



*Castle House  
Great North Road  
Newark  
NG24 1BY*

*Tel: 01636 650000*

[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Tuesday, 7 January 2020**

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

**Members of the Committee:**

Councillor R Blaney  
Councillor L Brailsford  
Councillor L Brazier  
Councillor Mrs R Crowe  
Councillor Mrs M Dobson  
Councillor P Harris  
Councillor N Mison  
Councillor N Mitchell  
Councillor M Skinner  
Councillor R White

**Substitute Members:**

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

**MEETING: Economic Development Committee**  
**DATE: Wednesday, 15 January 2020 at 6.00 pm**  
**VENUE: Civic Suite, Castle House, Great North Road,  
Newark, Notts NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place  
and on the date mentioned above for the purpose of transacting the  
business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on [helen.brandham@newark-sherwooddc.gov.uk](mailto:helen.brandham@newark-sherwooddc.gov.uk) 01636 655248.



## **AGENDA**

### **Page Nos.**

- |    |  |         |
|----|--|---------|
| 1. | Apologies for Absence  |         |
| 2. | Declaration of Interest by Members and Officers and as to the Party Whip |         |
| 3. | Declaration of Intention to Record Meeting                               |         |
| 4. | Minutes of Meeting Held on 20 November 2019                              | 4 - 11  |
| 5. | Localism in Procurement - Presentation                                   | 12 - 19 |

### **Part 1 - Items for Decision**

- |    |   |           |
|----|---|-----------|
| 6. | Economic Development Committee Revenue Budget 2020/21 | 20 - 58   |
| 7. | Local Development Framework Progress Update           | 59 - 60   |
| 8. | Social Mobility Project Proposal                      | To Follow |
| 9. | Council Policy for Management of Open Space           | 61 - 69   |

### **Part 2 - Items for Information**

- |     |   |         |
|-----|---|---------|
| 10. | Christmas Campaign Evaluation               | 70 - 73 |
| 11. | Newark Town Update                          | 74 - 76 |
| 12. | Economic Development Committee Forward Plan | 77      |

### **Confidential and Exempt Items**

None

## 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, 20 November 2019 at 6.00 pm.

PRESENT: Councillor Mrs P Rainbow (Vice-Chairman)

Councillor R Blaney, Councillor L Brailsford, Councillor L Brazier, Councillor Mrs R Crowe, Councillor Mrs M Dobson, Councillor N Mison, Councillor N Mitchell, Councillor M Skinner and Councillor K Walker (Substitute)

ALSO IN ATTENDANCE: Councillor L Goff

APOLOGIES FOR ABSENCE: Councillor K Girling (Chairman) and Councillor R White (Committee Member)

### 29 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.

### 30 DECLARATION OF INTENTION TO RECORD MEETING

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

### 31 MINUTES OF MEETING HELD ON 11 SEPTEMBER 2019

AGREED that the Minutes of the Meeting held on 11 September 2019 be agreed as a correct record and signed by the Chairman.

### 32 PRESENTATION OF NEW VISITOR WEBSITES

The Committee considered the report and presentation of the Business Manager – Tourism which presented for the first time the Council's new website and three tourism destination brands: Visit Newark; Visit Southwell; and Visit Sherwood Forest.

In considering the presentation, Members queried whether the website was accessible by mobile phones and whether the eating and drinking establishments that were advertised had been checked for quality and food hygiene. In response, the Business Manager confirmed that the website was accessible by mobile phones. He advised that the Tourism Action Group had engaged with all accommodation and food providers to provide a filter. All those wishing to advertise were required to complete a template which was checked prior to their establishment being promoted on the website.

In response to whether the websites were checked to ensure bandwidth usage, the Business Manager confirmed that spot-checks were being carried out externally, including those with poor wifi coverage.

Members suggested that a commentary or narrative be added to the interactive element of the website to enhance to users viewing. It was also suggested that information be included on the Trent Vale Trail which promoted routes suitable for cycling, running and walking.

In noting that the Southwell Workhouse was being promoted, which was a National Trust attraction, Members queried whether they were reciprocating the arrangement by promoting NSDC attractions and whether work was ongoing to promote attractions within the rural areas of the district. The Business Manager confirmed that work was ongoing with the National Trust to promote a trail with them from the Workhouse to the shops in Southwell. He also advised that as much linkage as possible with the more rural areas was included, citing that the attraction in Laxton was included within the Sherwood Forest element. It was also suggested that information be included on public transport and the park and ride facilities within the district.

AGREED (unanimously) 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.

With the permission of the Committee, the running order of the Agenda was amended to take Agenda Item No. 13 – Development and Promotion of Visitor Offer in Sherwood Forest next. Thereafter the Agenda resumed its published running order.

### 33 DEVELOPMENT AND PROMOTION OF VISITOR OFFER IN SHERWOOD FOREST

The Committee considered the report of the Business Manager – Tourism which sought to update Members on the implementation of the Destination Management Plan (DMP) for Sherwood Forest. The report set out the work undertaken since the DMPs approval in January 2019 with the activities listed in paragraph 2.2 of the report.

It was noted that there had been a productive start and enthusiastic contributions from the Sherwood Forest Trust.

AGREED (unanimously) that recent progress made in a number of significant areas towards both the development and promotion of the Sherwood Forest visitor offer be noted.

### 34 BT REMOVAL OF TELEPHONE KIOSKS - CONSULTATION

The Committee considered the report of the Business Manager – Planning Policy which set out the details of British Telecom's (BT) consultation on the removal of telephone kiosks within the Newark & Sherwood District and which also sought endorsement of the draft response prepared by Officers and the approach taken which was detailed in paragraph 3.1 of the report.

In considering the report Members noted that the deadline for the submission of responses to BT was 11 December and queried whether the relevant town/parish councils would be contacted to provide a response where one had not already been received. The Business Manager confirmed that they would be contacted prior to the deadline date for submission.

AGREED (unanimously) that:

- (a) the report be noted with the proposed approach being endorsed; and
- (b) Appendix C, subject to any additional 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.

35 LOCAL DEVELOPMENT FRAMEWORK UPDATE

The Committee considered the report of 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 and which also proposed amendments to the timetable within the Local Development Scheme (LDS). The report set out the background to the recent consultations undertaken and the work subsequently required following their outcome.

AGREED (unanimously) that:

- (a) progress towards meeting the timetable of the adopted Local Development Scheme be noted;
- (b) amendment to the Local Development Scheme to reflect the proposed approach set out in Section 3 of the report be approved; and
- (c) the amended Local Development Scheme comes into force on 21 November 2019.

36 EDWINSTOWE CONSERVATION AREA BOUNDARY AMENDMENTS AND ADOPTION OF APPRAISAL

The Committee considered the report of the Director – Growth & Regeneration which sought Members' approval to amend the Edwinstowe Conservation Area (CA) boundary and to adopt the Edwinstowe CA Appraisal and Management Plan.

The report set out the background to the review of the District's CAs which included: Edwinstowe; Newark; Ollerton; Laxton; and Southwell. It was reported that the Council's Conservation Team had carried out a comprehensive review of the Edwinstowe CA and had also explored further areas beyond the existing boundary. The review had undertaken consultation and public engagement with the range of these being listed in paragraph 2.4 of the report. Details of the proposed boundary charges to the CA were listed in paragraphs 2.7 to 2.19.

In considering the report Members commented that given the start of the Master Planning at Forest Corner, the outcome of the consultation with residents provided a sound base for that to commence.

Members also commented on the historic use of trains in the area and that the local MP was actively promoting the extension of the nearby Robin Hood Line to include Edwinstowe.

AGREED (unanimously) that:

- (a) the amendments to the Edwinstowe Conservation Area and the adoption of the Edwinstowe Conservation Area Appraisal be approved; and
- (b) delegated authority be given to the Director – Growth & Regeneration to carry out the legal requirements for the aforementioned amendments

### 37 EV CHARGEPOINTS

The Committee considered the report of the Director – Resources/Deputy Chief Executive which sought to update Members on the progress made with the installation of the Electric Vehicle (EV) charge points which were promoted by Highways England (HE) and BP Chargemaster (BPCM).

The report set out the background and reasons behind the installation of EV chargepoints in 4 of the Council's car parks and that there were 2 phases to the proposals. Phase 1 would be at no cost to the Council as they were provided by BPCM for a 10 year term with an additional 3 year optional term. The chargepoints would remain the property of BPCM and would be returned to them at the end of the term. BPCM would also manage all maintenance and report, promotion, data and usage reports. It was further reported that there was potential for a Phase 2 but that it would likely require direct Council investment (beyond provision of the land upon which they could be sited). Such investment could be offset by implementing a profit share or a licence fee with the supplier/operator.

In considering the report Members queried whether any suitable sites had been identified should Phase 2 be implemented, citing Rufford Abbey or Sherwood Forest Visitor Centre. Officers reported that HE had initially focussed on the strategic road network for siting the chargepoints but that future discussions could include provision on the 'A' roads within the district. In considering the Officers' comments Members queried whether there was any potential for siting a chargepoint on the roadside rather than in an existing car park, for example, alongside the A1. Officers confirmed that this would form part of future discussions.

AGREED (unanimously) that:

- (a) Phase 1 free issue chargepoints provided by BPCM as part of the Highways England initiative be accepted; and

- (b) the report be noted with a further progress report being presented to the June 2020 Committee.

### 38 COUNCIL POLICY FOR MANAGEMENT OF OPEN SPACE

The Committee considered the report of the Director – Growth & Regeneration which sought to provide Members with an overview of the current arrangements for securing the long-term management and maintenance of new open space provided as part of new (predominately housing) development proposals with clarity also being sought on the preferred approach. The report also provided an update on the arrangements for maintaining new open space on the next phase of the Barratts David Wilson Homes (BDW) development at Fernwood.

The report provided Members with background information and the existing concerns with management companies (ManCo's). Paragraph 3.0 of the report set out the Council's options for the future, providing Members with two questions for consideration: 1. A Council first approach to maintaining open space?; and 2. Do ManCo's need to remain? with Members being asked to consider the proposals as detailed in paragraph 4 of the report.

In considering the report Members commented that promoting Council ownership on maintenance on large strategic open spaces likely to have a catchment wider than just the development proposed was understandable as a preference to multiple ManCos. There was less support for smaller development sites where the open space was linked to just that development, especially if viability would mean less developer contributions such as affordable housing.

In response to the above comments, the Director advised that, nationally, there were two questions to be considered: 1. Should viability exist as a concept?; and 2. Can a ManCo be controlled or be abolished at a national level? He added that if there was no national resolution the questions it remained for this to be determined at a local level. He commented that there were several ways to deal with managing an open space and that these could be further explored with a report being presented to the January 2020 meeting of the Committee.

In considering the above comments Members agreed that a Working Group be established to further explore the issues in relation to the Council administering a ManCo and that the findings thereof be reported back to the January 2020 meeting of the Committee.

AGREED (unanimously) that:

- (a) a Working Group be established consisting of the Chairman, Vice-Chairman and Opposition Spokesperson of the Economic Development Committee and the Chairman and Vice-Chairman of the Planning Committee. The Working Group shall consider the implications of the Council administering a ManCo;



- (b) consideration of recommendations (a) and (b) be deferred to the next meeting of the Economic Development Committee to be held on Wednesday, 15 January 2020 and that the findings of the Working Group inform those considerations; and
- (c) the decision, as agreed with the Council's Leader, Deputy Leader and Leader of the Opposition to take on the ownership and management of open space delivered at the end of each phase of Fernwood North be noted.

#### 39 FEES & CHARGES PROJECT

The Committee considered the report of the Deputy Chief Executive/Director – Resources which sought to provide Members with a summary of the work undertaken within the Fees & Charges Project, the aim of which was to review all non-statutory fees & charges across the Council. Paragraph 3 of the report listed the proposals for Members' consideration including: a Fees & Charges Register; a Fees & Charges Toolkit; Reconciliation and Monitoring; and a Marketing Plan.

In considering the report Members queried whether all committees would be provided with the toolkit for consideration. It was also noted that the Council's recent LGA Governance review had found that Members were not as involved in the budget setting process as they had been in previous years, further noting that draft budgets had, in the past, been presented to committees for consideration in November. Reference was also made to inflation charges and that there needed to be discretion in this regard so that a parking fee, for example, did not increased by 3 pence. Officers confirmed that the comments would be captured as part of the toolkit and common sense approach.

AGREED (unanimously) that:

- (a) the contents of the report be noted;
- (b) the toolkit (Appendix 1) and associated procedure for development and review of the Fees & Charges Register be adopted as Policy for the setting of corporate fees & charges; and
- (c) subject to consultation and confirmation by Financial Services and the graph being revised to fit in with the Council's budget setting timetable, a draft budget report be presented to the November meeting of the committee cycle for consideration.

Councillor R.V. Blaney left the meeting and took no part in the following items.

#### 40 NEWARK BEACON UPDATE

The Committee considered the report of the Director – Growth & Regeneration which sought to update Members on the progress made at the Newark Beacon. The report set out the background to the management of the Beacon being brought back in-house and the subsequently approved five year business plan. Included within the report was information relating to the Business Plan; staffing changes; and essential works. Performance of the Beacon was detailed at paragraph 4.

In considering the report Members commented on the lack of parking provision for cyclists. The Business Manager – Asset Management & Car Parks advised that they were keen to introduce alternative parking provision but that, at present, the car park was already working to capacity. Members queried whether they could be provided with information to a future meeting as to the number of staff and/or jobs created at the facility.

AGREED (unanimously) that:

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

41 UPDATE ON FUNDING OPPORTUNITIES - FUTURE TOWN FUND AND HERITAGE ACTION ZONE

The Committee considered the verbal report of the Director – Growth & Regeneration which sought to update Members about the Future Town Fund and Heritage Action Zone.

Future Town Fund

The Director advised that the prospectus for the Fund had now been published and all the identified towns were being invited to develop plans as to how the fund would be utilised. This would involve the development of a Town Board for which there is a prescriptive criteria as to who could be included. By Summer 2020 it would be necessary to set out how the Council would seek to apply for the £25m and how any funding awarded would be spent. A report would be presented to the March meetings to set out the Town vision and masterplanning.

Heritage Action Zone for Newark

The Director advised that the Council had been successful in its initial expression of interest and that it was now necessary to set out further details to formalise the extent of the proposed zone and have the HAZ endorsed by Historic England.

AGREED (unanimously) that the verbal report be noted.

42 ECONOMIC DEVELOPMENT FORWARD PLAN - DECEMBER 2019 TO NOVEMBER 2020

AGREED (unanimously) that the Economic Development Committee's Forward Plan be noted and that Officers continue to add reports for consideration over the next 12 month period.

43     EXCLUSION OF THE PRESS AND PUBLIC

That, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 7 of part 1 of Schedule 12A of the Act.

None

Meeting closed at 8.16 pm.

Chairman



# Localism in Procurement

Welland Procurement

# Local Procurement

## What is the idea behind it?

- Spending Local Authority money within it's own economy
- Benefit local businesses
- Protect local jobs
- Local economy will grow

Need to ensure fair and equal treatment for all bidders, so anything that is put in place should not disadvantage non-local suppliers.

# Current Position

## What does the Council already do?

- Contract Procedure Rules encourage engagement with local suppliers
  - Under £10k “Seek one written quotation, preferably from a local supplier where appropriate”
  - “For Contracts under £20k for Supplies & Services and below £50k for Works, seek at least 2 quotations from locally-based suppliers”
- Hold local business forums
- Engage with the East Midlands Chamber of Commerce (event held 19<sup>th</sup> January for SMEs and local organisations)
- Details on Council website on how to Tender
- Contracts Register is on ProContract for £5k+ - easy for SMEs and local providers to view future and sub-contracting opportunities
- Provide specific feedback to unsuccessful bidders, enabling them to improve their bidding for future opportunities

# Future Progress

## What more could the Council do?

- Initiatives to support local SMEs with the tender process
  - Procurement demo (online demo)
  - Information on “how to respond”/ “how to write bid”
- Pre-engagement events
  - Soft market testing
  - Capacity built in advance, so local suppliers can respond
- Divide larger Contracts into Lots (where appropriate) to enable SMEs and local suppliers to access/bid
- The Council to define what constitutes “local”

# Other Options

- Improve SME engagement
- Focusing on social value, and adding questions around this as standard in RFQs/Tenders
  - How bidders might improve economic, social and environmental wellbeing of the relevant area
  - RISK – may not result in value for money
  - RISK – may lead to less competition
- Adding standard Clauses within Conditions of Contract
  - If the Successful Provider were to sub-contract, this would need to be done as per the Council's CPRs i.e. seeking quotes from local suppliers
- Audit of Contracts/RFQs against CPRs to ensure staff are approaching local suppliers where appropriate



# Questions / Specifications

- Some areas that could be included as either mandatory in a specification, or evaluated as part of an award question:
  - Work experience / apprenticeships
  - How they will support local people to access employment opportunities specifically related to the Contract let
  - Education / training
  - Environmental impact / carbon foot print
  - Improving health and wellbeing of local residents

# Risks of Local Procurement

- Less competition, as non-local suppliers may feel disadvantaged
- Limited “value for money”
- Local authorities that pursue a strong preference for social value (localism) over MEAT (Most Economically Advantageous Tender) may risk opening themselves up to legal challenge on the basis of discrimination
- Social Value questions (Award) are difficult to evaluate in a fair and transparent way, so may increase risk of challenge
- ‘Local’ is difficult to define and potentially misleading
  - People commute across local authority boundaries to get to their job, therefore a local supplier may not employ locally
  - What constitutes a local supplier? Does an outsider-owned firm based locally count as local? Does a locally-owned firm with operations outside the local area score as local?

# Any questions?

## ECONOMIC DEVELOPMENT COMMITTEE

15 JANUARY 2020

### ECONOMIC DEVELOPMENT COMMITTEE REVENUE BUDGET 2020/21

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

- 1.1 To seek feedback from the Economic Development Committee on the proposed general fund revenue budget for the 2020/21 financial year (01 April 2020 – 31 March 2021) for those services which fall under its remit.
- 1.2 To seek feedback from the Committee on the scale of proposed fees & charges for 2020/21 for those services which fall under its remit.
- 1.3 To seek approval from the Committee for the 2020/21 base budget in **Appendix A** to be recommended to Policy & Finance Committee at its meeting on 20 February 2020 for inclusion in the overall council budget; and
- 1.4 To seek approval from the Committee for the 2020/21 fees & charges in **Appendix C** to be recommended to Policy & Finance Committee at its meeting on 20 February 2020 and Council on 09 March 2020.

#### **2.0 Background Information**

- 2.1 Business managers and service budget officers have been working with officers in the Financial Services team to prepare a general fund budget for 2020/21 and medium-term financial plan for between 2020/21 and 2023/24. The general fund budgets have been prepared in line with the strategy agreed by Policy & Finance Committee on 20 September 2018.
- 2.2 The budget and medium-term financial plan have been developed to reflect, in financial form, the corporate priorities of the Council. Where further targeted areas of focus have been identified, additional resources have been directed to these business units.
- 2.3 **Appendices A** and **B** summarise the budgets proposed for the Committee for 2020/21 by service team and subjective level respectively. These **appendices** exclude capital charges and central support recharges, because service officers do not have direct influence over how much they pay for these. The budgets in this report and its **appendices** are for controllable costs: costs which service officers have direct influence over.

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

- 3.1 The table below compares the Committee's 2019/20 initial budget for controllable costs, as approved by Council on 07 March 2019, with its currently proposed 2020/21 budget for controllable costs. The Committee's proposed 2020/21 budget is £152,000 more than its 2019/20 initial budget; an increase of 12%.
- 3.2 Employee costs of £3.403m account for 52% of controllable expenditure. Significant budget savings cannot be achieved without affecting staffing levels.

Expenditure or income?	Expenditure type	2019/20 initial budget (£m)	2020/21 base budget (£m)	Increase or (Decrease) in budget (£m)
Expenditure	Employees	2.988	3.403	0.415
Expenditure	Running Expenses	3.248	3.168	(0.080)
<b>Expenditure</b>	<b>Total</b>	<b>6.237</b>	<b>6.571</b>	<b>0.335</b>
Income	Total	(4.957)	(5.139)	(0.183)
<b>Net Expenditure</b>	<b>Total</b>	<b>1.280</b>	<b>1.432</b>	<b>0.152</b>

- 3.3 The reasons for increases or decreases of over £5,000 between the 2019/20 initial budget and proposed 2020/21 budget are in the table below:

Variances between 2019/20 initial budget and proposed 2020/21 budget	Increase or (Decrease) in budget (£m)
<b>Newark Castle:</b> The majority (£0.012m) of this increase relates to the creation of a budget for the promotion of events. This budget did not exist in 2019-20. Other main increases are for contractual services (£0.003m) and to reduce expected room hire income (£0.003m).	0.020
<b>Heritage, Culture &amp; Visitors:</b> The majority (£0.051m) of this increase relates to expected increases in basic pay (2%) and the council's pension contributions (3.1%).	0.057
<b>Land Charges:</b> As in 2019-20 to-date, a lower number of properties are expected to be advertised for sale in 2020-21. This is expected to reduce both income (£0.010m) and associated expenditure (£0.004m); the net effect (£0.006m) of which accounts for the majority of this increase.	0.005
<b>Promotion of Tourism:</b> The majority (£0.009m) of this increase relates to expected increases in basic pay (2%) and the council's pension contributions (3.1%).	0.010
<b>Town Centre Management:</b> The majority (£0.198m) of this decrease relates to a one-off budget for 2019-20 which is not available for 2020-21 or future years. The 2019-20 budget was primarily to fund commissions regarding town centre developments.	(0.197)
<b>Growth Technical Support:</b> The majority of this increase relates to the removal of an income budget (£0.011m) for which income is no longer expected in future years. The other main (£0.007m) increase relates to expected increases in basic pay (2%) and the council's pension contributions (3.1%).	0.017
<b>Planning Policy:</b> The majority (£0.021m) of this increase relates to expected increases in basic pay (2%) and the council's pension contributions (3.1%).	0.018
<b>Community Infrastructure Levy (CIL):</b> The growth and regeneration restructure approved the creation of an two posts. The overall increase in expected employee costs (£0.071m) is partly offset by new income from section 106 monitoring (£0.006m) and additional income from the CIL administration fee (£0.011m).	0.049

<b>Newark Beacon:</b> The majority (£0.060m) of this increase relates to additional business rates payable (£0.046m) and expected increases in basic pay (2%) and the council's pension contributions (3.1%) (£0.014m).	0.069
<b>Economic Growth:</b> The growth and regeneration restructure approved the creation of a business manager post and a 0.5 full-time equivalent (FTE) support officer post. The overall increase in expected employee costs (£0.090m) is partly offset by reductions in the budgets for professional services (£0.003m) and promotion of events (£0.010m).	0.077
<b>Surface Car Parks Newark:</b> The majority (£0.031m) of this decrease relates to an increase in expected income (£0.041m), particularly from the RingGo cashless parking system, partly offset by an associated increase in expected expenditure (£0.010m).	(0.027)
<b>Newark Lorry Park:</b> The majority (£0.065m) of this increase relates to additional service and security provision, partly offset by an increase (£0.023m) in income expected now that these budgets have been set more accurately.	0.050
<b>Other Properties &amp; Workshop Voids:</b> The majority (£0.035m) of this decrease relates to the removal of a budget for void allowances which had been unspent in previous years.	(0.035)
<b>Grounds Maintenance:</b> The majority (£0.016m) of this increase relates to expected increases in basic pay (2%) and the council's pension contributions (3.1%), partly offset by a reduction in the overtime budget.	0.012
<b>Custom Build Housing:</b> In the year the council received this grant from the Ministry of Housing, Communities and Local Government (MHCLG), it was unable to spend the entire grant amount. The unspent amount was transferred to reserves at year-end so that it could be spent in a future year(s). This budget represents the amount the council expects to spend in 2020-21 to be funded from the reserve previously created.	0.015
<b>Brownfield Registration (New Burdens Grant):</b> In the year the council received this grant from the Ministry of Housing, Communities and Local Government (MHCLG), it was unable to spend the entire grant amount. The unspent amount was transferred to reserves at year-end so that it could be spent in a future year(s). This budget represents the amount the council expects to spend in 2020-21 to be funded from the reserve previously created.	0.010

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

- 4.1 Officers have considered the Fees and Charges Toolkit approved by Economic Development Committee on 20 November 2019 when setting the level of fees & charges. Proposed fees & charges for 2020/21 are in **Appendix C** for consideration and recommendation to Policy & Finance Committee on 20 February 2020 and Council on 09 March 2020.

#### **5.0 Conclusions**

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

**6.0 RECOMMENDATIONS that:**

- (a) the 2020/21 base budget in Appendix A be recommended to Policy & Finance Committee at its meeting on 20 February 2020 for inclusion in the overall Council budget; and**
- (b) the 2020/21 fees & charges in Appendix C be recommended to Policy & Finance Committee at its meeting on 20 February 2020 and Council on 09 March 2020.**

**Reason for Recommendations**

**To ensure that the budgets and fees & charges finally proposed for 2020/21 are recommended to Policy & Finance Committee on 20 February 2020.**

**Background Papers**

None

For further information please contact Nick Wilson.

Nick Wilson  
Business Manager - Financial Services

## BUDGET SUMMARY BY COMMITTEE - OBJECTIVE (APPENDIX A)

### ECONOMIC DEVELOPMENT

19/12/19

COST CENTRE	COST CENTRE NAME	2019/20 INITIAL BUDGET	2020/21 BASE BUDGET	MORE/(LESS)
A10101	NATIONAL CIVIL WAR CENTRE	0	0	0
A10102	MILLGATE MUSEUM	0	0	0
A10103	MUSEUMS MANAGEMENT	0	0	0
A10104	GILSTRAP INTERPRETATION CENTR	0	980	980
A10105	NEWARK CASTLE/CASTLE GROUNDS	54,660	74,170	19,510
A10107	OLD MAGNUS BUILDINGS	0	0	0
A10108	RESOURCE CENTRE. MUSEUMS	23,540	22,880	(660)
A10109	HERITAGE, CULTURE & VISITORS	670,040	726,830	56,790
A10811	NEWARK GROWTH POINT	0	0	0
A10813	LAND CHARGES	(66,850)	(61,640)	5,210
A11314	LINCOLN ROAD SPORTS HALL	15,340	15,450	110
A11331	PARKS AND PLAYING FIELDS	25,390	27,840	2,450
A11334	PRIVATE ESTATES	8,880	8,350	(530)
A11335	CLOSED CHURCHYARDS	4,990	4,790	(200)
A11336	VICAR WATER PARK	60,880	63,140	2,260
A11337	COMMUNITY FACILITIES MGMT	46,400	47,570	1,170
A11338	SCONCE & DEVON PARK	62,510	65,180	2,670
A11443	PALACE THEATRE	0	0	0
A11570	SOUTHWELL TIC	0	0	0
A11571	SHERWOOD TIC	0	0	0
A11572	NEWARK TIC	0	0	0
A11573	PROMOTION OF TOURISM	246,220	256,560	10,340
A11574	SHERWOOD YOUTH HOSTEL	(22,000)	(22,000)	0
A11578	TOWN CENTRE MANAGEMENT	269,450	72,330	(197,120)
A11601	GROWTH TECHNICAL SUPPORT	167,390	184,400	17,010
A11603	BUILDING CONTROL FEE EARNING	0	0	0
A11604	DEVELOPMENT MANAGEMENT	122,360	125,110	2,750
A11605	PLANNING POLICY	254,630	272,620	17,990
A11606	BUILDING CONTROL	88,190	92,500	4,310
A11609	PLANNING DELIVERY GRANT	0	0	0
A11610	LOCAL DEVELOPMENT FRAMEWORK	54,120	49,230	(4,890)
A11611	COMMUNITY INFRASTRUCTURE LEVY	(130)	48,450	48,580
A11612	CIL REVIEW	0	0	0
A11702	ENVIRONMENTAL SCHEMES	18,680	16,730	(1,950)
A11810	NEWARK BEACON	(112,220)	(43,300)	68,920
A11811	NEWARK NORTHERN RD IND ESTAT	0	0	0
A11813	SUTTON ON TRENT WORKSHOPS	(32,630)	(31,460)	1,170
A11814	CREWE CLOSE BLIDWORTH WORKSHOP	(42,190)	(46,030)	(3,840)
A11815	BOUGHTON WORKSHOPS	(39,860)	(41,310)	(1,450)
A11816	CHURCH FARM WORKSHOPS	(22,760)	(22,160)	600
A11817	BILSTHORPE WORKSHOPS	(42,750)	(43,490)	(740)
A11818	BURMA ROAD WORKSHOPS	(14,930)	(15,460)	(530)
A11819	JUBILEE BRIDGE	8,820	7,840	(980)
A11820	BURMA ROAD, BLIDWORTH	1,170	1,210	40
A11821	CLIPSTONE WORKSHOPS	(30,180)	(33,950)	(3,770)



## BUDGET SUMMARY BY COMMITTEE - OBJECTIVE (APPENDIX A)

### ECONOMIC DEVELOPMENT

19/12/19

COST CENTRE	COST CENTRE NAME	2019/20 INITIAL BUDGET	2020/21 BASE BUDGET	MORE/(LESS)
A11822	BOUGHTON ADVANCE FACTORY	(39,900)	(41,400)	(1,500)
A11823	CLIPSTONE ADVANCED FACTORIES	(36,150)	(37,580)	(1,430)
A11824	SHERWOOD FOREST CRAFT CENTRE	(22,320)	(19,560)	2,760
A11826	CLIPSTONE HOLDING CENTRE	(10,530)	(11,510)	(980)
A11827	OLLERTON CORNER	0	0	0
A11828	LEACH WAY BLIDWORTH ADV	(35,460)	(37,770)	(2,310)
A11829	KEEPERS COTTAGE	0	0	0
A11830	20 BALDERTONGATE	0	0	0
A11835	BUTTERMARKE	41,050	38,310	(2,740)
A11842	DEVELOPMENT COSTS	50,000	51,500	1,500
A11843	DEVELOPMENT COMPANY	0	0	0
A11851	ECONOMIC GROWTH	166,390	243,610	77,220
A12001	PARKING SERVICES ADMIN	124,420	127,450	3,030
A12011	SURFACE CAR PARKS NEWARK	(617,800)	(644,770)	(26,970)
A12012	SURFACE CAR PARKS SOUTHWELL	0	0	0
A12014	NEWARK LORRY PARK	(286,150)	(235,920)	50,230
A12019	SURFACE CAR PARK OLLERTON	7,230	8,530	1,300
A12211	RIVERSIDE ARENA MARKET	(10,410)	(9,670)	740
A12213	SOUTHWELL OPEN MARKET	0	0	0
A12401	OTHER PROPERTIES & WSHOP VOIDS	23,230	(12,050)	(35,280)
A12506	GROWTH INVESTMENT FUND	(1,550)	1,370	2,920
A15002	CREW LANE DEPOT	(18,430)	(17,890)	540
A15023	GROUNDS MAINTENANCE	169,320	180,850	11,530
C44018	ACCESS INTERPRETATION NCWC	0	0	0
C54023	WOLFSON FOUNDATION NCWC	0	0	0
C54024	CENTENARY FUNDS	0	0	0
C54029	NEWARK CASTLE LIVING HISTORY	0	0	0
C54040	NDPF OLLERTON HALL	0	0	0
C54057	CUSTOM BUILD HOUSING	0	15,000	15,000
C54058	BROWNFIELD REG, NEW BURDEN GNT	0	10,130	10,130
C54063	SHERWOOD HEATH BAGS OF HELP	0	0	0
C54065	DCLG ESTATES REGENERATIONS	0	0	0
C54066	NDPF NEWARK CENTRE PROJECT	0	0	0
C54067	NDPF NEWARK GATEWAY PROJECT	0	0	0
C54465	NEIGHBOURHOOD PLANNING	0	0	0
C61000	ECONOMIC DEVELOPMENT RECH WORK	0	0	0
C62000	ECONOMIC DEVELOPMENT GRANTFUND	0	0	0

**TOTAL**

**1,280,100**

**1,431,990**

**151,890**

**BUDGET SUMMARY BY COMMITTEE - SUBJECTIVE (APPENDIX B)**  
**ECONOMIC DEVELOPMENT**

19/12/19

CODE	DESCRIPTION	2019/20 INITIAL BUDGET	2020/21 BASE BUDGET	MORE/(LESS)
111	SALARIES AND WAGES	2,444,720	2,702,330	257,610
112	OTHER SALARIES/WAGES PAYMENTS			
113	NATIONAL INSURANCE	214,940	253,360	38,420
114	SUPERANNUATION	328,640	447,590	118,950
115	OTHER EMPLOYERS CONTRIBUTIONS			
	<b>EMPLOYEE SUB TOTAL</b>	<b>2,988,300</b>	<b>3,403,280</b>	<b>414,980</b>
211	REPAIRS AND MAINTENANCE	219,380	236,550	17,170
212	ENERGY COSTS	151,800	184,370	32,570
213	RENT	135,880	142,350	6,470
214	RATES	238,740	281,690	42,950
215	WATER SERVICES	32,930	36,160	3,230
216	FIXTURES AND FITTING			
217	CLEANING AND DOMESTIC	2,480	3,310	830
218	OPERATIONAL BUILDINGS			
219	CONTRIBUTION TO FUNDS	207,170	207,170	
299	PLANNED EXPENDITURE			
311	TRANSPORT			
312	RECHARGE FROM TRANSPORT POOL			
313	CONTRACT HIRE OP LEASE			
315	CAR ALLOWANCES	17,850	16,980	(870)
316	INSURANCE			
411	EQUIPMENT AND FURNITURE	24,270	23,870	(400)
412	MATERIALS	17,880	17,170	(710)
421	CATERING	95,400	114,310	18,910
431	CLOTHING AND UNIFORMS	6,760	6,220	(540)
440	NASH PROJECTS			
441	GENERAL OFFICE EXPENSES	158,130	204,510	46,380
451	CONTRACTUAL	521,000	436,110	(84,890)
452	OTHER SERVICES	572,505	431,090	(141,415)
453	LEASING PREMIUMS			
459	NOT USED			
461	COMMUNICATIONS AND COMPUTING	104,720	91,130	(13,590)
462	IEG		1,200	1,200
471	STAFF	12,320	13,120	800
473	CHAIRMAN			
481	GRANTS		11,900	11,900
482	SUBSCRIPTIONS	6,830	8,540	1,710
491	INSURANCE	62,420		(62,420)
492	CONTRIBS TO FUNDS AND PROVISNS	24,100	24,100	
493	OTHER	628,850	671,310	42,460
495	COUNCIL TAX			
496	CAPITAL			
497	DISCOUNTS	6,960	4,870	(2,090)
499	PLANNED EXPENDITURE			

**BUDGET SUMMARY BY COMMITTEE - SUBJECTIVE (APPENDIX B)**  
**ECONOMIC DEVELOPMENT**

19/12/19

CODE	DESCRIPTION	2019/20 INITIAL BUDGET	2020/21 BASE BUDGET	MORE/(LESS)
	<b>RUNNING EXPENSES SUB TOTAL</b>	<b>3,248,375</b>	<b>3,168,030</b>	<b>(80,345)</b>
911	Government Grants			
921	Rechargeable Works			
922	Contributions From Other Las	(34,830)	(38,990)	(4,160)
924	Parish Council Contributions			
925	Palace Theatre			
926	Receipts From Other Funds			
928	Recharge Non Gf Accounts	(235,870)	(226,500)	9,370
929	Other Grants	(21,595)		21,595
931	Sales	(324,110)	(325,140)	(1,030)
932	Fees And Charges	(2,731,970)	(2,783,570)	(51,600)
933	Rents	(1,172,780)	(1,269,280)	(96,500)
934	Loan Repayments			
935	Commission			
938	Fees And Charges	(271,900)	(344,930)	(73,030)
939	Other Receipts	(163,520)	(150,910)	12,610
941	Interest			
951	Recharges			
961	Revenue Appropriation Adjust			
971	Other			
982	Other			
999	Inter-Departmental Recharges			
	<b>INCOME SUB TOTAL</b>	<b>(4,956,575)</b>	<b>(5,139,320)</b>	<b>(182,745)</b>
	<b>COMMITTEE TOTAL</b>	<b>1,280,100</b>	<b>1,431,990</b>	<b>151,890</b>

## Appendix C - Economic Development Committee fees & charges

### PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

*(Charges are inclusive of VAT)*

Development Category	2019/20 charge	2020/21 charge
<b>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL</b> New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).	Fixed charge of <b>£1,440</b>  This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Planning Development	Fixed charge of <b>£1,490</b>  This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Planning Development
<b>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT</b> Residential development of 100 or more dwellings or where the site area is 4 hectares or more.	<b>£1,800</b>  This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.	<b>£1,860</b>  This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.

<b>CATEGORY B –MAJOR DEVELOPMENT</b> Residential development of between 50 and 99 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares	<b>£960</b>  This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter	<b>£1,400</b>  This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter
<b>CATEGORY C – SMALL SCALE MAJOR DEVELOPMENT</b> Residential development of between 11 and 49 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares	<b>£540</b>  This will cover a site visit, 1 hour meeting with the case officer and one letter.	<b>£1,000</b>  This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter
<b>CATEGORY D – SMALL SCALE OTHER DEVELOPMENT</b> Examples include: Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.	<b>£540</b>  This will cover a site visit, 1 hour meeting with the case officer and one letter.	<b>£560</b>  This will cover a site visit, 1 hour meeting with the case officer and one letter.
<b>CATEGORY E – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</b> Examples include: 1 new dwelling.New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories)Advert Consent.	<b>£192</b> This will cover a site visit, 1 hour meeting with the case officer and one letter.	<b>£198</b> This will cover a site visit, 1 hour meeting with the case officer and one letter.

<b>CATEGORY F– WIND TURBINES</b>	<p>£1,200</p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p>	<p><b>£1,240</b></p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p>
<b>CATEGORY G – HOUSEHOLDER APPLICATIONS</b> works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-app categories above), or if the building represents heritage at risk (e.g. if on a risk register and/or in a Conservation Area at risk)	<p><b>£60</b></p> <p><b>Unless an exemption has advised that planning permission is required. In which case advice on likely acceptability can be obtained for £24</b></p>	<p><b>£62</b></p> <p><b>Unless an exemption has advised that planning permission is required. In which case advice on likely acceptability can be obtained for £24</b></p>
<b>CATEGORY H– REQUESTS FOR CONFIRMATION OF COMPLIANCE WITH S106 AGREEMENTS</b> Where a request is made for confirmation of compliance with a legal agreement associated with a planning permission, whether it be through submission of details to comply or for subsequent requests to confirm requirements have been met.	<p><b>£97</b></p>	<p><b>£100</b></p>
<b>CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES</b>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>

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

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

The fee for pre-application advice relating to a need for a disabled person will be exempt from the above categories. Fees payable by Town/Parish Councils will be half the above sums.

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

## **TERMS AND CONDITIONS**

All of the above charges are inclusive of VAT.

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

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

The planning fees above are discretionary. These are set by Newark and Sherwood District Council. There are also statutory planning fees, based on 'The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012' (as amended). The full list of statutory planning fees can be found at:

[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

## **Pre Application Advice**

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

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



## **QUALIFICATION**

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

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

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

## **PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS**

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

## **CONTACT US**

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

## CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

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

Newark Car Parks	Duration	2019/20 Charge	2020/21 charge
<b>INNER TOWN</b>			
London Road	30 min	£0.50	£0.50
Balderton Gate	1 hour	£1.00	£1.00
Town Wharf	2 hours	£1.50	£1.50
Appletongate	2-3 hours	£2.50	£2.50
	3-4 hours	£4.50	£4.50
	Over 4 hours	£7.50	£7.50
	After 6pm (Evening Charge)	£1.00	£1.00
<b>OUTER TOWN</b>			
Riverside (former Tolney Lane)	1 hour	£1.00	£1.00
Riverside Arena	2 hours	£1.50	£1.50
Livestock Market	2-4 hours	£2.00	£2.00
Castle House	4-5 hours	£2.50	£2.50
	5 hours and above	£3.00	£3.00
	After 6pm (Evening Charge)	£1.00	£1.00

<b>Dedicated Motorcycle Bay</b> <b>Newark:</b> London Road Balderton Gate Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market		Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.	
<b>LORRY PARKING</b>			
Lorry Parking - Fixed Charge		<b>£14.50</b>	<b>£16.50</b>
Lorry Parking (with meal voucher)		<b>£17.50</b>	<b>£20.50</b>
Coaches - (with meal voucher)		<b>£0.00</b>	<b>£5.00</b>
<b>SEASON TICKETS</b>			
INNER TOWN (Newark) (limited issue)	Per month	<b>£84.00</b>	<b>£84.00</b>
	Per quarter	<b>£193.00</b>	<b>£193.00</b>
	Per year (7 days per week)	<b>£700.00</b>	<b>£700.00</b>
OUTER TOWN (Newark) (limited issue)	Per month	<b>£47.00</b>	<b>£47.00</b>
	Per quarter	<b>£123.00</b>	<b>£123.00</b>
	Per year (Monday - Friday)	<b>£350.00</b>	<b>£350.00</b>

	Per year (7 days per week)	<b>£450 *</b>	<b>£450.00</b>
<b>CONTRACT CAR PARK RATES</b>			
Barnby Gate	Per quarter	<b>£208.00</b>	<b>£208.00</b>
	Per annum	<b>£800.00</b>	<b>£800.00</b>
<b>CONTRACT CAR PARK RATES</b>			
The Palace	Per quarter		
	Per annum	<b>£600</b> (This car park is currently underutilised so it is proposed to reduce the price to attract additional users.)	<b>£600.00</b>
<b>CONTRACT CAR PARK RATES</b>			
Pelham Street	Per annum	<b>£500.00</b>	<b>£500.00</b>
Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.			

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

**RIVERSIDE MARKET – ECONOMIC DEVELOPMENT COMMITTEE**

*(Charges are not subject to VAT)*

DAY	ITEM	2019/20 CHARGE	2020/21 CHARGE
WEDNESDAY	MARKET STALL	£17.00	£17.00
	PITCH - PER LINEAR METRE	£6.00	£6.00

# HERITAGE, CULTURE & VISITORS – ECONOMIC DEVELOPMENT COMMITTEE

*(The charges below are subject to VAT)*

	2019/20	2020/21 Charge
<b><u>Theatre Hire:</u></b>		
<b><u>With Stage &amp; Dressing Rooms as Equipped</u></b>		
<b><u>Full Theatre : 602 Seats</u></b>		
Per day with one performance – week days Commercial Hire	<b>£1,836</b> (£1,530 + VAT)	<b>£1,836</b> (£1,530 + VAT)
Per day with one performance - weekends Commercial Hire	<b>£2,448</b> (£2,040 + VAT)	<b>£2,448</b> (£2,040 + VAT)
Per day with two performances - weekdays Commercial Hire	<b>£3,366</b> (£2,805 + VAT)	<b>£3,366</b> (£2,805 + VAT)
Per day with two performances - weekends Commercial Hire	<b>£3,978</b> (£3,315 + VAT)	<b>£3,978</b> (£3,315 + VAT)
Week Hire: Monday-Saturday	<b>£11,322</b> (£9,435 + VAT)	<b>£11,322</b> (£9,435 + VAT)

<u><b>Non-Profit Making/ Charity/ Local</b></u> <u><b>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</b></u> <u><b>Current Stalls - only hirers to be phased into new pricing structure over two years</b></u>  There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.		
Per day with one performance – week days Non Profit Making/Charity/Voluntary	<b>£1,260</b> (£1,050 + VAT)	<b>£1,260</b> (£1,050 + VAT)
Per day with one performance – weekends Non Profit Making/Charity/Voluntary	<b>£1,860</b> (£1,550 + VAT)	<b>£1,860</b> (£1,550 + VAT)
Per day with two performances – week days Non Profit Making/Charity/Voluntary	<b>£1,920</b> (£1,600 + VAT)	<b>£1,920</b> (£1,600 + VAT)
Per day with two performances – weekends Non Profit Making/Charity/Voluntary	<b>£2,520</b> (£2,100 + VAT)	<b>£2,520</b> (£2,100 + VAT)
<b>Conference: Full Theatre</b> (Staffing, technical equipment and catering costs on application)	<b>£2,520</b> (£2,100 + VAT)	<b>£2,520</b> (£2,100 + VAT)
<u><b>Theatre Hire : Supplementary Charges Per Hour</b></u> <u><b>(not including staffing)</b></u>		

Technical/Dress: Commercial Hires	<b>£94.20</b> (£78.50 + VAT)	<b>£94.20</b> (£78.50 + VAT)
Non Profit Making/Charity/Voluntary	<b>£79.80</b> (£66.50 + VAT)	<b>£79.80</b> (£66.50 + VAT)
General Rehearsals: (No lights)		
Commercial Hires	<b>£79.80</b> (£66.50 + VAT)	<b>£79.80</b> (£66.50 + VAT)
Non Profit Making/Charity/Voluntary	<b>£67.20</b> (£56.00 + VAT)	<b>£67.20</b> (£56.00 + VAT)
Get In/Fit Up/ Get Out		
Commercial Hires	<b>£27.00</b> (£22.50 + VAT)	<b>£27.00</b> (£22.50 + VAT)
Non Profit Making/Charity/Voluntary	<b>£23.40</b> (£19.50 + VAT)	<b>£23.40</b> (£19.50 + VAT)
<b><u>Staffing Recharges : per hour</u></b>		
Technical Manager – week days*	<b>£42.00</b> (£35.00 + VAT)	<b>£42.00</b> (£35.00 + VAT)
Technical Manager - weekends**	<b>£48.00</b> (£40.00 + VAT)	<b>£48.00</b> (£40.00 + VAT)
Technical Officer – week days*	<b>£32.40</b> (£27.00 + VAT)	<b>£32.40</b> (£27.00 + VAT)
Technical Officer - weekends**	<b>£37.20</b> (£31.00 + VAT)	<b>£37.20</b> (£31.00 + VAT)



Technical Assistant – week days*	<b>£22.80</b> (£19.00 + VAT)	<b>£22.80</b> (£19.00 + VAT)
Technical Assistant - weekends**	<b>£27.60</b> (£23.00 + VAT)	<b>£27.60</b> (£23.00 + VAT)

\* Plus 20% on all rates for hours worked between 2330 and 0600 hours

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

<b><u>Ticket Handling Fee</u></b>		
Per Ticket – applicable to all professional productions	<b>£1.50</b> (£1.25 + VAT)	<b>£1.50</b> (£1.25 + VAT)
Per Ticket – applicable to all amateur productions, dependent on overall ticket price	<b>50p - £1.50</b> ( <b>41.67p - £1.25 + VAT</b> )	<b>50p - £1.50</b> ( <b>41.67p - £1.25 + VAT</b> )
<b><u>Palace Membership Scheme</u></b> <b><i>(Charges not subject to VAT)</i></b>		
Single membership	<b>£11.00</b>	<b>£11.00</b>
Couple's membership	<b>£18.00</b>	<b>£18.00</b>
Junior membership	<b>£8.00</b>	<b>£8.00</b>
Family membership	<b>£30.00</b>	<b>£30.00</b>

<b>National Civil War Centre – Newark Museum</b>		<b>(Charges are inclusive of VAT, unless otherwise stated)²</b>	
<b>Proposed Ticket Types</b>	<b>Notes</b>	<b>2019/20 charge</b>	<b>2020/21 charge</b>

## Day Tickets

Adult	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness	£8.00	£8.00
Concession		£7.00	£7.00
Children 5-16		£4.00	£4.00
Children under 5		Free	Free
Family (up to 5)			£20.00
Annual Pass - Adult		£15.95	£15.95
Annual Pass - Concession		£13.95	£13.95
Annual Pass - Children		£7.95	£7.95
<b>Groups</b>			
Group Visit (10 or more paying)	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market	10% discount	10% discount
After-hours Evening Guided Visit:  Minimum of 15 persons, must be booked at least four weeks in advance	90 min visit between the hours of 5pm and 9pm.	£15/head  £2 discount for all partner organisations (EH, Art Fund, etc.)	£15/head  £2 discount for all partner organisations (EH, Art Fund, etc.)

Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.		£5/head, min 10, max per session 20	£5/head, min 10, max per session 20
Volunteer-led Town/Civil War Tour		£5, £3 child (£3, £1 child if purchased with NCWC entry)	£5 adult, £3 child
Commercial: Town Tour	All to NSDC	£6/head	£6/head
Commercial: Castle Tour	£4 to go to the castle, £2 to NCWC	£6/head	£6/head
Commercial: Church Tour	£4 to go to the church, £2 to NCWC	£6/head	£6/head
Coach Parking @ Lorry Park	FOC	FOC	FOC

#### Miscellaneous Charges

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

	Notes	2019/20 Charge	2020/21 charge
After Dinner speaking	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers	£192 plus travel expenses (£160 + VAT)	£192 plus travel expenses (£160 + VAT)

Room Hire	<p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but</p>		
<p>Community Space</p> <p><i>(Charges are not subject to VAT)</i></p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p>Educational/ Training/Meeting: From <b>£20/hr</b></p> <p>Event Rate: <b>£37 - £52/hr</b></p>	<p>Charity from <b>£24/hr</b> (£20 + VAT) Educational/ Training/Meeting: From <b>£30/hr</b> (£25 + VAT)</p> <p>Event Rate: <b>£44.40 - £62.40/hr</b> (£37 - £52 + VAT)</p>



<b>Tudor Hall</b>		<b>£102</b> , max 3 hr hire (£85 + VAT)	<b>£102</b> , max 3 hr hire (£85 + VAT)
Hourly rate			
Day rate for meetings			
Event rate			
	New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing	<b>£474</b> (£395 + VAT)  <b>£954 - £1,560</b> (£795 - £1,300 + VAT)	Charity/Community <b>£474</b> (£395 + VAT) Corporate <b>£714</b> (£595 + VAT)  <b>£954 - £1,560</b> (£795 - £1,300 + VAT)
<b>Hire a costumed performer</b>		<b>£105/evening</b>	<b>£105/evening</b>

Hire Location	Additional Information	2019/20 charge	2020/21 charge
In Hours – Guided tours	Occupancy : Max. 25 people	£6/head, minimum 15, max 25	£6/head, minimum 15, max 25
Workshops	To be paid in advance when booking	Price by request	Price by request
Photocopying		<b>£1 A4</b> <b>£1.50 A3</b>	<b>£1 A4</b> <b>£1.50 A3</b>
Scan Orders	This price includes VAT. Postage is extra.	<b>£5.50</b> <b>£6.50</b> <b>£9.00</b>	<b>£5.50</b> <b>£6.50</b> <b>£9.00</b>

Microfiche Copies		£5.00 plus <b>£2.00</b> admin (very rarely requested)	£5.00 plus <b>£2.00</b> admin (very rarely requested)
Own Camera	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	<b>£5.00</b> – reflects time processing charges	<b>£5.00</b> – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	<b>£10.00</b> – reflects time processing charges	<b>£10.00</b> – reflects time processing charges

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

Other Income (Charges are inclusive of VAT)		Additional Information	2019/20	2020/21
Loans Box Fines		Late return of boxes	<b>£16.00</b>	<b>£16.00</b>



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

#### **NEWARK CASTLE**

*(Charges are inclusive of VAT where applicable)*

<b>Purpose</b>		<b>2019/20 Charge</b>	<b>2020/21 Charge</b>
Guided Tours	Adult	£6.00	£6.00
	Senior	£6.00	£5.00

	Child	£3.00	£3.00
	Family	£16.00	£16.00
	Private, Out of Hours, Subject Specialist Tours (per person)		£10 - £15
	Ghost Tour Commercial Hire	£435 per event	* see events below
Hire of Gardens	Charity	£100 but waived at the discretion of SLT	£250 plus staffing, security and other aciliary charges
Hire of Gardens	Commercial	£550 per day	£800 per day
Hire of Castle	For Events		£50 - £100 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)
Hire of Gardens for weddings <i>Additional charges may apply for equipment hire where necessary</i>	Bandstand <b>October - March</b>	£400	£480 (Mon - Thurs) £528 (Fri & Sun) £576 (Sat)
	Bandstand <b>April - September</b>		£528 (Mon - Thurs) £576 (Fri & Sun) £624 (Sat)
	Undercroft <b>October - March</b>	£400	£576 (Mon - Thurs) £633.60 (Fri & Sun) £691.20 (Sat)

	Undercroft <b>April - September</b>		£633.60 (Mon - Thurs) £691.20 (Fri & Sun) £748.80 (Sat)
Education programme <i>(prices will be uplifted dependant on development of professional service and associated</i>	Half day visit per head	£3.25	£3.25 - £4.50
	Full day visit per head	£4.50	£4.50 - £7.00
<b><u>Charity/ Local</u></b>			
Use of Castle for commercial photography/filming		£30 per hour	£0.00
Use of Castle Gardens for wedding photographs - professional photographers only		£20 flat fee	£0.00

## LAND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

*(Charges are inclusive of VAT where applicable)*

Type of Search	Relevant Act or Order	2019/20 Charge	2020/21
LLC1 (Note: cannot charge VAT on this search)	Local Land Charges Act 1975	<b>£26.00</b>	<b>£26.00</b>
Con29 Residential	Local Land Charges Act 1975	<p><b>£90</b></p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts as follows:</p> <ul style="list-style-type: none"> <li>• Via East Midlands: £16.45 plus VAT; and</li> <li>• Notts County Council Rights of Way: £10.00 plus VAT</li> </ul> <p>Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed fee may change upon receipt of confirmation and will be amended accordingly.</p>	<p><b>£93.60</b></p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts follows. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p> <ul style="list-style-type: none"> <li>• Via East Midlands: £18.00 plus VAT; and</li> <li>• Notts County Council Rights of Way: £11.00 plus VAT</li> </ul>

Full Search Residential	Local Land Charges Act 1975		<b>£119.60</b>  <b>Includes cost of LLC1 (£26.00) and Con29 Residential (£93.60 includes VAT). VAT is only applicable on CON29 element.</b>
Con29 Commercial	Local Land Charges Act 1975	<b>£122</b>  Please note, previous charge from Via East Midlands is now split into 2 parts as follows: <ul style="list-style-type: none"> <li>• Via East Midlands: £16.45 plus VAT; and</li> <li>• Notts County Council Rights of Way: £10.00 plus VAT</li> </ul> Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed fee may change upon receipt of confirmation and will be amended accordingly.	<b>£127.20</b>  Please note, previous charge from Via East Midlands is now split into 2 parts follows. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase: <ul style="list-style-type: none"> <li>• Via East Midlands: £18.00 plus VAT; and</li> <li>• Notts County Council Rights of Way: £11.00 plus VAT</li> </ul>

Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)	Local Land Charges Act 1975	<b>£43</b>  The above figure includes Charge from Nottinghamshire County Council of £30 plus VAT Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed fee may change upon receipt of confirmation and will be amended accordingly.	<b>£45.00</b>  Please note, the charge includes charge from Notts County Council of £32.50 plus VAT. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:	
Optional Questions Remainder NSDC only deal with questions which relate to us. All other questions are answered by NSDC	Local Land Charges Act 1975	<b>£13.00</b>	<b>£13.20</b>	
Written Enquiries	Local Land Charges Act 1975	<b>£22.00</b>	<b>£22.80</b>	
Additional Parcels LLC1 (Note: cannot charge VAT on this search)	Local Land Charges Act 1975	<b>£6.50</b>	<b>£6.50 (Note: cannot charge VAT on this search)</b> <b>No change as currently monitoring progress of transfer of LLC1 search to The Land Registry</b>	

Additional Parcels CON29	Local Land Charges Act 1975	<b>£12.00</b>	<b>£12.36</b>
Personal Search	Local Land Charges Act 1975	NIL	NIL – undertaken by external body
Light Obstruction Notice – Registration Fee for putting on local land charge	Rights of Light Act 1959	<b>£85.50</b>	<b>£88.20</b>
Expedited Search – Quick return search (3 day turnaround) Can add VAT for Con 29 element	Local Land Charges Act 1975	<b>£21.50</b>	<b>£22.20</b>

CON29 Individual requests	Residential 2019/20 Charge	Commercial 2019/20 Charge	Residential 2020/21 Charge	Commercial 2020/21 Charge
1.1 a-i	£18.00	£30.00	£18.60	£30.90
1.1 j-l	£12.50	£20.00	£12.72	£20.40
1.2	£8.50	£8.50	£8.75	£8.75
3.1	£2.00	£2.70	£2.06	£2.78
3.3	£3.60	£5.60	£3.71	£5.77
3.7	£3.60	£5.60	£3.71	£5.77
3.8	£2.00	£2.70	£2.06	£2.78
3.9	£2.00	£2.70	£2.06	£2.78
3.1	£10.50	£10.50	£10.80	£10.80
3.11	£2.00	£2.70	£2.06	£2.78
3.12	£5.50	£8.00	£5.66	£8.24
3.13	£3.60	£5.60	£3.71	£5.77
3.14	£3.60	£5.60	£3.71	£5.77
3.15	£6.50	£6.50	£6.70	£6.70

# PARKS & AMENITIES FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

*(Charges are inclusive of VAT where applicable)*

Facility	Purpose		2019/20 Charge	2020/21 Charge
<b>Parks &amp; Playing Fields</b>	Football Season (13 matches or more)	Seniors	£500.00	£500.00
		Juniors	£280.00	£280.00
		Mini Soccer	£150.00	£150.00
	Football Pitch (per match)	Seniors	£49.00	£49.00
		Juniors	£30.00	£30.00
		Mini Soccer	£20.00	£20.00
	Hire of Park - commercial use		£550 per day	£566 per day
	Hire of Park - charities		£100 but waived at the discretion of CMT	£103 but waived at the discretion of SLT
	Circuses		£370 per day	£381 per day
	Funfairs	Large Fair	£360 per day	£370 per day
		Small Fair	£275 per day	£283 per day
	Sponsorship	Bedding Displays	£775pa	£800pa
<b>Lincoln Road Pavilion</b>	Forest School Sessions			£5.00 per person
	Outdoor Fitness Camps		£6.70 per session	£6.90 per session
	Hire of Pavilion		£9.80 per hour	£10.10 per hour



## **STREET NAMING & NUMBERING CHARGES**

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

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

### **Proposed Fee Schedule:**

*(Charges are not subject to VAT)*

Service	2019/20 Charge	2020/21 Charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	<b>£26.50</b>	<b>£30.00</b>
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	<b>£79.00</b> admin fee plus <b>£26.50</b> per plot* requiring renumbering/naming	<b>£85.00</b> admin fee plus <b>£30.00</b> per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	<b>£79.00</b> admin fee plus <b>£26.50</b> per property for up to 10 properties <b>£10.50</b> for every additional property thereafter	<b>£85.00</b> admin fee plus <b>£30.00</b> per property for up to 10 properties <b>£15.00</b> for every additional property thereafter

Rename or numbering of street where requested by Parish Council and/or residents including notification	<b>£79.00</b> admin fee plus <b>£26.50</b> per property for up to 10 properties affected by change <b>£10.50</b> for every additional property thereafter affected by change	<b>£85.00</b> admin fee plus <b>£30.00</b> per property for up to 10 properties affected by change <b>£15.00</b> for every additional property thereafter affected by change
---	---	---

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

*Terms and Conditions:*

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

## **ECONOMIC DEVELOPMENT COMMITTEE**

**15 JANUARY 2020**

### **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.

#### **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 Local Development Framework Task Group considered the consultation responses and the emerging evidence base in relation to Gypsy & 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. It was estimated that this work would take around three months.
- 2.2 Accordingly a new timetable was agreed on 20 November 2019:

#### **3.0**

##### **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)**

#### **Current Progress**

- 3.1 Work on the Gypsy & Traveller potential additional capacity on existing sites continues however it has not yet been completed; until such time as it has been the Options Report cannot be finalised. Furthermore a new design policy is also being prepared to incorporate the principles of Building for Life. Unfortunately due to the general election the workshops relating to this were delayed and have been rearranged and where due to be held on 8 January 2020. The results of these workshops will be used to finalise a new design policy over the next few weeks.

- 3.2 Once the capacity work has been concluded to the extent that the Options Report can be finalised this will be presented to Committee for approval for consultation. It is intended that this will be done as soon as possible. Therefore, it may be necessary to hold an additional meeting of the Committee. An updated LDS timetable will also be presented alongside the options report.

#### **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 - FIN19-20/9271**

- 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 & Traveller provision.

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

- (a) Committee note progress towards meeting the timetable of the adopted Local Development Scheme; and
- (b) Committee agree to hold an additional meeting, if necessary, to approve the Options Report for public consultation.

#### **Reason for Recommendations**

To allow Committee to agree an additional meeting date, if necessary.

#### **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**

**15 JANUARY 2020**

### **COUNCIL POLICY FOR MANAGEMENT OF OPEN SPACE**

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

- 1.2 To provide Members with an update on options 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.

#### **2.0 Update**

- 2.1 Members will be aware of the debate at the November meeting of the Committee and specifically the resolution that all options and possible consequences of the Council's approach to the management and maintenance of Open Space be explored via a Working Group, to be made up of the Chairman, Vice-Chairman and Opposition Spokesperson of the Economic Development Committee and the Chairman and Vice-Chairman of the Planning Committee. This group is due to meet on 7 January 2020. This is after the agenda print and therefore will require a further update at the Committee itself.
- 2.2 The Working Group will be exploring the circumstances, if any, in which the Council will consider bidding to become a ManCo and in what, if any, circumstances the Council will seek to negotiate a commuted payment for the adoption of Open Space by the Council or relevant Town/Parish Council. For ease of reference the original report to the November meeting is appended below.

#### **3.0 RECOMMENDATION**

**That the proposed options and recommendations of the Working Group be considered and a policy position on the future management and maintenance of Open Space be adopted.**

**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 SPD<sup>1</sup>.
- 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.

---

<sup>1</sup> <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 m<sup>2</sup></u>		<u>£ Per Dwelling</u>
Provision for children and young people (at 18m <sup>2</sup> /dwelling)	57.29	=	1031.30
Amenity green space (at 14.4m <sup>2</sup> dwelling)	19.63	=	282.79
Outdoor Sports facilities (at 52.8m <sup>2</sup> /dwelling)	21.74	=	1148.05
Natural & Semi Natural green space	n/a		102.66
Allotments and community Gardens (at 12m <sup>2</sup> /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 14<sup>th</sup> September 2016

For further information please contact Matt Lamb on Ext. 5842

Matt Lamb  
Director – Growth & Regeneration

**ECONOMIC DEVELOPMENT COMMITTEE**  
**14 SEPTEMBER 2016****AGENDA ITEM NO. 6****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**

**15 JANUARY 2020**

### **CHRISTMAS 2019 CAMPAIGN EVALUATION**

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

- 1.1 To provide the Economic Development Committee with an update on the District-wide Christmas campaign delivered in December 2019.

#### **2.0 Background Information**

- 2.1 Members will recall that in December 2018 we ran a Christmas promotion campaign in Newark to support the local retail economy following concerns that disruptive roadworks in the town for the Severn Trent Water works had discouraged customers and adversely affected trade throughout 2018.
- 2.2 The success of the resultant Newark campaign in 2018 prompted us to plan a wider District-wide Christmas campaign for 2019. We identified that a large and growing number of Christmas/Winter events and activities were planned across the District from mid-November onwards that would appeal to different audiences from both within and outside the District.
- 2.3 The objectives of the campaign were to:
- i) Raise public awareness of the District-wide Christmas/Winter events, activities and opportunities for shopping and leisure among potential day visitors including from other areas of Nottinghamshire and the East Midlands
  - ii) Drive increased footfall from customers in the campaign catchment areas to boost retail and hospitality business in the District specifically in the important pre-Christmas trading period
  - iii) Drive increased traffic to our new visitor websites
  - iv) Generate public engagement in the campaign to gain more followers on social media for our longer-term marketing advantage

#### **3.0 Proposals**

- 3.1 The campaign ran between 4 November 2019 and 1 January 2020 inclusive and comprised the following promotional activities:
- Online Christmas events calendar with links to individual event webpages
  - 4 dedicated blog posts
  - 30sec video compilation of event footage in collaboration with event organisers (boosted post)
  - 178 social media posts including boosted video post

3.2 The campaign results were very positive:

- 8,442 unique visits to individual event webpages (the highest being for Newark Christmas Lights Switch On and Rufford Abbey's Christmas Weekend)
- 252,397 social media impressions
- 204,319 video views
- 1,919 social media engagements (on Facebook, Twitter and Instagram)
- 75 additional social media followers gained since 1 November 2019

3.3 The high volume of video views is particularly impressive, showing the value of good quality video footage in engaging people. Footage was shot at several events for use in future years' campaigns also.

3.4 The campaign was one factor among many in whether people chose to find out more or ultimately attend the events and activities, along with event organisers' own promotional activities, the weather etc. However, the above results indicate that it contributed positively to their success this year.

3.5 The Christmas campaign was part of a new plan of promotional campaigns to support the District's visitor economy. It followed the earlier 'Festivals', 'Easter at Sherwood Forest' and 'Late Summer in Southwell' campaigns in 2019. Results from each campaign are helping to inform subsequent plans.

#### **4.0 Equalities Implications**

4.1 The campaign followed the Council's guidelines for accessible communications.

#### **5.0 Financial Implications**

5.1 The annual Promotion of Tourism budget was used to cover all costs of the campaign.

5.2 Stakeholders, including event organisers and hosting attractions, actively supported the campaign by distributing sharing social media posts and links to our websites among their networks.

#### **6.0 Community Plan – Alignment to Objectives**

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

#### **7.0 Comments of Director**

7.1 The reach of the campaign was again impressive, particularly the number of views on the video, which appears to have captured imaginations to far exceed expectations. We will continue to seek feedback from retailers as to how we can assist in promoting offers and campaigns throughout the year, with a view to raising interest and footfall.

## **8.0     RECOMMENDATION**

**That the success of the District-wide Christmas campaign in raising awareness of the range of seasonal events on offer across the District and in increasing visitors and followers to our digital channels for our longer-term marketing advantage be noted.**

### **Reason for Recommendation**

**Delivery of this visitor campaign performance is to be noted with regard to future campaign planning.**

### **Background Papers**

Nil

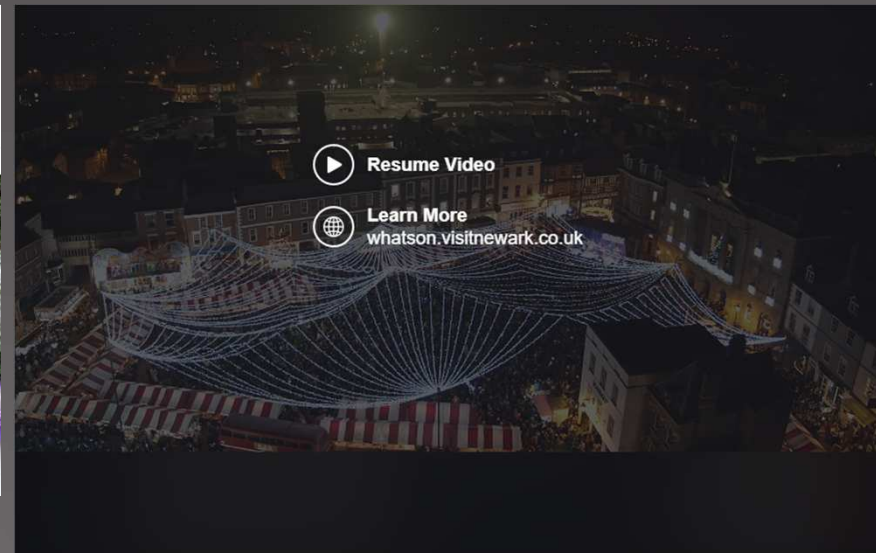
For further information, please contact Richard Huthwaite, Business Manager – Tourism on Ext 5951.

**Matt Lamb  
Director – Growth & Regeneration**



# Christmas 2019 Campaign

APPENDIX A



## Christmas in Newark, Southwell & Sherwood Forest

Visit Newark & Sherwood

104K views · about 2 weeks ago

Newark, Southwell & Sherwood Forest is the home of festive cheer this season with a calendar packed full of Christmas events that the whole family is guaranteed to enjoy!

Take a peek at the video to see what fun could be had and click the link to plan the best Christmas ever!

## **ECONOMIC DEVELOPMENT COMMITTEE**

**15 JANUARY 2020**

### **NEWARK TOWN UPDATE**

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

- 1.1 To provide Members with proposals for the production of a 'Newark Regeneration Strategy' and opportunities relating the 'Towns Fund' and 'Heritage Action Zone' (HAZ).

#### **2.0 Update**

- 2.1 Members will be mindful of the verbal update provided to the last meeting, specifically around opportunities linked to the 'Towns Fund' and 'Heritage Action Zone' (HAZ). This report seeks to provide a further update on the timetable for the publication of what I shall term the Newark Regeneration Strategy and Town Investment Plan (TIP), which seek to incorporate into a holistic strategy the individual requirements of both the Towns Fund and HAZ, alongside and cognisant of other strategies of the Council and its partners (for example the emerging LEP-led Local Industrial Strategy).
- 2.2 As Members will be aware the Council's Community Plan, adopted in February 2019, identified a number of objectives up to 2023. This includes aspirations to improve infrastructure (in order to reduce congestion and facilitate growth), enhance and sustain town centres, address social mobility, increase visitors to tourist attractions (including by local residents), and accelerating the supply of new homes.
- 2.3 Newark is the largest Town within the District, operating as a sub-regional centre. Accordingly, within the Community Plan it was identified as an area of focus for a number of key interventions, notably around infrastructure, town centre regeneration, and addressing issues around social mobility. Such themes have also been identified and reflected in central government programmes and funding opportunities, notably via the 'Future High Streets Fund', 'Towns Fund', and 'Heritage Action Zone'. For the benefit of Members I have provided a brief summary below of each of these funds.
- 2.4 Members will note that the Council has not waited for central Government opportunities to progress town centre initiatives or lobbying. Work continues to transform the former Robin Hood Hotel to provide a new hotel and retail offer; new tenants will be operational within the Buttermarket from March 2020; and the recent purchase of the former and strategically important (in terms of location and size) M&S building means that the Council now has control of land assets. The Council, alongside its Midland Connect partners and local MP, were also influential in the much needed 2019 announcement of funding for the A46 Newark Northern Bypass.

#### **Future High Streets Fund**

- 2.5 In March 2019 the Council submitted responded to a 'Call for Proposals' from Government for a share of a £657m national Future High Streets Fund earmarked to support local areas in preparing long-term strategies for their high streets and town centres. Members will recall that Newark was not one of the 150 successful towns to progress to the next stage of the process for up to £25m.

### **High Street Heritage Action Zone (HAZ)**

- 2.6 In May 2019 Historic England announced a high street HAZ fund of £95 million available nationally (grant to be match funded from the local authority and private sector) aimed at finding ways to revive and unlock the potential of historic high streets. The provision of a HAZ has already been successful in a number of places throughout the UK.
- 2.7 In September 2019 Historic England announced that Newark was one of 69 town centres nationally (and one of 13 in the midlands, including Leicester, Grantham, and Lincoln) to have been successful in its Expression of Interest (EoI). A further round of evidence was submitted in December 2019, with a final view on HAZ designation expected March 2020. The proposed Newark HAZ seeks to focus on the following areas, utilising £250,000 of HAZ grant, match funded on an even split by the Council and private sector (including the appointment of a full-time HAZ Officer for a 4 year fixed-term):
- Funding of condition surveys and feasibility studies for key heritage at risk buildings within the HAZ. This will inform any negotiations or enforcement considerations with landowners and prospective new occupiers or operators.
  - Production of a shop front and upper floors development guide. This will provide examples for repurposing, including costed solutions to demonstrate affordability
  - Public realm and way-finding: To focus on connecting and removing barriers/unwelcome desire lines between the different parts of the town centre, notably connecting the Potterdyke areas (at Beaumont Cross and Martindale Lane) with the remainder of the town. This strategy will feed into wider wayfinding, linked to legibility and movements for the town in its widest sense (e.g. connecting the rail stations, tourist offers, car parks, etc).
  - Exploring local business rate regime and potential 'incentives' to bring into use and/or repurpose heritage buildings.
  - Production of Landlord and Tenant Advice for leases. Issues surrounding lease and repair terms are often raised. Some guidance will be produced which seeks to strike a balance for all parties, including positives and pitfalls to be mindful of when (re)negotiating.

### **Towns Fund**

- 2.8 In September 2019 the Government announced the £3.6bn Towns Fund, which invited 100 pre-selected Towns (Newark being one of them) to work with Government to develop plans for their area which focus on economic growth, regeneration, improved transport, better broadband connectivity, skills and culture. Grant of up to £25m is available to support such plans. The Towns Fund is focussed on an area much wider than the town centre, albeit the success and vibrancy of the town centre is clearly important to the overall success and vibrancy of Newark itself.
- 2.9 The milestones and timetable associated with the Towns Fund were published prior to last month's General Election via the Towns Fund Prospectus<sup>1</sup>. There are broadly three current pre-requisites to developing plans and accessing funding – the submission of a 'readiness checklist' (submitted last month), the formulation (or amalgamation of existing) of a 'Town

---

1

Deal Board' (the Board) made up of a largely prescribed attendance list, and the production (by 'summer 2020') of a Town Investment Plan, which captures an overall evidence base, strategy, and proposals for transformative spend. The governance process for development of any Town Deal would require sign-off by the Board, alongside wider public consultation.

### **Next Steps**

- 2.10 The inaugural Newark Town Deal Board will be held at Castle House on the 17<sup>th</sup> January 2020. Those in attendance are drawn from all tiers of local government, business, infrastructure providers, and the FE, HE, and third sectors. The Council will be seeking to agree with the Board the challenges we consider we are collectively seeking to address (building upon the detailed suite of qualitative, quantitative, and pre-existing strategy evidence we already have available), moving to then consider initial proposals and how as partners, investors, and local Leaders we can collectively work with and seek the views of the community (including a community consultation process) to develop deliverable and transformational change for Newark. This 'Newark Regeneration Strategy' will be produced by a team of multi-disciplinary consultants via a formal tender process which is due to close on the 28<sup>th</sup> January 2020.

### **3.0 Financial Implications**

- 3.1 As part of the Towns Fund Deal the Council has been awarded capacity funding of £162,019 to assist with the development of its Town Investment Plan. There are no additional financial implications at this time. It is noted that any Town Investment Plan will be presented to Members of this Committee and the Policy and Finance Committee in due course.

### **4.0 RECOMMENDATION**

**That Members note and support the proposed production (and associated timetable) of the Newark Town Regeneration Strategy and Town Investment Plan, the progress and details for which shall be presented to future meetings of the Economic Development Committee**

### **Reason for Recommendation**

**To progress proposals for the transformative and ambitious regeneration of Newark Town, in accordance with the Council's adopted Community Plan and in order to maximise significant grant funding opportunities.**

### **Background Papers**

Nil

For further information please contact Matt Lamb on Ext. 5842

**Matt Lamb**  
**Director – Growth & Regeneration**

### **Forward Plan of Economic Development Committee Decisions from 1 February 2020 to 31 January 2021**

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	Buttermarket, Newark	<a href="mailto:matt.lamb@newark-sherwooddc.gov.uk">matt.lamb@newark-sherwooddc.gov.uk</a>
25.03.20	Forest Corner Masterplan, Edwinstowe	<a href="mailto:richard.huthwaite@newark-sherwooddc.gov.uk">richard.huthwaite@newark-sherwooddc.gov.uk</a>
25.03.20	Adoption of new Green Spaces Strategy	<a href="mailto:phil.beard@newark-sherwooddc.gov.uk">phil.beard@newark-sherwooddc.gov.uk</a>
25.03.20	Environmental Services Strategy	<a href="mailto:matthew.finch@newark-sherwooddc.gov.uk">matthew.finch@newark-sherwooddc.gov.uk</a> <a href="mailto:ella.brady@newark-sherwooddc.gov.uk">ella.brady@newark-sherwooddc.gov.uk</a>
25.03.20	Newark Town Strategy	<a href="mailto:matt.lamb@newark-sherwooddc.gov.uk">matt.lamb@newark-sherwooddc.gov.uk</a>
17.06.20	EV Chargepoints	<a href="mailto:steven.syddall@newark-sherwooddc.gov.uk">steven.syddall@newark-sherwooddc.gov.uk</a>
17.06.20	Newark Beacon Update	<a href="mailto:steven.syddall@newark-sherwooddc.gov.uk">steven.syddall@newark-sherwooddc.gov.uk</a>
09.09.20	Update on Commercialisation and Major Projects	<a href="mailto:deborah.johnson@newark-sherwooddc.gov.uk">deborah.johnson@newark-sherwooddc.gov.uk</a> <a href="mailto:natalie.cook@newark-sherwooddc.gov.uk">natalie.cook@newark-sherwooddc.gov.uk</a>
BC	Update on Digitisation of Archive Material at Resource Centre	<a href="mailto:oliver.scott@newark-sherwooddc.gov.uk">oliver.scott@newark-sherwooddc.gov.uk</a>
BC	Review of Industrial Estate	<a href="mailto:steven.syddall@newark-sherwooddc.gov.uk">steven.syddall@newark-sherwooddc.gov.uk</a>
BC	Report on Legionella Compliance Programme	<a href="mailto:steven.syddall@newark-sherwooddc.gov.uk">steven.syddall@newark-sherwooddc.gov.uk</a>
BC	Ollerton & Boughton FINAL Neighbourhood Study and Next Phase	<a href="mailto:rob.main@newark-sherwooddc.gov.uk">rob.main@newark-sherwooddc.gov.uk</a>