in the twelve months since the Beacon management returned in-house has increased from 31 Offices Occupied (72%) to 38 of Offices Occupied (88%). There are 43 offices available in total meaning there are 5 offices vacant. This 18% increase in occupancy exceeds the Centre's target of 85% occupancy by April 2020 as set out in the Business Plan. The level of occupancy is welcomed. We monitor tenant management on a daily basis to ensure that we meet tenant expectations and retain the high degree of satisfaction that assists in retaining tenants. There is a need to continue to push the filling of vacant space.

4.4 **Business Support**

Business Support has increased from 2 businesses supported since October 2018 to 7 businesses to 31 March 2019 and from 1 April to 22 October, 9 businesses.

4.5 **Digital Communications**

The Communications Business Unit is working with the Beacon to develop marketing for the various social media platforms we wish to use. These will include LinkedIn, Instagram and News items on the website. A relaunch of Newark Beacon is proposed for January 2020 once the remaining works have been carried out.

4.6 **Customer Satisfaction**

Customer Satisfaction, which is an annual target, is currently being measured using a formalised process following the 12 month anniversary of taking over the Beacon management. We hope to have this feedback available to be able to report verbally at the meeting. We do manage a day to day customer engagement by actively communicating and inviting verbal feedback. Tenants have reported that they appreciate this engagement and they welcome the increase in communication.

5.0 **Equalities Implications**

5.1 Equalities impact assessments will be completed as appropriate for the activities and actions mentioned within this report.

6.0 **Financial Implications FIN19-20/6445**

6.1 Budgetary provision for the staffing of the Beacon, in the current financial year, will also need to be revisited by Officers in light of long term sickness and maternity cover requirements.

7.0 **Community Plan – Alignment to Objectives**

7.1 The in-house management of Newark Beacon was driven by the desire improve the quality of the service and business support available to the customer, as well as reduce expenditure and increase revenue in accordance with Newark and Sherwood's Commercial Strategy and Investment Plan.

8.0 **Comments of Director**

8.1 I continue to welcome and support the difference made since the Beacon was brought back in house in terms of occupancy and budget. The centre provides important accommodation to a number of businesses. There is a need to absorb temporary staffing costs within the 2019/20 budget, a matter which Officers will address. It is expected that the relaunch of the Beacon's advertising profile in 2020 will see additional take-up of vacant units.

9.0 **RECOMMENDATIONS** that:

- (a) **Members note the report and the achievements made to date; and**
- (b) **a further progress report be presented to Committee in June 2020.**

Reason for Recommendations

Ongoing reporting on the Business Plan

Background Papers

Nil

For further information please contact Steven Syddall/David Best on ext. 5385/5890

Matt Lamb

Director - Growth & Regeneration

ECONOMIC DEVELOPMENT COMMITTEE

20 NOVEMBER 2019

DEVELOPMENT AND PROMOTION OF THE VISITOR OFFER IN SHERWOOD FOREST

1.0 Purpose of Report

1.1 To update Members on the implementation of the Destination Management Plan (DMP) for Sherwood Forest.

2.0 Background Information

2.1 Members approved the Destination Management Plan (DMP) for Sherwood Forest in January 2019. Since then, progress has been made in a number of areas towards both the development and promotion of the Sherwood Forest visitor offer.

2.2 Members are to be aware of the following activities:

- i) The Sherwood Strategic Management Group has been established. The Group has met three times to date and is Chaired by Cllr Mitchell, with Cllr Girling as Vice Chair. It brings together key landowners and partners in the area including Thoresby Estate, RSPB, Sherwood Forest Trust, Nottinghamshire County Council, Forest Holidays, the National Holocaust Centre, Bilsthorpe Heritage Museum and Sherwood Forest Arts and Craft Centre. The Clerk to Edwinstowe Parish Council has also recently accepted an invitation to join the Group to help improve visitor linkages with Edwinstowe Town Centre.
- ii) The narrative has been developed around the visitor offer at Sherwood Forest to emphasise the place's distinctiveness and what makes it special. Linking with Nottinghamshire County Council's 'Green and Active' theme, there is a focus on wellbeing, interacting with the natural environment and active family pursuits. Messages around the legend of Robin Hood, firmly rooted in the place of Sherwood Forest, also feature with their strong regional, national and international resonance.
- iii) In line with the above visitor offer narrative, a new distinct but complementary destination visual identity has been created for 'Visit Sherwood Forest'. It features a Robin Hood-style hat designed to sit alongside the new branding of 'Visit Newark' and 'Visit Southwell' featuring a civil war helmet and bishop's headdress respectively. This replaces the former generic 'Visit Newark and Sherwood' brand which was not widely recognised nor understood.
- iv) A bespoke new visitor website (VisitSherwoodForest.co.uk) and new social media channels have been developed for 'Visit Sherwood Forest', as the presentation this evening has demonstrated. These will enable us to run Sherwood Forest-specific campaigns, targeting key audiences of potential visitors with clear and consistent messages. Importantly, however, they clearly link to complementary sites and social media channels for 'Visit Newark' and 'Visit Southwell', providing opportunities for cross-promotion and visitor dispersal between the three destinations.

- v) Events and activities in Sherwood Forest formed an important part of this year's promotion of tourism campaigns including 'Easter at Sherwood' and 'Festivals 2019'. The two videos that comprised the cornerstone of the 'Easter at Sherwood' campaign had a combined viewing figure of 17,854. Of the 20 events featured in 'Festivals 2019', the 616 Music Festival (at Wellow) and the Robin Hood Festival were the two most popular festival webpage views after Newark Book Festival. The range of events and activities on offer across different attractions in the area also provides a regular source of content for engaging social media posts and blogs.
- vi) One of the first actions of the Sherwood Strategic Management Group was to commission the Sherwood Forest Trust to undertake a stakeholder analysis research project. This included face-to-face interviews and questionnaire responses from a wide range of tourism partners, attractions and businesses across the area. The findings of this analysis were recently presented to the Group and a number of key areas identified for development and promotion of the visitor offer. Strategic recommendations from this have helped to inform the scope of a sub-regional masterplanning project (please see below). Also, some of the tactical recommendations, for example potential promotional opportunities with Stagecoach, are already being explored by members of the Group.
- vii) Gateway Lodge, the first part of the planned refurbishment works at the Sherwood Forest Arts and Craft Centre and additional buildings, is very close to completion and we are now inviting expressions of interest. Whilst there is an income commitment from a previous ED Committee, preference will be given to prospective tenants who can demonstrate plans to complement or enhance the existing visitor experience at Sherwood Forest and consequently increase visitor numbers and dispersal, for example local providence food and drink, experiential activities, or as a gateway/orientation point. There is an expectation that the unit(s) will be open seven days per week all year round with appropriate exceptions.
- viii) We are soon to lead co-ordination of a masterplanning project at Forest Corner that will aim to identify way in which the visitor experience can be enhanced by liaison with the key landowners. The masterplan will look at physical movement and wayfinding for visitors, in addition to identifying possible areas for long-term development of the wider Robin Hood and Sherwood Forest Offer (whilst also being cognisant of the ecology and landscape-scale interventions and aspirations). The Masterplan is likely to be produced by NSDC, albeit other landowners will want to develop their own plans and aspirations, to feed into any strategic development via the Council's leadership.

3.0 Equalities Implications

- 3.1 All promotional activities followed the Council's guidelines for accessible communications. The Gateway Lodge at Sherwood Corner is fully DDA compliant.

4.0 Financial Implications

- 4.1 At its meeting on 26 September 2019, Policy and Finance Committee approved a wider review of resources. The masterplanning works at Forest Corner formed part of this resource. There are no other financial implications not already addressed.

5.0 Community Plan – Alignment to Objectives

5.1 The objectives of the above activities align with Objective 5 of the Community Plan – Increase visits to Newark and Sherwood.

6.0 Comments of Director

6.1 Due to the hard work of a range of partners progress continues to be made by the Destination Management Group (DMG) towards the implementation of the Sherwood Destination Management Plan (DMP). The work around Sherwood Forest Corner (and links with Edwinstowe Town Centre) will form an important next step in enhancing the tourism and visitor offer. Further work on the outcomes of the stakeholder analysis research project and ways in which to support additional overnight accommodation will be next on the DMG's agenda.

7.0 RECOMMENDATION

That recent progress made in a number of significant areas towards both the development and promotion of the Sherwood Forest visitor offer be noted.

Reason for Recommendation

To enable Officers and members of the Sherwood Strategic Management Group to continue with implementation of the Destination Management Plan (DMP) for Sherwood Forest.

Background Papers

Nil

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

Matt Lamb
Director – Growth & Regeneration

Forward Plan of Economic Development Committee Decisions from 1 December 2019 to 30 November 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.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
25.03.20	Promotion of Tourism Update 2019/20	richard.huthwaite@newark-sherwooddc.gov.uk
25.03.20	Adoption of new Green Spaces Strategy	phil.beard@newark-sherwooddc.gov.uk
Sept 2020	Update on Commercialisation and Major Projects	Deborah.johnson@newark-sherwooddc.gov.uk Natalie.cook@newark-sherwooddc.gov.uk
TBC	Review of Industrial Estate	steven.syddall@newark-sherwooddc.gov.uk
TBC	Possible report on Legionella Compliance Programme	steven.syddall@newark-sherwooddc.gov.uk
TBC	Town Centre Regeneration Masterplan	To be confirmed
TBC	Ollerton & Boughton FINAL Neighbourhood Study and Next Phase	rob.main@newark-sherwooddc.gov.uk
TBC	Presentation by Welland Procurement – 'local procurement'	matt.lamb@newark-sherwooddc.gov.uk
TBC	Update on Digitisation of Archive Material at Resource Centre	oliver.scott@newark-sherwooddc.gov.uk