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**Monday, 9 December 2019**

**Chairman: Councillor R Crowe**  
**Vice-Chairman: Councillor Mrs P Rainbow**

**To all Members of the Council:**

**MEETING: Full Council**

**DATE: Tuesday, 17 December 2019 at 6.00 pm**

**VENUE: Civic Suite, Castle House, Great North Road,  
Newark, Nottinghamshire, 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 Nigel Hill Tel: 01636 655243 Email: [Nigel.hill@newark-sherwooddc.gov.uk](mailto:Nigel.hill@newark-sherwooddc.gov.uk).

## AGENDA

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20. Exclusion of the Press and Public

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

NOTES:

- (1) The Conservative Group will meet at 5.00pm in Rooms F1 - F3 prior to the Council Meeting.
- (2) The Labour Group will meet at 5.00pm in Room G1 prior to the Council Meeting.
- (3) The Independent Group will meet at 5.00pm prior to the Council Meeting.
- (4) The Liberal Democrat Group will meet at 5.00pm in the Castle Room, prior to the Council Meeting.
- (5) Tea and coffee will be available in the Civic Suite.

# Agenda Item 2

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** held in the Civic Suite, Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY on Tuesday, 15 October 2019 at 6.00 pm.

PRESENT: Councillor R Crowe (Chairman)  
Councillor Mrs P Rainbow (Vice-Chairman)

Councillor Mrs K Arnold, Councillor K Walker, Councillor R Blaney, Councillor L Brailsford, Councillor L Brazier, Councillor M Brock, Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor M Brown, Councillor S Carlton, Councillor B Clarke-Smith, Councillor M Cope, Councillor Mrs R Crowe, Councillor D Cumberland, Councillor L Dales, Councillor Mrs M Dobson, Councillor K Girling, Councillor L Goff, Councillor P Harris, Councillor R Holloway, Councillor Mrs L Hurst, Councillor R Jackson, Councillor B Laughton, Councillor J Lee, Councillor D Lloyd, Councillor Mrs S Michael, Councillor N Mison, Councillor N Mitchell, Councillor P Peacock, Councillor Mrs S Saddington, Councillor M Skinner, Councillor T Smith, Councillor I Walker, Councillor T Wendels, Councillor R White and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor Mrs G Dawn (Committee Member)

### 26 MINUTES FROM THE MEETING HELD ON 16 JULY 2019

AGREED that that minutes of the meeting held on 16 July 2019 be approved as a correct record and signed by the Chairman.

### 27 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED:- (a) the interests declared as shown in the schedule circulated at the meeting; and  
(b) the additional interest which was declared at the meeting as follows:

<u>Member</u>	<u>Agenda Item No.</u>
Councillor Mrs S Michael	Agenda Item No. 18(i) – Minutes for Noting – Planning Committee – 10 September 2019 – Minute No. 91 – Land at Norwell Road, Cauntton (19/01180/OUT) - Disclosable Pecuniary Interest as the joint land owner.

### 28 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

NOTED that in addition to the Council undertaking a video recording of the meeting, Councillor L. Goff declared his intention to record Agenda Item No. 8 – Receipt of Petition in relation to the Elm Avenue Stadium.

29 COMMUNICATIONS WHICH THE CHAIRMAN OR THE CHIEF EXECUTIVE MAY WISH TO LAY BEFORE THE COUNCIL

The Chairman advised the Council of the success of the Sleep Out event organised by the Housing Options Team in order to raise awareness of the homeless. He advised that, to date, £2,700 had been raised for local charities and he thanked all those who had taken part.

The Chairman also invited Councillor Mrs S Saddington to celebrate the success of the 'Big Convey' event arranged by Terry Galloway which enabled 650 children in care to be taken on a day trip to Alton Towers. The Chairman again thanked those involved in helping with the event.

30 COMMUNICATIONS WHICH THE LEADER OF THE COUNCIL AND COMMITTEE CHAIRMEN MAY WISH TO LAY BEFORE THE COUNCIL

The Leader of the Council advised the Council that £4.5m had been allocated to the ongoing improvement works to the A46; up to £25m had been allocated from the Towns Fund for Newark; and a successful application had also been made to Historic England for up to £250k to be recognised as a former Heritage Action Zone.

The Leader of the Council further advised that works had commenced at the former Robin Hood Hotel and that all Newark schools had been awarded the status of either good or outstanding in their most recent assessment which should be considered a tremendous achievement.

The Council also celebrated their success in the annual East Midlands in Bloom Competition with Newark being awarded town Gold Standard and second overall in the East Midlands. Newark was also awarded a Gold Cup for the least littered environment in the East Midlands. The Leader congratulated all those involved and the Chairman presented Certificates to representatives of the Street Cleansing and the Grounds Maintenance Teams.

The Chairman of the Leisure & Environment Committee also advised the Council that the Sconce & Devon Park and Vicar Water had been awarded Green Flags and that the RSPCA had awarded the Council a Paws Print Gold Award for their Policy on dealing with stray dogs.

Finally, the Chairman of the Economic Development Committee advised the Council that the Newark Lorry Park had received a Safer Parking Award, and added that when the improvement works had been completed it would be necessary to increase projected revenues from the site.

31 IN ACCORDANCE WITH RULE NO. 10 TO RECEIVE PETITIONS FROM MEMBERS OF THE COUNCIL (IF ANY)

In accordance with the Council's Statutory Petitions Scheme, Paul Baggaley presented a petition to the Council in relation to 'saving the Elm Avenue Stadium'.

The petition, which had 550 signatures, called upon the Council to keep the Elm Avenue stadium as a sports ground for local people and to quash the planning application and the proposed development of the land.

In opening the debate, the Leader of the Council highlighted that the information contained in the presentation by Mr. Baggaley had been wider than the remit of the petition which had been signed.

The Leader of the Council advised that decisions on this site had already been taken and proceeded to inform the Council of the exceptional community facilities which would be provided at the YMCA Community & Activity Village.

Councillor D Lloyd moved and Councillor R Blaney seconded that the petition be noted and that the Council welcomed the continued development of the YMCA Community & Activity Village and looked forward to hearing many stories of lives being transformed by its services and facilities. This proposal, on being put to the meeting, was declared carried with 27 votes for and 11 against.

## 32 QUESTIONS AT FULL COUNCIL MEETINGS

The Council considered the report of the Director – Governance & Organisational Development which sought approval for proposed changes to Council Procedure Rule No. 14 – Questions by Members of the Council and Council Procedure Rule No. 15 – Questions by the Public. Revised wording for the two Rules were set out in the Appendix to the report.

The Councillors' Commission considered proposed changes to these rules at their meeting held on 30 September 2019. The Commission were proposing to align the deadline for receipt of all questions to the same as the deadline for motions, which would enable questions to be published with the agenda. It was also proposed to revise Rule No. 7 – Order of Business at Meeting of the Council to enable all questions to be taken together on the agenda.

It was also reported that the Councillors' Commission had considered the time allocated to public questions, currently set at 30 minutes, but with no time limit being prescribed for Member questions. The Commission were proposing a maximum period of 30 minutes for both questions but with the express provision that a minimum of 15 minutes be reserved for public questions. In respect of questions from the public, the Commission were also recommending that the Chairman no longer be required to read out the text of the question in full and that the Rule be clarified to require that citizens submitting questions must be resident in the District.

Subject to the changes being agreed, it was suggested that a review of the new arrangements be undertaken after 12 months and greater information being provided on the Council's website to guide the public as to the process for asking questions.

AGREED (unanimously) that:

- (a) the revised Council Procedure Rules No. 14 and No. 15, as set out in the Appendix to the report, be approved;

(b) the Director - Governance & Organisational Development revise Council Procedure Rule No. 7 – Order of Business at Meetings of the Council in order to reflect that questions would be taken together before ‘ordinary’ items of business; and

(c) the Council’s Constitution be amended accordingly.

### 33 COUNCIL PETITIONS SCHEME

The Council considered the report of the Director – Governance & Organisational Development which sought approval to revise the Petitions Scheme for the Council. The proposed new scheme was attached as Appendix A to the report.

The Councillors’ Commission considered proposed changes to the Petitions Scheme at their meeting held on 30 September 2019. Currently, the Council operates both a statutory and a local scheme, however following legislative changes there was now no requirement to have a statutory petitions scheme. The Commission were therefore proposing that a single scheme be adopted which would address some of the issues with the Council procedures for handling petitions.

The Commission were recommending that the provision for local Ward Members to present petitions with insufficient signatures to trigger a Council debate would remain unchanged. In the proposed new scheme a petition would be required to be submitted 10 working days prior to a specific Council meeting in order for it to be presented and/or debated. This would also enable the wording of any valid petition to be included on the Council agenda. The revised scheme also strengthened the requirement around who could sign petitions, with this being prescribed as those who live, work or study in the District with a valid postcode being supplied. In addition, for electronic petitions a valid email address would be required.

The Commission were also recommending that the threshold for the number of signatures required to trigger a debate be increased from 500 to 1000 and that such a debate could be held if the lead petitioner was unable to attend the Council meeting for any reason. It was also proposed that the requirement for an Officer to give evidence at a Council meeting in relation to petition with over 1000 signatures be removed. The proposed scheme also included provision that the Council may consider there to be a more expedient way to deal with a petition which failed to meet the threshold for requiring a debate at full Council, if appropriate.

The Commission also recommended changes to Council Procedure Rule No. 10 – Presentation of Petitions - which now encompassed the presentation of petitions by Members and those for debate into a single rule.

AGREED (unanimously) that:

(a) the proposed Petitions Scheme, as set out in Appendix A to the report, be approved;

(b) the revised wording for Council Procedure Rule No. 10, as set out in Appendix B to the report, be approved; and

- (c) the Council's Constitution be amended accordingly.

34 MEMBERS INDEPENDENT REMUNERATION PANEL

The Council considered the report of the Director – Governance & Organisational Development which sought Members' approval to convene a Members' Independent Remuneration Panel.

The report set out the process for determining and setting Members' Allowances noting that the current allowance scheme was last approved by the Council on 6 February 2016. It was appropriate to consider Members' Allowances at the beginning of the life of the new Council, therefore, preparations had commenced to convene a Members Independent Remuneration Panel.

At their meeting held on 30 September 2019 the Councillors' Commission considered the proposed membership of the Panel and supported the Monitoring Officer's proposal that the Council's two Independent Persons be appointed. In terms of the third member of the Panel who would act as Chairman, the Commission recommended that the Monitoring Officer look to identify a person with the requisite skills and local government finance background.

The Commission also considered timings for the Panel undertaking the review given the impending governance review and the expenses payable to the Panel members.

AGREED (unanimously) that:

- (a) the appointment of the Council's two Independent Persons onto the Members Independent Remuneration Panel be approved;
- (b) the Monitoring Officer be given delegated authority, following consultation with the Leader of the Council, to appoint an appropriate Chairman of the Members Independent Remuneration Panel;
- (c) the fees for the payment of the Panel members be in accordance with paragraph 3.6 of the report, to be financed from the Corporate Change Management budget; and
- (d) the Monitoring Officer convene the Members Independent Remuneration Panel when appropriate to do so in view of the impending review of the Council's current governance arrangements.

*Councillor Mrs Woodhead was absent from the meeting during the discussion and vote on the above item.*

35 REVIEW OF SCHEME OF DELEGATION

The Council considered the report of the Director – Growth & Regeneration which sought approval for amendments to the current Scheme of Delegation in relation to planning matters and the subsequent amendments to the Constitution. The proposed changes to the Constitution were set out in Appendix 1 to the report.



The report set out the background to the review of the Scheme of Delegation and detailed the existing arrangements together with comparative data from other local authorities. The proposed changes to the Scheme of Delegation, aimed at streamlining the process, had also been considered by the Planning Committee and the Councillors' Commission, who were now recommending the proposed changes for approval.

AGREED (unanimously) that:

- (a) the proposed revisions to the Scheme of Delegation, as set out in Appendix 1 to the report, be approved; and
- (b) the Constitution be amended accordingly.

36 EPPERSTONE AND FISKERTON-CUM-MORTON NEIGHBOURHOOD PLAN REFERENDUMS

The Council considered the report of the Director – Growth & Regeneration which sought to approve the arrangements for the Neighbourhood Plan Referendums in Epperstone and Fiskerton-cum-Morton. It was reported that both of the Neighbourhood Plans had now been subject to independent examination and both Plans had met the Basic Conditions and the other statutory requirements. It was therefore proposed that both plans proceed to referendums.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) the Chief Executive, acting as the Returning Officer, be authorised to arrange separate referendums for the Epperstone and Fiskerton-cum-Morton Neighbourhood Plans on a date no earlier than Thursday, 28 November 2019.

*Councillor P.R.B. Harris left the meeting at 7.34pm.*

37 ARMED FORCES COVENANT UPDATE

The Council considered the report of the Director – Governance & Organisational Development which sought to raise awareness and to update Members about the Armed Forces Covenant working at the Council. The report also demonstrated the additional ways in which the Council would support the Armed Forces Covenant in the future.

The report provided Members with information as to the Armed Forces Covenant promise, the history of its adoption at the Council, together with how the Council supports the armed forces community and their families.

AGREED (unanimously) that:

- (a) the Council note the enhanced Armed Forces Covenant working outlined in the report; and

- (b) advocacy for the Armed Forces Covenant and Employer Recognition Scheme outside Newark & Sherwood District Council as required, be supported by the Council.

38 MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT

The Council considered the report of the Director – Governance & Organisational Development which sought to approve a Modern Slavery & Human Trafficking Statement for the Council. The Statement was attached as Appendix 1 to the report and had been recommended for approval by the Homes & Communities Committee at their meeting held on 30 September 2019.

The Modern Slavery Act 2015 came into force on 29 October 2015 and Section 54 of the Act required organisations that supplied goods or services and had a consolidated global turnover of £36m per annum or more to prepare a slavery and human trafficking statement for each financial year. It was noted that although not legally required to publish a statement, the Council had elected to do so as a matter of good practice. Details of the key areas included within the Statement were detailed in the report.

AGREED (unanimously) that the proposed Human Trafficking and Modern Slavery Statement as set out in Appendix 1 to the report be approved, and adopted by the Council.

39 NOTICES OF MOTION

In accordance with Council Procedure Rule No. 13.1, Councillor M. Brown moved and Councillor Mrs L. Dales seconded a motion to the following effect:

“This Council notes:

1 in 4 people will experience a mental health problem in any given year with over 6000 people taking their lives through suicide. Suicide is the most common cause of death for men aged 20-49 years in England and Wales. The World Health Organisation predicts that depression will be the second most common health condition worldwide by 2020. Mental ill health costs some £105 billion each year in England alone. People with a severe mental illness die up to 20 years younger than their peers in the UK. There is often a circular relationship between mental health and issues such as housing, employment, family problems or debt.

This Council believes:

To sign the Time to Change is led by Mind and Rethink Mental Illness.

We commit to appoint an elected member as “mental health champion” across the Council.

We will seek to identify a member of staff within the Council to act as “lead officer” for mental health.

The Council request:

That officers submit a detail report to Policy & Finance Committee setting out what the Council will do to meet the requirements of the Time to Change Pledge from an employer perspective. Provide details of what actions the Council will take to support the mental health agenda within the wide community in accordance with the recently adopted Community Plan. On the basis of the above the Council agree to sign up to the Time to Change Pledge”.

The motion, on being put to the vote, was declared carried with 35 votes for and 2 abstentions.

40 MINUTES FOR NOTING

40a POLICY & FINANCE COMMITTEE - 26 SEPTEMBER 2019

40b ECONOMIC DEVELOPMENT COMMITTEE - 11 SEPTEMBER 2019

40c HOMES & COMMUNITIES COMMITTEE - 30 SEPTEMBER 2019

40d LEISURE & ENVIRONMENT COMMITTEE - 24 SEPTEMBER 2019

Minute No. 20 – Sherwood Forest Hospital NHS Foundation Trust Presentation

Councillor B Laughton expressed his thanks to the Chief Executive of the Trust, Mr. Richard Mitchell, for the informative presentation given to the Committee, and the efforts being made to improve the services at Newark Hospital.

40e GENERAL PURPOSES COMMITTEE - 5 SEPTEMBER 2019

40f LICENSING COMMITTEE - 5 SEPTEMBER 2019

40g PLANNING COMMITTEE - 23 JULY 2019

40h PLANNING COMMITTEE - 6 AUGUST 2019

40i PLANNING COMMITTEE - 10 SEPTEMBER 2019

40j PLANNING COMMITTEE - 8 OCTOBER 2019

40k SHAREHOLDER COMMITTEE - 17 SEPTEMBER 2019

40l AUDIT & ACCOUNTS COMMITTEE - 24 JULY 2019

40m COUNCILLORS' COMMISSION - 2 SEPTEMBER 2019

40n COUNCILLORS' COMMISSION - 30 SEPTEMBER 2019

Meeting closed at 8.16 pm.

Chairman

## COUNCIL MEETING – 17 DECEMBER 2019

### SCHEDULE OF MEETINGS FOR 2020/21

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

1.1 To approve a Schedule of Meetings covering the period May 2020 to May 2021.

#### **2.0 Background Information**

2.1 A proposed draft Schedule of Meetings for 2020/21 is attached as an **Appendix** to the report.

2.2 All meetings are scheduled to start at 6.00pm with the exception of the Planning Committee which starts at 4.00pm; the Shareholder Committee which starts at 5.30pm; and the Audit & Accounts Committee which is a daytime meeting with a 10.00am start.

#### **3.0 RECOMMENDATION**

**That the proposed Schedule of Meetings for 2020/21 be approved.**

#### Background Papers

Nil

For further information please contact Nigel Hill on extension 5243.

John Robinson  
Chief Executive

MAY 2020 – MAY 2021

2020	Monday	Tuesday	Wednesday	Thursday	Friday
May					1
	4	5	6	7 PCC ELECTION	8 BANK HOLIDAY
	11	12 ANNUAL COUNCIL	13	14	15
	18	19	20	21	22
	25 BANK HOLIDAY	26	27	28	29
June	1	2 PLANNING	3	4	5
	8 HOMES & COMMUNITIES	9	10	11 GP & LICENSING	12
	15	16 SHAREHOLDER	17 ECONOMIC DEVELOPMENT	18	19
	22	23 LEISURE & ENVIRONMENT	24	25 POLICY & FINANCE	26
	29	30 PLANNING			
July			1	2	3
	6	7	8	9	10
	13	14 COUNCIL	15	16	17
	20	21	22 AUDIT & ACCOUNTS	23	24
	27	28	29	30	31

2020	Monday	Tuesday	Wednesday	Thursday	Friday
August	3	4 PLANNING	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31 BANK HOLIDAY				
September		1	2	3 GP & LICENSING	4
	7	8 PLANNING	9 ECONOMIC DEVELOPMENT	10	11
	14 HOMES & COMMUNITIES	15 SHAREHOLDER	16	17	18
	21	22 LEISURE & ENVIRONMENT	23	24 POLICY & FINANCE	25
	28	29	30		
October				1	2
	5	6 PLANNING	7	8	9
	12	13 COUNCIL	14	15	16
	19	20	21	22	23
	26	27	28	29	30

2020/2021					
<b>November</b>	2	3 PLANNING	4	5	6
	9	10	11	12 GP & LICENSING	13
	16	17 LEISURE & ENVIRONMENT	18 ECONOMIC DEVELOPMENT	19	20
	23 HOMES & COMMUNITIES	24	25 AUDIT & ACCOUNTS	26 POLICY & FINANCE	27
	30				
<b>December</b>		1 PLANNING	2	3	4
	7	8 SHAREHOLDER	9	10	11
	14	15 COUNCIL	16	17	18
	21	22	23	24	25 BANK HOLIDAY
	28 BANK HOLIDAY	29	30	31	
<b>January</b>					1 BANK HOLIDAY
	4	5	6	7	8
	11	12 PLANNING	13 ECONOMIC DEVELOPMENT	14	15
	18 HOMES & COMMUNITIES	19 LEISURE & ENVIRONMENT	20	21 POLICY & FINANCE	22
	25	26	27	28	29

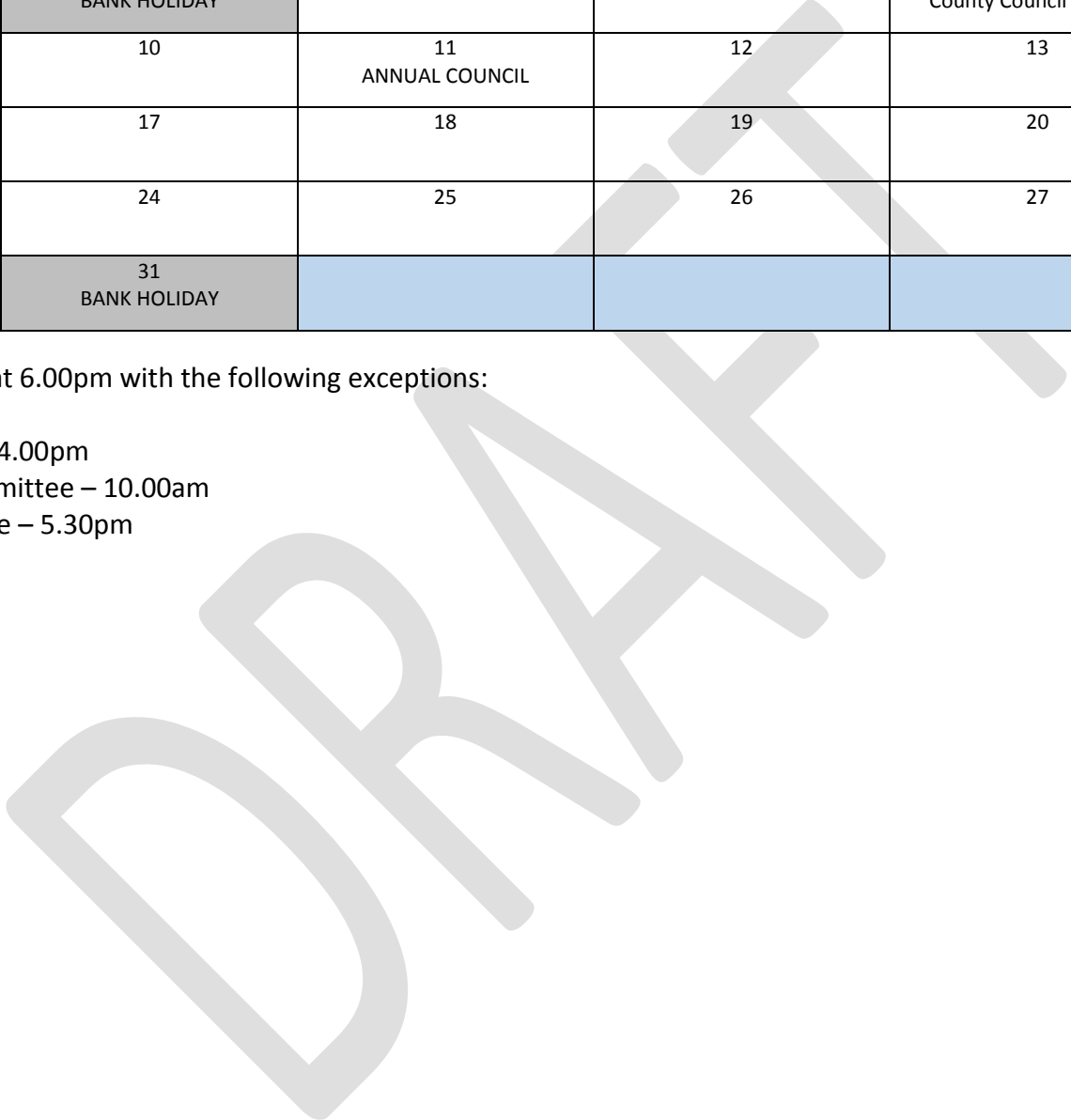
2021	Monday	Tuesday	Wednesday	Thursday	Friday
February	1	2 PLANNING	3 AUDIT & ACCOUNTS	4	5
	8	9 COUNCIL	10	11	12
	15	16	17	18 POLICY & FINANCE (BUDGET)	19
	22	23	24	25	26
March	1	2 PLANNING	3	4	5
	8	9 COUNCIL (TAX)	10	11 GP & LICENSING	12
	15 HOMES & COMMUNITIES	16 LEISURE & ENVIRONMENT	17	18	19
	22	23 SHAREHOLDER	24 ECONOMIC DEVELOPMENT	25	26
	29	30 PLANNING	31		
April				1 POLICY & FINANCE	2 BANK HOLIDAY
	5 BANK HOLIDAY	6	7	8	9
	12	13	14	15	16
	19	20	21 AUDIT & ACCOUNTS	22	23
	26	27 PLANNING	28	29	30



2021	Monday	Tuesday	Wednesday	Thursday	Friday
May	3 BANK HOLIDAY	4	5	6 County Council Election	7
	10	11 ANNUAL COUNCIL	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31 BANK HOLIDAY				

All meetings will start at 6.00pm with the following exceptions:

- Planning Committee – 4.00pm
- Audit & Accounts Committee – 10.00am
- Shareholder Committee – 5.30pm



## **COUNCIL MEETING - 17 DECEMBER 2019**

### **CHIEF OFFICERS APPOINTMENTS PANEL**

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

- 1.1 To confirm the composition of the Member Chief Officers Appointments Panel for the recruitment of the Director - Housing, Health & Wellbeing.

#### **2.0 Background**

- 2.1 At its meeting on 26 September 2019, the Policy & Finance Committee agreed to the establishment of an additional Director post within the Council's Senior Leadership Team in order ensure a strong housing focus is maintained when the housing management services are brought back in-house.
- 2.2 This new post will oversee housing landlord services as well as a number of other related housing functions that currently sit within the Council.

#### **3.0 Appointments Panel**

- 3.1 As specified Under Part Two of the Council's Constitution and the Officer Employment Procedure Rules contained in Part Three, the appointment of Chief Officers are to be made by a panel of elected members, the size and composition of which is to be determined by either the Policy & Finance Committee or Full Council.
- 3.2 Following discussion with the Leader and Deputy Leader, it is proposed that the Panel for this post compromise the following Members, having regard to political balance, gender balance and knowledge relevant to the post:

The Leader of the Council (to assume the role of Chairman and hold the casting vote) – Councillor David Lloyd

The Deputy Leader of the Council – Councillor Keith Girling

Opposition Group Leaders – Councillors Paul Peacock; Gill Dawn; and Peter Harris

Rhona Holloway (Vice Chairman of Homes & Communities)

Rita Crowe (Chairman of the Licensing Committee)

#### **4.0 RECOMMENDATION**

**That the Chief Officers Appointment's Panel, to appoint the Director – Housing, Health & Wellbeing - be constituted in accordance with the membership as at paragraph 3.2 of the report.**

Background Papers - Nil

For further information please contact Karen White on Extension 5240.

**Karen White**

**Director - Governance & Organisational Development**

## COUNCIL MEETING - 17 DECEMBER 2019

### TREASURY MANAGEMENT 2019-20 MID YEAR REPORT

#### **1. Purpose of Report**

1.1. This report provides an update on the Council's treasury activity and prudential indicators for the first half of 2019/20.

#### **2. Summary of Treasury Balances as at 30 September 2019**

2.1. Below is a summary of the Councils borrowing position as at 30 September 2019, further information at section 6.

	<b>Balance on 30/09/2019 £m</b>
<b>Total Borrowings</b>	<b>95.243</b>
<b>Total Other Long Term Liabilities</b>	<b>0.224</b>
<b>TOTAL EXTERNAL DEBT</b>	<b>95.467</b>

2.2. Below is a summary of the Councils investment position as at 30 September 2019, further information at section 7.

	<b>Balance on 30/09/2019 £m</b>
<b>Total Short term Investments</b>	<b>39.947</b>
<b>Total Long term Investments</b>	<b>4.000</b>
<b>TOTAL INVESTMENTS</b>	<b>43.947</b>

2.3. Below is a summary of the Councils capital expenditure position as at 30 September 2019, further breakdown at section 5.

<b>Capital Expenditure</b>	<b>2019/20 Initial Capital Budget £m</b>	<b>Current Expenditure 30/09/2019 £m</b>	<b>2019/20 Revised Estimate £m</b>
General Fund Expenditure	15.048	6.567	15.696
HRA Expenditure	16.439	8.252	17.173
<b>Total Capital Expenditure</b>	<b>31.487</b>	<b>14.819</b>	<b>32.869</b>

2.4. **Breach of Indicator**, the Council can confirm one indicator was breached during the first half of 2019/20, the limit on the Council's monies left in their bank account was breached for one day, full details at section 9.1.

#### **3. Introduction**

3.1. This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017). The primary requirements of the Code are as follows:

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for

the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year.

- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Audit and Accounts Committee.

3.2. This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2019/20 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2019/20;
- A review of the Council's borrowing strategy for 2019/20;
- A review of any debt rescheduling undertaken during 2019/20;
- A review of compliance with Treasury and Prudential Limits for 2019/20.

3.3. Treasury Management is defined as: "The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks".

3.4. The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

#### **4. Treasury Management Strategy Statement (TMSS) and Annual Investment Strategy update**

4.1. The Treasury Management Strategy Statement (TMSS) for 2019/20 was approved by Full Council on 7 March 2019. There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

#### **5. The Council's Capital Position**

This part of the report is structured to update:

- The Council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

- 5.1. The table below shows the revised estimates for capital expenditure and the changes since the Capital Programme was agreed within the Capital Programme budget on 7 March 2019.

<b>Capital Expenditure</b>	<b>2019/20 Capital Budget approved 7 March 2019 £m</b>	<b>Current Expenditure £m</b>	<b>2019/20 Revised Estimate £m</b>
General Fund Expenditure	15.048	6.567	15.696
HRA Expenditure	16.439	8.252	17.173
<b>Total Capital Expenditure</b>	<b>31.487</b>	<b>14.819</b>	<b>32.869</b>
<b>Financed by:</b>			
Capital Receipts	5.787		5.547
Capital Grants	5.366		7.209
Capital Reserves	8.507		9.167
Revenue	6.930		5.047
<b>Total Financing</b>	<b>26.590</b>		<b>26.970</b>
<b>Borrowing Requirement</b>	<b>4.897</b>		<b>5.899</b>

The financing of the Capital Programme will be determined by the S151 Officer at the year-end based on best use of resources.

The increase from the Budget approved 7 March 2019 relates to approved capital carry forward requests and approved variations to the capital programme.

- 5.2. The Council has an increasing CFR over the next 2 years due to the Capital Programme and there may be a requirement to borrow up to £18.2m over the forecast period. However, if reserve levels permit, internal borrowing will be considered.

## **6. Borrowing Strategy**

- 6.1. At 30 September 2019 the Council held £95m of loans, as part of its strategy for funding previous years' capital programmes.

### **6.2. Borrowing Activity in 2019/20**

	<b>General Fund</b>		<b>HRA</b>	
	<b>Balance on 01/04/2019 £m</b>	<b>Balance on 30/09/2019 £m</b>	<b>Balance on 01/04/2019 £m</b>	<b>Balance on 30/09/2019 £m</b>
Short Term Borrowing	4.983	5.174	2.000	2.000
Long Term Borrowing	0	0	88.080	88.068
<b>TOTAL BORROWING</b>	<b>4.983</b>	<b>5.174</b>	<b>90.080</b>	<b>90.068</b>
Other Long Term Liabilities	0.224	0.224	0	0
<b>TOTAL EXTERNAL DEBT</b>	<b>5.207</b>	<b>5.398</b>	<b>90.080</b>	<b>90.068</b>
CFR	26.632	24.815	105.983	105.006
Under / (over) borrowing	21.425	19.417	15.903	14.938

- 6.3. As the Council is in a significant under borrowed position, as per the table in 6.2, there may be a requirement during the remainder of the financial year where new borrowing is required. Any new borrowing will be within the approved Treasury Management Borrowing Strategy framework and will have been reviewed by the S151 Officer for cost effectiveness as whether to borrow shorter term or long term in relation to interest rate forecasts.
- 6.4. **PWLB Increase Update:** On 9 October 2019 the Treasury and PWLB announced an increase in the margin over gilt yields of 100bps on top of the current margin of 80 bps which the Council has paid prior to this date for new borrowing from the PWLB. There was no prior warning that this would happen and it now means that every local authority has to fundamentally reassess how to finance their external borrowing needs and the financial viability of capital projects in their capital programme due to this unexpected increase in the cost of borrowing. Representations are going to be made to HM Treasury to suggest that areas of capital expenditure that the Government are keen to see move forward e.g. housing, should not be subject to such a large increase in borrowing.
- 6.5. **LOBOs:** The Council holds £3.5m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of the £3.5m of LOBOS had options during the last 6 months, none of which were exercised by the lender. The Council acknowledges there is an element of refinancing risk even though in the current interest rate environment lenders are unlikely to exercise their options.
- 6.6. **Internal borrowing:** For the Council, the use of internal resources in lieu of borrowing has continued to be the most cost effective means of funding of capital expenditure that has not been funded from grants and other resources. This has lowered overall treasury risk by reducing both external debt and temporary investments. However this position will not be sustainable over the medium term as the Council needs to use reserves for the purpose they were set aside for, and external borrowing may need to be undertaken.
- 6.7. **Debt rescheduling:** The premium charge for early repayment of PWLB debt remains relatively expensive for the loans in the Council's portfolio and therefore unattractive for debt rescheduling activity. No rescheduling activity was undertaken or is proposed during the rest of the financial year as a consequence.

## 7. Investment Activity

7.1. The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a return commensurate with these principles.

### 7.2. Investment Activity in 2019/20

Type of Investment	Balance on 01/04/2019 £m	Balance on 30/09/2019 £m	Average Interest Rate
<b>Short term Investments</b>			
<i>Fixed Term Deposits:</i>			
Santander	5.000	5.000	0.40%

Lloyds 95 Day Notice	4.900	4.900	0.95%
<i>Money Market Funds:</i>			
Goldman Sachs	9.789	9.684	0.69%
Deutsche Bank	1.545	2.344	0.66%
Invesco	10.000	9.978	0.74%
CCLA	10.000	6.000	0.78%
<i>Bank Call Account:</i>			
Handelsbanken	0.136	2.041	0.50%
<b>Total Short Term Investments</b>	<b>41.370</b>	<b>39.947</b>	
Long term Investments	0	0	
CCLA Property Fund	0	2.000	4.00%
CCLA Diversified Income Fund	0	2.000	3.00%
<b>Total Long Term Investments</b>	<b>0</b>	<b>4.000</b>	
<b>TOTAL INVESTMENTS</b>	<b>41.370</b>	<b>43.947</b>	
Increase/ (Decrease) in Investments		2.577	

- 7.3. Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.
- 7.4. The Council's budgeted investment return for 2019/20 is £0.369m, and performance for the year to date is in line with the budget.

## **8. Non-Treasury Investments**

- 8.1. The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial return or regeneration purposes. This is replicated in MHCLG's Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for financial return or regeneration purposes.
- 8.2. Breakdown below of current Non-Treasury Investments held;

<b>Counterparty</b>	<b>Balance at 30/09/2019</b>
Growth Investment Fund	£419,222
Loans to Housing Associations	£21,108
Loans to Parish Councils	£17,322

These investments are due to generate £0.015m of investment income for the Council after taking account of direct costs, representing a rate of return of 5.22%.

## 9. Prudential Indicators

### Breach of Indicators

- 9.1. The Council can confirm that the set limit of monies to be left in the Councils bank account is £0.500m, however on 1 August 2019 this limited was breached for one day. This was due to staff holidays and the switching of staffing roles which resulted in there only being one available authoriser, whereas for payments over £0.050m two authorisers are required. The following day there was a large payment for housing benefits which brought the balance back below the limit. The rest of Prudential Indicators for 2019/20, which was set on 7 March 2019 as part of the Council's Treasury Management Strategy Statement, have been complied with.

### Limit To Borrowing Activity

- 9.2. **Authorised Limit and Operational Boundary for External Debt.** The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached. The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit. The s151 Officer confirms that there were no breaches to the Authorised Limit and the Operational Boundary during 2019/20.

	<b>Approved Operational Boundary 2019/20 £m</b>	<b>Authorised Limit 2019/20 £m</b>	<b>Actual External Debt 30/09/2019 £m</b>	<b>Compliance</b>
Borrowing	137.6	142.6	95.2	Yes
Other Long Term Liabilities	0.4	0.6	0.2	Yes
<b>Total</b>	<b>138.0</b>	<b>143.2</b>	<b>95.4</b>	<b>Yes</b>

- 9.3. **Maturity Structure of Fixed Rate Borrowing.** This indicator is to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

9.4.

	<b>Upper Limit %</b>	<b>Actual at 30/09/2019 £</b>	<b>Actual at 30/09/2019 %</b>	<b>Compliance</b>
Under 12 months	15%	£2.0m	2.2%	Yes
12-24 months	15%	£4.0m	4.4%	Yes
2-5 years	30%	£16.0m	17.7%	Yes
5-10 years	100%	£25.1m	27.9%	Yes
Over 10 years	100%	£43.0m	47.8%	Yes



### Limits to Investing Activity

- 9.5. **Security.** The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

Credit risk indicator	Target	Actual	Compliance
Portfolio average credit rating	A	AA	Yes

- 9.6. **Liquidity Risk Indicator.** The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a banding period, without additional borrowing.

Total cash available within;	Limit	Actual 30/09/2019	Compliance
3 months	100%	68%	Yes
3 – 12 months	80%	23%	Yes
Over 12 months	40%	9%	Yes

- 9.7. **Principal Sums Invested for over 364 Days.** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments

	Price Risk Limit 2019/20	Actual Investment 30/09/2019	Compliance
Limit on principal invested beyond year end	£10m	£4m	Yes

### Limits to Capital Activity

- 9.8. **Capital Financing Requirement.** The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose.

	2019/20 Original Estimate £m	2019/20 Revised Estimate £m
CFR – non housing	26.632	24.815
CFR – housing	105.983	105.006
<b>Total CFR</b>	<b>132.615</b>	<b>129.821</b>
<b>Net movement in CFR</b>		<b>-2.794</b>

9.9. **Capital Financing Costs to Net Revenue Stream.** Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

	<b>2019/20 Original Estimate £m</b>	<b>2019/20 Revised Estimate £m</b>
<b>General Fund</b>		
Financing Costs	-0.047	-0.106
Proportion of net revenue stream	-0.33%	-0.81%
<b>Housing Revenue Account</b>		
Financing Costs	11,758	11,758
Proportion of net rental stream	51.37%	51.37%

**10. Economic Background/Interest Rate Forecast**

10.1. **Appendix A and Appendix B** gives a summarised outlook for the economic background and interest rate forecast from our Treasury Consultants, Link.

**11. RECOMMENDATIONS that:-**

- (a) the treasury management activity be noted; and**
- (b) the Prudential Indicators detailed in Section 9 of the report be noted.**

Background Papers

Nil.

For further information please contact Andrew Snape, Assistant Business Manager – Financial Services on extension 5523.

Nick Wilson  
Business Manager - Financial Services

## Economics Update

**UK.** This first half year has been a time of upheaval on the political front as Theresa May resigned as Prime Minister to be replaced by Boris Johnson on a platform of the UK leaving the EU on or 31 October, with or without a deal. However, in September, his proroguing of Parliament was overturned by the Supreme Court and Parliament carried a bill to delay Brexit until 31 January 2020 if there is no deal by 31 October. MPs also voted down holding a general election before 31 October, though one is likely before the end of 2019. So far, there has been no majority of MPs for any one option to move forward on enabling Brexit to be implemented. At the time of writing the whole Brexit situation is highly fluid and could change radically by the day. Given these circumstances and the likelihood of an imminent general election, any interest rate forecasts are subject to material change as the situation evolves. If the UK does soon achieve a deal on Brexit agreed with the EU then it is possible that growth could recover relatively quickly. The MPC could then need to address the issue of whether to raise Bank Rate at some point in the coming year when there is little slack left in the labour market; this could cause wage inflation to accelerate which would then feed through into general inflation. On the other hand, if there was a no deal Brexit and there was a significant level of disruption to the economy, then growth could weaken even further than currently and the MPC would be likely to cut Bank Rate in order to support growth. However, with Bank Rate still only at 0.75%, it has relatively little room to make a big impact and the MPC would probably suggest that it would be up to the Chancellor to provide help to support growth by way of a fiscal boost by e.g. tax cuts, increases in the annual expenditure budgets of government departments and services and expenditure on infrastructure projects, to boost the economy.

The first half of 2019/20 has seen UK **economic growth** fall as Brexit uncertainty took a toll. In its Inflation Report of 1 August, the Bank of England was notably downbeat about the outlook for both the UK and major world economies. The MPC meeting of 19 September reemphasised their concern about the downturn in world growth and also expressed concern that prolonged Brexit uncertainty would contribute to a build-up of spare capacity in the UK economy, especially in the context of a downturn in world growth. This mirrored investor concerns around the world which are now expecting a significant downturn or possibly even a recession in some major developed economies. It was therefore no surprise that the Monetary Policy Committee (MPC) left Bank Rate unchanged at 0.75% throughout 2019, so far, and is expected to hold off on changes until there is some clarity on what is going to happen over Brexit. However, it is also worth noting that the new Prime Minister is making some significant promises on various spending commitments and a relaxation in the austerity programme. This will provide some support to the economy and, conversely, take some pressure off the MPC to cut Bank Rate to support growth.

As for **inflation** itself, CPI has been hovering around the Bank of England's target of 2% during 2019, but fell to 1.7% in August. It is likely to remain close to 2% over the next two years and so it does not pose any immediate concern to the MPC at the current time. However, if there was a no deal Brexit, inflation could rise towards 4%, primarily as a result of imported inflation on the back of a weakening pound.

With regard to the **labour market**, despite the contraction in quarterly GDP growth of -0.2% q/q, (+1.3% y/y), in quarter 2, employment continued to rise, but at only a muted rate of 31,000 in the three months to July after having risen by no less than 115,000 in quarter 2 itself: the latter figure, in particular, suggests that firms are preparing to expand output and suggests there could be a return to positive growth in quarter 3. Unemployment continued at a 44 year low of 3.8% on the Independent Labour Organisation measure in July and the participation rate of 76.1% achieved a new all-time high. Job vacancies fell for a seventh consecutive month after having previously hit record levels. However, with unemployment continuing to fall, this month by 11,000, employers will still be having difficulty filling job vacancies with suitable staff. It was therefore unsurprising that wage inflation picked up to a high point of 3.9% in June before easing back slightly to 3.8% in July, (3 month average regular pay, excluding bonuses). This meant

that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 2.1%. As the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. The latest GDP statistics also included a revision of the savings ratio from 4.1% to 6.4% which provides reassurance that consumers' balance sheets are not over stretched and so will be able to support growth going forward. This would then mean that the MPC will need to consider carefully at what point to take action to raise Bank Rate if there is an agreed Brexit deal, as the recent pick-up in wage costs is consistent with a rise in core services inflation to more than 4% in 2020.

In the **political arena**, if there is a general election soon, this could result in a potential loosening of monetary policy and therefore medium to longer dated gilt yields could rise on the expectation of a weak pound and concerns around inflation picking up although, conversely, a weak international backdrop could provide further support for low yielding government bonds and gilts.

**USA.** President Trump's massive easing of fiscal policy in 2018 fuelled a temporary boost in consumption in that year which generated an upturn in the rate of strong growth to 2.9% y/y. Growth in 2019 has been falling back after a strong start in quarter 1 at 3.1%, (annualised rate), to 2.0% in quarter 2. Quarter 3 is expected to fall further. The strong growth in employment numbers during 2018 has reversed into a falling trend during 2019, indicating that the economy is cooling, while inflationary pressures are also weakening. The Fed finished its series of increases in rates to 2.25 – 2.50% in December 2018. In July 2019, it cut rates by 0.25% as a 'midterm adjustment' but flagged up that this was not to be seen as the start of a series of cuts to ward off a downturn in growth. It also ended its programme of quantitative tightening in August, (reducing its holdings of treasuries etc). It then cut rates again in September to 1.75% - 2.00% and is thought likely to cut another 25 bps in December. Investor confidence has been badly rattled by the progressive ramping up of increases in tariffs President Trump has made on Chinese imports and China has responded with increases in tariffs on American imports. This trade war is seen as depressing US, Chinese and world growth. In the EU, it is also particularly impacting Germany as exports of goods and services are equivalent to 46% of total GDP. It will also impact developing countries dependent on exporting commodities to China.

**EUROZONE.** Growth has been slowing from +1.8 % during 2018 to around half of that in 2019. Growth was +0.4% q/q (+1.2% y/y) in quarter 1 and then fell to +0.2% q/q (+1.0% y/y) in quarter 2; there appears to be little upside potential to the growth rate in the rest of 2019. German GDP growth fell to -0.1% in quarter 2; industrial production was down 4% y/y in June with car production down 10% y/y. Germany would be particularly vulnerable to a no deal Brexit depressing exports further and if President Trump imposes tariffs on EU produced cars. The European Central Bank (ECB) ended its programme of quantitative easing purchases of debt in December 2018, which meant that the central banks in the US, UK and EU had all ended the phase of post financial crisis expansion of liquidity supporting world financial markets by purchases of debt. However, the downturn in EZ growth in the second half of 2018 and into 2019, together with inflation falling well under the upper limit of its target range of 0 to 2%, (but it aims to keep it near to 2%), has prompted the ECB to take new measures to stimulate growth. At its March meeting it said that it expected to leave interest rates at their present levels "at least through the end of 2019", but that was of little help to boosting growth in the near term. Consequently, it announced a third round of TLTROs; this provides banks with cheap borrowing every three months from September 2019 until March 2021 which means that, although they will have only a two-year maturity, the Bank is making funds available until 2023, two years later than under its previous policy. As with the last round, the new TLTROs will include an incentive to encourage bank lending, and they will be capped at 30% of a bank's eligible loans. However, since then, the downturn in EZ and world growth has gathered momentum so at its meeting on 12 September, it cut its deposit rate further into negative territory, from -0.4% to -0.5%, and announced a resumption of quantitative easing purchases of debt. It also increased the maturity of the third round of TLTROs from two to three years. However, it is doubtful whether this loosening of monetary policy will have much impact on growth and unsurprisingly, the ECB stated that governments will need to help stimulate growth by fiscal policy. On the political front, Austria, Spain and Italy are in the throes of forming

coalition governments with some unlikely combinations of parties i.e. this raises questions around their likely endurance. The recent results of two German state elections will put further pressure on the frail German CDU/SDP coalition government.

**CHINA.** Economic growth has been weakening over successive years, despite repeated rounds of central bank stimulus; medium term risks are increasing. Major progress still needs to be made to eliminate excess industrial capacity and the stock of unsold property, and to address the level of non-performing loans in the banking and credit systems. Progress also still needs to be made to eliminate excess industrial capacity and to switch investment from property construction and infrastructure to consumer goods production. The trade war with the US does not appear currently to have had a significant effect on GDP growth as some of the impact of tariffs has been offset by falls in the exchange rate and by transshipping exports through other countries, rather than directly to the US.

**JAPAN** - has been struggling to stimulate consistent significant GDP growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy.

**WORLD GROWTH.** The trade war between the US and China is a major concern to financial markets and is depressing worldwide growth, as any downturn in China will spill over into impacting countries supplying raw materials to China. Concerns are focused on the synchronised general weakening of growth in the major economies of the world compounded by fears that there could even be a recession looming up in the US, though this is probably overblown. These concerns have resulted in government bond yields in the developed world falling significantly during 2019. If there were a major worldwide downturn in growth, central banks in most of the major economies will have limited ammunition available, in terms of monetary policy measures, when rates are already very low in most countries, (apart from the US), and there are concerns about how much distortion of financial markets has already occurred with the current levels of quantitative easing purchases of debt by central banks. The latest PMI survey statistics of economic health for the US, UK, EU and China have all been sub 50 which gives a forward indication of a downturn in growth; this confirms investor sentiment that the outlook for growth during the rest of this financial year is weak.

**Interest Rate Forecasts**

The Council’s treasury advisor, Link Asset Services, has provided the following forecast. This forecast includes the increase in margin over gilt yields of 100bps introduced on 9.10.19.

Link Asset Services Interest Rate View										
	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.25
3 Month LIBID	0.70	0.70	0.70	0.80	0.90	1.00	1.00	1.00	1.10	1.20
6 Month LIBID	0.80	0.80	0.80	0.90	1.00	1.10	1.10	1.20	1.30	1.40
12 Month LIBID	1.00	1.00	1.00	1.10	1.20	1.30	1.30	1.40	1.50	1.60
5yr PWLB Rate	2.30	2.50	2.60	2.70	2.70	2.80	2.90	3.00	3.00	3.10
10yr PWLB Rate	2.60	2.80	2.90	3.00	3.00	3.10	3.20	3.30	3.30	3.40
25yr PWLB Rate	3.30	3.40	3.50	3.60	3.70	3.70	3.80	3.90	4.00	4.00
50yr PWLB Rate	3.20	3.30	3.40	3.50	3.60	3.60	3.70	3.80	3.90	3.90

The above forecasts have been based on an assumption that there is some sort of muddle through to an agreed deal on Brexit at some point in time. Given the current level of uncertainties, this is a huge assumption and so forecasts may need to be materially reassessed in the light of events over the next few weeks or months.

It has been little surprise that the Monetary Policy Committee (MPC) has left Bank Rate unchanged at 0.75% so far in 2019 due to the ongoing uncertainty over Brexit. In its meeting on 1 August, the MPC became more dovish as it was more concerned about the outlook for both the global and domestic economies. That is shown in the policy statement, based on an assumption that there is an agreed deal on Brexit, where the suggestion that rates would need to rise at a “gradual pace and to a limited extent” is now also conditional on “some recovery in global growth”. Brexit uncertainty has had a dampening effect on UK GDP growth in 2019, especially around mid-year. If there were a no deal Brexit, then it is likely that there will be a cut or cuts in Bank Rate to help support economic growth. The September MPC meeting sounded even more concern about world growth and the effect that prolonged Brexit uncertainty is likely to have on growth.

**Bond yields / PWLB rates.** There has been much speculation recently that we are currently in a bond market bubble. However, given the context that there are heightened expectations that the US could be heading for a recession, and a general background of a downturn in world economic growth, together with inflation generally at low levels in most countries and expected to remain subdued, conditions are ripe for low bond yields. While inflation targeting by the major central banks has been successful over the last thirty years in lowering inflation expectations, the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. This has pulled down the overall level of interest rates and bond yields in financial markets over the last thirty years. We have therefore seen over the last year, many bond yields up to ten years in the Eurozone actually turn negative. In addition, there has, at times, been an inversion of bond yields in the US whereby ten year yields have fallen below shorter term yields. In the past, this has been a precursor of a recession. The other side of this coin is that bond prices are elevated as investors would be expected to be moving out of riskier assets i.e. shares, in anticipation of a downturn in corporate earnings and so selling out of equities. However, stock markets are also currently at high levels as some investors have focused on chasing returns in the context of dismal ultra-low interest rates on cash deposits.

What we saw during the last half year up to 30 September is a near halving of longer term PWLB rates to completely unprecedented historic low levels. (*See paragraph 7 for comments on the increase in margin over gilt yields of 100bps introduced on 9.10.19.*) There is though, an expectation that financial markets have gone too far in their fears about the degree of the downturn in US and world growth. If, as expected, the US only suffers a mild downturn in growth, bond markets in the US are likely to sell off and that would be expected to put upward pressure on bond yields, not only in the US, but due to a correlation between US treasuries and UK gilts, which at various times has been strong but at other times weaker, in the UK. However, forecasting the timing of this and how strong the correlation is likely to be, is very difficult to forecast with any degree of confidence.

One potential danger that may be lurking in investor minds is that Japan has become mired in a twenty year bog of failing to get economic growth and inflation up off the floor, despite a combination of massive monetary and fiscal stimulus by both the central bank and government. Investors could be fretting that this condition might become contagious.

Another danger is that unconventional monetary policy post 2008, (ultra-low interest rates plus quantitative easing), may end up doing more harm than good through prolonged use. Low interest rates have encouraged a debt fuelled boom which now makes it harder for economies to raise interest rates. Negative interest rates could damage the profitability of commercial banks and so impair their ability to lend and / or push them into riskier lending. Banks could also end up holding large amounts of their government's bonds and so create a potential doom loop. (A doom loop would occur where the credit rating of the debt of a nation was downgraded which would cause bond prices to fall, causing losses on debt portfolios held by banks and insurers, so reducing their capital and forcing them to sell bonds – which, in turn, would cause further falls in their prices etc.). In addition, the financial viability of pension funds could be damaged by low yields on holdings of bonds.

#### **The balance of risks to the UK**

- The overall balance of risks to economic growth in the UK is probably to the downside due to the weight of all the uncertainties over Brexit, as well as a softening global economic picture.
- The balance of risks to increases in Bank Rate and shorter term PWLB rates are broadly similar to the downside.

One risk that is both an upside and downside risk is that all central banks are now working in very different economic conditions than before the 2008 financial crash. There has been a major increase in consumer and other debt due to the exceptionally low levels of borrowing rates that have prevailed for eleven years since 2008. This means that the neutral rate of interest in an economy, (i.e. the rate that is neither expansionary nor deflationary), is difficult to determine definitively in this new environment, although central banks have made statements that they expect it to be much lower than before 2008. Central banks could, therefore, over or under-do increases in central interest rates.

#### **Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:**

- **Brexit** – if it were to cause significant economic disruption and a major downturn in the rate of growth.
- **Bank of England** takes action too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- A resurgence of the **Eurozone sovereign debt crisis**. In 2018, Italy was a major concern due to having a populist coalition government which made a lot of anti-austerity and anti-EU noise. However, in September 2019 there was a major change in the coalition governing Italy which has brought to power a much more EU friendly government; this has eased the pressure on Italian bonds. Only time will tell whether this new unlikely alliance of two very different parties will endure.
- Weak capitalisation of some **European banks**, particularly Italian banks.

- **German minority government.** In the German general election of September 2017, Angela Merkel's CDU party was left in a vulnerable minority position dependent on the fractious support of the SPD party, as a result of the rise in popularity of the anti-immigration AfD party. Then in October 2018, the results of the Bavarian and Hesse state elections radically undermined the SPD party and showed a sharp fall in support for the CDU. As a result, the SPD had a major internal debate as to whether it could continue to support a coalition that is so damaging to its electoral popularity. After the result of the Hesse state election, Angela Merkel announced that she would not stand for re-election as CDU party leader at her party's convention in December 2018. However, this makes little practical difference as she has continued as Chancellor, though more recently concerns have arisen over her health.
- **Other minority EU governments.** Austria, Sweden, Spain, Portugal, Netherlands and Belgium all have vulnerable minority governments dependent on coalitions which could prove fragile.
- **Italy, Austria, the Czech Republic and Hungary** now form a strongly anti-immigration bloc within the EU. There has also been rising anti-immigration sentiment in Germany and France.
- There are concerns around the level of **US corporate debt** which has swollen massively during the period of low borrowing rates in order to finance mergers and acquisitions. This has resulted in the debt of many large corporations being downgraded to a BBB credit rating, close to junk status. Indeed, 48% of total investment grade corporate debt is rated at BBB. If such corporations fail to generate profits and cash flow to reduce their debt levels as expected, this could tip their debt into junk ratings which will increase their cost of financing and further negatively impact profits and cash flow.
- **Geopolitical risks**, for example in North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.

#### **Upside risks to current forecasts for UK gilt yields and PWLB rates**

- **Brexit** – if agreement was reached all round that removed all threats of economic and political disruption between the EU and the UK.
- The **Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.
- **UK inflation**, whether domestically generated or imported, returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.



## COUNCIL MEETING – 17 DECEMBER 2019

### LOCALISED COUNCIL TAX SUPPORT SCHEME 2020/21

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

- 1.1 Paragraph 5 of Schedule 1A to the Local Government Finance Act 1992 requires the local authority to consider whether each financial year the scheme is to be revised or replaced. The authority must make any revision to its scheme, or any replacement scheme, no later than 31 January in the financial year preceding that for which the revision or replacement scheme is to have effect
- 1.2 This report asks Members to confirm the continuation of the current Localised Council Tax Support Scheme implemented 1 April 2013 for the 2020/21 financial year with minor changes – that is to seek approval to uprate the income and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works and Pensions.
- 1.3 The annual uprating of the income and disregard criteria will demonstrate that the Council has continued to consider its obligations to vulnerable groups by maintaining the income disregards and premiums to protect families with children and claimants with disabilities.

#### **2.0 Background Information**

- 2.1 As part of the 2012 Welfare Reform Act the national Council Tax Benefit scheme was abolished and in accordance with the Local Government Act 2013 local authorities were required to introduce Localised Council Tax Support schemes from 1 April 2013.
- 2.2 Government funding for the new schemes was reduced by approximately 10%, for Newark and Sherwood claimants this amounted to around £1m.
- 2.3 Support for Council Tax is now offered as reductions within the council tax system with claimants of state pension age receiving a discount of up to 100% thereby ensuring that they receive no reduction in support as a direct result of the reform.
- 2.4 Localisation provided local authorities with the flexibility to design Council Tax Support schemes for working age claimants taking into account the needs of vulnerable groups and the importance of supporting work incentives. Following a full consultation exercise, the Council agreed at their meeting of 29 January 2013 to adopt a scheme that:-
  - a) Places a restriction of 80% of the maximum liability that Council Tax Support would cover.
  - b) Limits the maximum award of Council Tax Support to the equivalent of a council tax band A charge where this is lower than a) above.
  - c) No entitlement to Council Tax Support where claimants have in excess of £16,000 in capital.
  - d) Second Adult Rebate Scheme does not form part of the Localised Council Tax Support Scheme.
  - e) Non-dependant deductions were increased by 20%.
  - g) Entitlement to extended payments was increased from the four weeks to six weeks.

### **3.0 Impact of the Changes**

- 3.1 As at the end of November 2019, the number of working age claimants eligible for Council Tax Support was 3,757 and the number of pensioners eligible for Council Tax Support was 3,197.
- 3.2 The value of support awarded to date is £6.58m, in line with the forecast expenditure for the scheme.

### **4.0 Equalities Implications**

- 4.1 An equality impact assessment was completed prior to the Localised Council Tax Support scheme being implemented in April 2013.
- 4.2 In consideration of the obligation to consider vulnerable groups within the design of a local scheme child benefit continues to be disregarded as income and the disability premiums within the council tax benefit calculation were retained to protect families with children and people with disabilities.
- 4.3 Each year the Department for Works & Pensions uprates the income and disregard amounts to account for inflation. By applying the annual uprating of income and disregards to the 2020/21 scheme the Council will continue to demonstrate that it has considered its obligations to consider vulnerable groups within the design of its local scheme.

### **5.0 RECOMMENDATION**

**That the Council continues to adopt the existing Localised Council Tax Support Scheme for all potential claimants for the financial year 2020/21 and uprates the income disregards and premiums in accordance with the Departments for Works and Pensions annual uprating criteria for 2020/21.**

#### Background Papers

Nil.

For further information please contact Phil Ward, Business Manager – Revenues & Benefits on extension 5347.

Sanjiv Kohli  
Deputy Chief Executive/Director – Resources/Section 151 Officer

## **COUNCIL MEETING – 17 DECEMBER 2019**

### **'MAKING' THE EPPERSTONE AND FISKERTON-CUM-MORTON NEIGHBOURHOOD PLANS**

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

- 1.1 To advise the Council of the result of the Epperstone and Fiskerton-cum-Morton Neighbourhood Plan Referenda, and should they have been successful to seek approval from Council for the 'making' (adoption) of the Plans.

#### **2.0 Background Information**

- 2.1 Epperstone Neighbourhood Area was designated in April 2015 and Fiskerton-cum-Morton Neighbourhood Area in March 2017. Since that time both Parish Councils have progressed the production of their plans, assisted by Planning Officers of this Council, culminating in their submission to the District Council. Having established that the plans met the necessary legal and procedural requirements, the plans were placed on deposit and representations sought. This involved details being made available on the Council's and the Neighbourhood Plan's websites, at District Council offices and at local libraries. The District Council also fulfilled its obligation to directly notify those who were notified by Parish Councils at the draft consultation stage that the plans had been received.
- 2.2 During the consultation periods the District Council considered its own response to the plans. Having been closely involved with the preparation of the plan, Officers expectations that the contents would be in accordance with the District Councils Development Plan and national planning policy were confirmed. Consequently, under the delegated authority granted by Economic Development Committee, the Council largely expressed support for the plans as submitted – identifying a small number of areas where it was felt amendments were necessary.
- 2.3 An independent examiner was appointed in conjunction with the two Parish Councils and at close of the consultations the responses received on each Plan, together with the District Councils own representation, were submitted for examination. In both cases the overall conclusion of the examiner was that subject to her recommendations the Plans met the Basic Conditions. On this basis it would be appropriate to 'make' the Plans (as modified) and it was recommended that they proceed onto referendum. Consequently the Full Council authorised the Chief Executive, acting as Returning Officer, to arrange both referendums for the 12<sup>th</sup> December 2019.

#### **3.0 'Making' the Epperstone and Fiskerton-cum-Morton d Neighbourhood Plan's**

- 3.1 Council are advised that the Neighbourhood Planning Act 2017 has amended section 38 (subsection 3) of the Planning and Compulsory Purchase Act 2004 (development plan). Through these revisions where more than half of those voting in its referendum have voted in favour of the plan then it comes into force as part of the statutory development plan, and so can be used in the determination of planning applications within the neighbourhood area from that point forward. Where a Neighbourhood Plan is successful at referendum then the Council must proceed to formally 'make' the plan within 8 weeks of the referendum, thus confirming that it has come into force. There are a narrow range of circumstances under which the Council could elect to not make a plan. These are where

the making of the plan would breach, or would otherwise be incompatible with, any EU Obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998). Where the Council decides that a plan should not be made then it ceases to form part of the Development Plan.

- 3.2 With the Examiner's recommended modification(s) both Neighbourhood Plan's meet the basic conditions set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, are compatible with EU obligations and the Convention rights and comply with relevant provisions made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004 (as amended).
- 3.3 The referendums were held on Thursday 12<sup>th</sup> December 2019 and posed the question, 'Do you want Newark and Sherwood District Council to use the neighbourhood plan for Epperstone/ Fiskerton-cum-Morton to help it decide planning applications in the neighbourhood area? The referenda results will be verbally reported at the meeting.
- 3.4 The Neighbourhood Plan's, and their preparation, have been assessed and are not considered to breach or be otherwise incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human rights Act 1998). Should the referenda have been passed then the Plans will have satisfied the necessary requirements in order to be 'made'.

#### **4.0 Financial Implications**

- 4.1 There are no costs associated with 'making' the Epperstone and Fiskerton-cum-Morton Neighbourhood Plan's. Costs already incurred in producing the plan and carrying out the referendums are covered by funds received from central government.

#### **5.0 RECOMMENDATIONS that:**

- a) the report be noted; and**
- b) should the Epperstone and Fiskerton-cum-Morton Neighbourhood Plans have successfully passed their referendums that the Council 'make' the Plans. Confirming that they form part of the Development Plan for Newark & Sherwood District.**

#### **Background Papers**

Referendum Versions of the Epperstone and Fiskerton-cum-Morton Neighbourhood Plan's - available to view on the Councils website at:

<http://www.newark-sherwooddc.gov.uk/planningpolicy/neighbourhoodplanning/>

For further information please contact Matthew Tubb on extension 5850.

Matt Lamb  
Director – Growth & Regeneration

## COUNCIL MEETING – 17 DECEMBER 2019

### REVIEW OF POLLING DISTRICTS AND POLLING PLACES

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

1.1 To approve a final scheme following the review of Polling Districts and Polling Places.

#### **2.0 Background Information**

2.1 Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the Representation of the People Act 1983 in respect of the way in which reviews of polling districts and polling places must be carried out.

2.2 By 31 January 2020, every relevant authority must have undertaken and completed a review of all the polling districts and polling places in its area.

2.3 The General Purposes Committee at its meeting held on 5 September 2019 agreed the following timetable:

- Publication of notice and consultation document – consultation opened 9 September 2019
- Closing date for representations 25 October 2019
- Report on representations to General Purposes Committee on 14 November 2019 - General Purposes to recommend a final scheme to Full Council on 17 December 2019
- Full Council to agree final scheme on 17 December 2019

#### **3.0 Consultation**

3.1 At the closing date for representations on 25 October 2019, only two representations had been received. These were from Councillors Brazier and Cumberlidge in respect of the Ollerton Ward and specifically the use of Unit 8 at Beacon Court for polling District PE. Both Members expressed concern about the suitability of the polling station given the poor lighting and heating and facilities for staff, however currently there were no suitable alternative venues available within that polling district.

3.2 Given the lack of alternative venues, the Electoral Registration Officer/Returning Officer considers the premises should be continued to be used until a replacement can be found, as it is considered necessary to have a polling station available in the polling district.

3.3 The Electoral Registration Officer/Returning Officer also sought views on the use of Hawton Church to serve electors in polling district GG but no representations were received.

#### **4.0 General Purposes Committee**

4.1 In accordance with the timetable for the review, the General Purposes Committee were to consider the representations and propose a final scheme for approval by this Council. However, this meeting was cancelled due to roads being closed because of flooding.

4.2 Therefore, the Council are invited to consider the representations with a view to approving a final scheme at this meeting.

4.3 The consultation document and polling district scheme are attached as an **Appendix** to the report.

#### **4.0 RECOMMENDATION**

**That the proposed scheme, as set out in the Appendix to the report, subject to any revisions proposed by the Full Council, be approved.**

#### Background Papers

Responses received in respect of the consultation  
Full Consultation Document

For further information please contact Nigel Hill on Ext 5243

Karen White  
Director – Governance & Organisational Development



**Newark & Sherwood District Council  
Review of Polling Districts and Polling Places 2019**

**Consultation Document**

**August 2019**

## **Background**

Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the Representation of the People Act 1983 in respect of the way in which reviews of polling districts and polling places must be carried out.

The most important change to note is that by 31 January 2020 every relevant authority must have undertaken and completed a review of all the polling districts and polling places in its area. This consultation document has been produced as part of the review in the Newark and Sherwood area.

The last review of polling districts and places was completed in December 2014.

## **Definitions**

### **Polling Districts**

A polling district is a geographical area created by the division of a constituency or local government area such as a ward.

As the relevant authority, the District Council is responsible for deciding the boundaries of polling districts and must therefore seek to ensure that all electors in the area, have reasonable facilities for voting as are practicable in the circumstances.

In England, each parish must be a separate polling district, although larger parishes can be divided into two or more districts. A parish must not be in a polling district which has a part of a different parish within it, or any un-parished part of the local authority within it.

### **Polling Places**

A polling place is a geographical location in which a polling station is situated. Although it is usual to have one polling station in one polling place, there are situations where several polling stations are located in one polling place.

As the relevant authority, the Council is responsible for determining polling places and must therefore make sure that the polling places are accessible to all electors and must take into account the accessibility needs of disabled people.

### **Polling Station**

A polling station is the actual area where the process of voting takes place and must be located in the polling place designated for the particular polling district. The polling station may consist of a whole room or in certain circumstances a designated area within a room or building.

The Returning Officer (Acting, Deputy or Local) for the particular election is responsible for providing a sufficient number of polling stations and allotting electors to those polling stations.



## The Review Process

The timetable for the review is set out below: -

Publication of notice and consultation document – consultation opens	Monday 9 September 2019
Closing date for representations	Friday 25 October 2019
Report on representations to General Purposes Committee General Purposes to recommend a final scheme to the Full Council	Thursday 14 November 2019
Full Council to agree final scheme	Tuesday 17 December 2019

The publication of this consultation document represents the first stage of the review. The existing schedule of polling districts and polling places are detailed in this document.

You are invited to comment on the existing scheme, and if you feel it appropriate you may suggest changes to polling district boundaries or alternative proposals for polling places.

All representations will be published on the Council's website at <https://www.newark-sherwooddc.gov.uk/vote/latestnews/>. Any representations you wish to make should be submitted by Friday 25 October 2019.

All representations should be made by email to: [voting@newark-sherwooddc.gov.uk](mailto:voting@newark-sherwooddc.gov.uk) or by post to: -

Electoral Services  
Newark & Sherwood District Council  
Castle House  
Great North Road  
Newark  
NG24 1BY

**District Ward Summary: Balderton North & Coddington**

Parliamentary Constituency	Newark
Number of Polling Districts	7 (EA, EB, EC, ED, EE, EF and EG)
Number of Polling Places	5
Number of properties (as at 01/08/19)	3216
Number of properties with no electors registered (as at 01/08/19)	339
Electorate (as of 01/08/19)	5337

Polling District Information: <b>EA</b>	
Parish	Parish of Balderton - Rowan Ward
County Division	Balderton
Polling Place	John Hunt Primary & Nursery School, London Road, BALDERTON, NG24 3BN
Polling Place comments	Used the old nursery building for Newark Parliamentary by-election on 5 June 2014 and proposed to continue to use this for future elections. This enables the school to remain open. This building, which is adjacent to the school, has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	907
Number of properties with no electors registered (as at 01/08/19)	102
Number of Electors (as of 01/08/19)	1434
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	264
Number of Voters in Person	1170
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>EB</b>	
Parish	Newark Town - East Ward (Beacon Ward for 02/05/19 elections)
County Division	Newark East
Polling Place	Balderton Village Centre, Coronation Street, Balderton, NEWARK, NG24 3BD
Polling Place comments	This building has good car parking facilities and excellent access for all electors.
Number of properties (as at 01/08/19)	2
Number of properties with no electors registered (as at 01/08/19)	1
Number of Electors (as of 01/08/19)	2
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	0
Number of Voters in Person	2
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: EC	
Parish	Parish of Balderton - North Ward
County Division	Newark East
Polling Place	Balderton Village Centre, Coronation Street, Balderton, NEWARK, NG24 3BD
Polling Place comments	This building has good car parking facilities and excellent access for all electors.
Number of properties (as at 01/08/19)	770
Number of properties with no electors registered (as at 01/08/19)	79
Number of Electors (as of 01/08/19)	1335
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	274
Number of Voters in Person	1061
Number of Stations	0 (merged into the polling station in EB)
Summary/Recommendation	No proposed change

Polling District Information: ED	
Parish	Parish of Balderton - Milton Ward
County Division	Newark West
Polling Place	Balderton Village Centre, Coronation Street, Balderton, NEWARK, NG24 3BD
Polling Place comments	This building has good car parking facilities and excellent access for all electors.
Number of properties (as at 01/08/19)	161
Number of properties with no electors registered (as at 01/08/19)	11
Number of Electors (as of 01/08/19)	286
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	40
Number of Voters in Person	246
Number of Stations	0 (merged into the polling station in EB)
Summary/Recommendation	No proposed change

Polling District Information: EE	
Parish	Parish of Balderton - North Ward
County Division	Newark East
Polling Place	St Giles Church Hall, Main Street, Balderton, NEWARK, NG24 3LN
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	562
Number of properties with no electors registered (as at 01/08/19)	57
Number of Electors (as of 01/08/19)	849
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	125
Number of Voters in Person	724
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>EF</b>	
Parish	Parish of Coddington
County Division	Collingham
Polling Place	Coddington Community Centre, Beckingham Road, Coddington, NEWARK, NG24 2TP
Polling Place comments	This building has good car parking facilities, however a complaint was raised by a District Councillor following the European election and Parliamentary by-election in 2014 as parents of pupils at Coddington Primary School were using the car park when taking and collecting children from school. The school has been contacted and they will advise parents for future elections not to use Coddington Community Centre car park when an election is taking place. The building has good access for all electors.
Number of properties (as at 01/08/19)	692
Number of properties with no electors registered (as at 01/08/19)	71
Number of Electors (as of 01/08/19)	1210
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	215
Number of Voters in Person	995
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>EG</b>	
Parish	Parish of Barnby-in-the-Willows
County Division	Collingham
Polling Place	Barnby-In-The Willows Village Hall, Barnby-In-The-Willows, NEWARK, NG24 2SD
Polling Place comments	This building has good car parking facilities and access for all electors. Disabled access is separate but clearly signed.
Number of properties (as at 01/08/19)	122
Number of properties with no electors registered (as at 01/08/19)	18
Number of Electors (as of 01/08/19)	221
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	40
Number of Voters in Person	181
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: Balderton South

Parliamentary Constituency	Newark
Number of Polling Districts	3 (FA, FB and FC)
Number of Polling Places	2
Number of properties (as at 01/08/19)	2593
Number of properties with no electors registered (as at 01/08/19)	516
Electorate (as of 01/08/19)	3933

Polling District Information: FA	
Parish	Parish of Balderton - South Ward
County Division	Balderton
Polling Place	William Ghent House, Gibson Crescent, Balderton, NEWARK, NG24 3EB
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1315
Number of properties with no electors registered (as at 01/08/19)	127
Number of Electors (as of 01/08/19)	2273
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	365
Number of Voters in Person	1908
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: FB	
Parish	Newark Town - South Ward (Devon Ward for 02/05/19 elections)
County Division	Balderton
Polling Place	William Ghent House, Gibson Crescent, Balderton, NEWARK, NG24 3EB
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	362
Number of properties with no electors registered (as at 01/08/19)	309
Number of Electors (as of 01/08/19)	82
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	12
Number of Voters in Person	70
Number of Stations	0 (merged into one of the polling stations in FA)
Summary/Recommendation	No proposed change

Polling District Information: FC	
Parish	Parish of Balderton - South Ward
County Division	Balderton
Polling Place	St Giles Church Hall, Main Street, Balderton, NEWARK, NG24 3LN
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	916
Number of properties with no electors registered (as at 01/08/19)	80
Number of Electors (as of 01/08/19)	1578
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	263
Number of Voters in Person	1315
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: **Beacon**

Parliamentary Constituency	Newark
Number of Polling Districts	5 (AA, AA1, AB, AC and AD)
Number of Polling Places	3
Number of properties (as at 01/08/19)	4448
Number of properties with no electors registered (as at 01/08/19)	684
Electorate (as of 01/08/19)	6742

Polling District Information: <b>AA</b>	
Parish	Newark Town – Beacon Ward
County Division	Newark East
Polling Place	Charles Street Methodist Church, Charles Street, NEWARK, NG24 1RN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	1847
Number of properties with no electors registered (as at 01/08/19)	315
Number of Electors (as of 01/08/19)	2629
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	440
Number of Voters in Person	2189
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>AA1</b>	
Parish	Balderton - North Ward
County Division	Newark East
Polling Place	Charles Street Methodist Church, Charles Street, NEWARK, NG24 1RN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	0
Number of properties with no electors registered (as at 01/08/19)	0
Number of Electors (as of 01/08/19)	0
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	0
Number of Voters in Person	0
Number of Stations	0 (merged into one of the polling stations in AA)
Summary/Recommendation	No proposed change

Polling District Information: <b>AB</b>	
Parish	Newark Town - Magnus Ward
County Division	Newark West
Polling Place	Charles Street Methodist Church, Charles Street, NEWARK, NG24 1RN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	284
Number of properties with no electors registered (as at 01/08/19)	78
Number of Electors (as of 01/08/19)	301
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	63
Number of Voters in Person	238
Number of Stations	0 (merged into one of the polling stations in AA)
Summary/Recommendation	No proposed change

Polling District Information: <b>AC</b>	
Parish	Newark Town – Beacon Ward
County Division	Newark East
Polling Place	Coddington Community Centre, Beckingham Road, Coddington, NEWARK, NG24 2TP
Polling Place comments	This building has good car parking facilities, however a complaint was raised by a District Councillor following the European election and Parliamentary by-election in 2014 as parents of pupils at Coddington Primary School were using the car park when taking and collecting children from school. The school has been contacted and they will advise parents for future elections not to use Coddington Community Centre car park when an election is taking place. The building has good access for all electors.
Number of properties (as at 01/08/19)	1289
Number of properties with no electors registered (as at 01/08/19)	116
Number of Electors (as of 01/08/19)	2301
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	424
Number of Voters in Person	1877
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>AD</b>	
Parish	Newark Town – Magnus Ward
County Division	Newark West
Polling Place	Magnus Church Of England Academy, Earp Avenue, NEWARK, NG24 4AB
Polling Place comments	This building has good car parking facilities and access for all electors. The old Caretakers bungalow was used for Newark By- election in June 2014 and is proposed to be used for all future elections.
Number of properties (as at 01/08/19)	1028
Number of properties with no electors registered (as at 01/08/19)	175
Number of Electors (as of 01/08/19)	1511
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	256
Number of Voters in Person	1255
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: **Bilsthorpe**

Parliamentary Constituency	Sherwood
Number of Polling Districts	3 (NA, NB and NC)
Number of Polling Places	2
Number of properties (as at 01/08/19)	1632
Number of properties with no electors registered (as at 01/08/19)	193
Electorate (as of 01/08/19)	2673

Polling District Information: <b>NA</b>	
Parish	Parish of Bilsthorpe
County Division	Muskham & Farnsfield
Polling Place	Bilsthorpe Village Hall, Cross Street, BILSTHORPE, NG22 8QY
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1126
Number of properties with no electors registered (as at 01/08/19)	158
Number of Electors (as of 01/08/19)	1774
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	273
Number of Voters in Person	1501
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>NB</b>	
Parish	Parish of Rufford - Mickledale Ward
County Division	Muskham & Farnsfield
Polling Place	Bilsthorpe Village Hall, Cross Street, BILSTHORPE, NG22 8QY
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	80
Number of properties with no electors registered (as at 01/08/19)	4
Number of Electors (as of 01/08/19)	137
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	37
Number of Voters in Person	100
Number of Stations	0 (merged into the polling station in NB)
Summary/Recommendation	No proposed change

Polling District Information: <b>NC</b>	
Parish	Parish of Bilsthorpe
County Division	Muskham & Farnsfield
Polling Place	Building To Rear Of Copper Beech, Kirklington Road, Bilsthorpe, NEWARK, NG22 8SS
Polling Place comments	This building has good car parking facilities and access for all electors
Number of properties (as at 01/08/19)	426
Number of properties with no electors registered (as at 01/08/19)	31
Number of Electors (as of 01/08/19)	762
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	149
Number of Voters in Person	613
Number of Stations	1
Summary/Recommendation	No proposed change



**District Ward Summary: Boughton**

Parliamentary Constituency	Sherwood
Number of Polling Districts	3 (QA, QB and QC)
Number of Polling Places	3
Number of properties (as at 01/08/19)	1445
Number of properties with no electors registered (as at 01/08/19)	171
Electorate (as of 01/08/19)	2398

Polling District Information: <b>QA</b>	
Parish	Ollerton & Boughton Town – Boughton Ward
County Division	Ollerton
Polling Place	The Dukeries Young Peoples Centre, Main Road, BOUGHTON, NG22 9JE
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	716
Number of properties with no electors registered (as at 01/08/19)	115
Number of Electors (as of 01/08/19)	1118
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	195
Number of Voters in Person	923
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>QB</b>	
Parish	Parish of Kirton
County Division	Ollerton
Polling Place	Room At Kirton Hall Farm, Main Street, KIRTON, NG22 9LP
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	131
Number of properties with no electors registered (as at 01/08/19)	12
Number of Electors (as of 01/08/19)	236
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	40
Number of Voters in Person	196
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>QC</b>	
Parish	Parish of Walesby
County Division	Ollerton
Polling Place	Walesby Village Hall, New Hill, WALESBY, NG22 9PB
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	598
Number of properties with no electors registered (as at 01/08/19)	44
Number of Electors (as of 01/08/19)	1044
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	221
Number of Voters in Person	823
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: Bridge

Parliamentary Constituency	Newark
Number of Polling Districts	4 (BA, BB, BC and BD)
Number of Polling Places	Three
Number of properties (as at 01/08/19)	3469
Number of properties with no electors registered (as at 01/08/19)	722
Electorate (as of 01/08/19)	4944

Polling District Information: BA	
Parish	Newark Town – Bridge Ward
County Division	Collingham
Polling Place	Bishop Alexander Primary School, Wolsey Road, NEWARK, NG24 2BQ
Polling Place comments	This building has good car parking facilities and access for all electors. There is no ramp, but alternative disabled access is available and signed.
Number of properties (as at 01/08/19)	627
Number of properties with no electors registered (as at 01/08/19)	83
Number of Electors (as of 01/08/19)	999
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	141
Number of Voters in Person	858
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: BB	
Parish	Newark Town – Bridge Ward
County Division	Collingham
Polling Place	Bridge Community Centre, Lincoln Road, NEWARK, NG24 2DQ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1308
Number of properties with no electors registered (as at 01/08/19)	212
Number of Electors (as of 01/08/19)	2019
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	333
Number of Voters in Person	1686
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>BC</b>	
Parish	Newark Town - Sleaford Ward
County Division	Newark East
Polling Place	Sherwood Avenue Bowling Pavilion, Sherwood Avenue, NEWARK
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	706
Number of properties with no electors registered (as at 01/08/19)	130
Number of Electors (as of 01/08/19)	1060
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	173
Number of Voters in Person	887
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>BD</b>	
Parish	Newark Town – Bridge Ward
County Division	Collingham
Polling Place	7th Newark Scout Group Hall, Lovers Lane, NEWARK, NG24 1HZ
Polling Place comments	This building has good car parking facilities and access for all electors. There is no ramp, but alternative disabled access is available and signed.
Number of properties (as at 01/08/19)	828
Number of properties with no electors registered (as at 01/08/19)	297
Number of Electors (as of 01/08/19)	866
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	129
Number of Voters in Person	737
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: Castle

Parliamentary Constituency	Newark
Number of Polling Districts	2 (CA and CB)
Number of Polling Places	2
Number of properties (as at 01/08/19)	2234
Number of properties with no electors registered (as at 01/08/19)	659
Electorate (as of 01/08/19)	2597

Polling District Information: CA	
Parish	Newark Town – Castle Ward
County Division	Farndon & Trent
Polling Place	7th Newark Scout Group Hall, Lovers Lane, NEWARK, NG24 1HZ
Polling Place comments	This building has good car parking facilities and access for all electors. There is no ramp, but alternative disabled access is available and signed.
Number of properties (as at 01/08/19)	840
Number of properties with no electors registered (as at 01/08/19)	327
Number of Electors (as of 01/08/19)	812
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	169
Number of Voters in Person	643
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: CB	
Parish	Newark Town – Castle Ward
County Division	Farndon & Trent
Polling Place	Holy Trinity Community and Partnership Centre, Boundary Road, Newark, NG24 4AU
Polling Place comments	This building has good car parking facilities and access for all electors. Consultation with members in June 2018: Venue changed from Christ Church Infant School, Victoria Street, as no longer available for us to use as a polling place.
Number of properties (as at 01/08/19)	1394
Number of properties with no electors registered (as at 01/08/19)	332
Number of Electors (as of 01/08/19)	1785
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	317
Number of Voters in Person	1468
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: Collingham

Parliamentary Constituency	Newark
Number of Polling Districts	13 (UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL and UM)
Number of Polling Places	8
Number of properties (as at 01/08/19)	2680
Number of properties with no electors registered (as at 01/08/19)	286
Electorate (as of 01/08/19)	4642

Polling District Information: <b>UA</b>	
Parish	Parish of Collingham
County Division	Collingham
Polling Place	Collingham War Memorial Hall, Collingham, NEWARK, NG23 7LB
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	1495
Number of properties with no electors registered (as at 01/08/19)	182
Number of Electors (as of 01/08/19)	2410
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	419
Number of Voters in Person	1991
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>UB</b>	
Parish	Parish of Winthorpe & Langford – Winthorpe Ward
County Division	Collingham
Polling Place	Winthorpe Village Hall, Gainsborough Road, Winthorpe, NEWARK, NG24 2NN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	299
Number of properties with no electors registered (as at 01/08/19)	23
Number of Electors (as of 01/08/19)	552
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	86
Number of Voters in Person	466
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>UC</b>	
Parish	Parish of Winthorpe & Langford – Langford Ward
County Division	Collingham
Polling Place	Winthorpe Village Hall, Gainsborough Road, Winthorpe, NEWARK, NG24 2NN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	41
Number of properties with no electors registered (as at 01/08/19)	7
Number of Electors (as of 01/08/19)	75
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	11
Number of Voters in Person	64
Number of Stations	0 (merged into the polling station in UB)
Summary/Recommendation	No proposed change

Polling District Information: <b>UD</b>	
Parish	Parish of Holme (Meeting)
County Division	Collingham
Polling Place	Winthorpe Village Hall, Gainsborough Road, Winthorpe, NEWARK, NG24 2NN
Polling Place comments	This building has on street parking only and access for all electors. There is no accessible building available to use as a polling station in the Parish of Holme.
Number of properties (as at 01/08/19)	39
Number of properties with no electors registered (as at 01/08/19)	5
Number of Electors (as of 01/08/19)	78
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	12
Number of Voters in Person	66
Number of Stations	0 (merged into the polling station in UB)
Summary/Recommendation	No proposed change

Polling District Information: <b>UE</b>	
Parish	Parish of South Scarle (Meeting)
County Division	Collingham
Polling Place	South Scarle Community Centre, South Scarle, NEWARK, NG23 7JH
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	86
Number of properties with no electors registered (as at 01/08/19)	9
Number of Electors (as of 01/08/19)	171
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	21
Number of Voters in Person	150
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>UF</b>	
Parish	Parish of Besthorpe (Meeting)
County Division	Collingham
Polling Place	Besthorpe Trinity Hall, Low Road, Besthorpe, NEWARK, NG23 7HJ
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	93
Number of properties with no electors registered (as at 01/08/19)	6
Number of Electors (as of 01/08/19)	174
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	27
Number of Voters in Person	147
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>UG</b>	
Parish	Parish of Girton (Meeting)
County Division	Collingham
Polling Place	Girton Village Hall, High Street, Girton, NEWARK, NG23 7JA
Polling Place comments	This building has on street parking only and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	62
Number of properties with no electors registered (as at 01/08/19)	5
Number of Electors (as of 01/08/19)	111
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	14
Number of Voters in Person	97
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>UH</b>	
Parish	Parish of Spalford (Meeting)
County Division	Collingham
Polling Place	Girton Village Hall, High Street, Girton, NEWARK, NG23 7JA
Polling Place comments	This building has on street parking only and access for all electors (ramp in place for disabled access). Room at Chapel House was previously used as a polling place, but no longer available for use as the previous owners have sold the property. No alternative venues in the Parish.
Number of properties (as at 01/08/19)	41
Number of properties with no electors registered (as at 01/08/19)	5
Number of Electors (as of 01/08/19)	73
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	18
Number of Voters in Person	55
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>UI</b>	
Parish	Parish of North Clifton (Meeting)
County Division	Collingham
Polling Place	South Clifton Coronation Hall, South Clifton, NEWARK, NG23 7BG
Polling Place comments	This building has good car parking facilities and access for all electors. Consultation with members prior to the May 2017 election: Venue changed from Room At Hall Farm, North Clifton, Newark, NG23 7AP, as no longer available for us to use as a polling place.
Number of properties (as at 01/08/19)	79
Number of properties with no electors registered (as at 01/08/19)	7
Number of Electors (as of 01/08/19)	152
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	16
Number of Voters in Person	136
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>UJ</b>	
Parish	Parish of South Clifton
County Division	Collingham
Polling Place	South Clifton Coronation Hall, South Clifton, NEWARK, NG23 7BG
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	133
Number of properties with no electors registered (as at 01/08/19)	14
Number of Electors (as of 01/08/19)	266
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	39
Number of Voters in Person	227
Number of Stations	0 (merged into the polling station in UI)
Summary/Recommendation	No proposed change

Polling District Information: <b>UK</b>	
Parish	Parish of Thorney
County Division	Collingham
Polling Place	St Helens Church, Thorney, NEWARK, NG23 7BS
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	113
Number of properties with no electors registered (as at 01/08/19)	9
Number of Electors (as of 01/08/19)	210
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	22
Number of Voters in Person	188
Number of Stations	1
Summary/Recommendation	No proposed change



Polling District Information: <b>UL</b>	
Parish	Parish of Harby
County Division	Collingham
Polling Place	Harby Village Hall, High Street, HARBY, NG23 7EQ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	150
Number of properties with no electors registered (as at 01/08/19)	9
Number of Electors (as of 01/08/19)	273
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	36
Number of Voters in Person	237
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>UM</b>	
Parish	Parish of Wigsley (Meeting)
County Division	Collingham
Polling Place	Harby Village Hall, High Street, HARBY, NG23 7EQ
Polling Place comments	This building has good car parking facilities and access for all electors. There is no accessible building available to use as a polling station in the Parish of Wigsley.
Number of properties (as at 01/08/19)	49
Number of properties with no electors registered (as at 01/08/19)	5
Number of Electors (as of 01/08/19)	97
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	19
Number of Voters in Person	78
Number of Stations	0 (merged into the polling station in UL)
Summary/Recommendation	No proposed change

### District Ward Summary: Devon

Parliamentary Constituency	Newark
Number of Polling Districts	5 (DA, DB, DC, DD and DE)
Number of Polling Places	5
Number of properties (as at 01/08/19)	4365
Number of properties with no electors registered (as at 01/08/19)	607
Electorate (as of 01/08/19)	6694

Polling District Information: DA	
Parish	Newark Town – Castle Ward
County Division	Newark West
Polling Place	Thomas Mann Pavilion, Between 89 91 Valley Prospect, NEWARK, NG24 4QN
Polling Place comments	The building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	528
Number of properties with no electors registered (as at 01/08/19)	47
Number of Electors (as of 01/08/19)	905
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	206
Number of Voters in Person	699
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: DB	
Parish	Newark Town – Devon Ward
County Division	Newark West
Polling Place	Hawtonville Community Centre, St Marys Gardens, NEWARK, NG24 4JQ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1461
Number of properties with no electors registered (as at 01/08/19)	196
Number of Electors (as of 01/08/19)	2277
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	358
Number of Voters in Person	1919
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: DC	
Parish	Newark Town – Devon Ward
County Division	Newark West
Polling Place	The Sir Donald Bailey Academy, Bailey Road, Newark, NG24 4EP
Polling Place comments	This building has good car parking facilities and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	1030
Number of properties with no electors registered (as at 01/08/19)	140
Number of Electors (as of 01/08/19)	1503
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	225
Number of Voters in Person	1278
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: DD	
Parish	Newark Town – Devon Ward
County Division	Newark West
Polling Place	Cleveland Square Community Centre, Carswell Close, NEWARK, NG24 4HW
Polling Place comments	This building has car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	718
Number of properties with no electors registered (as at 01/08/19)	94
Number of Electors (as of 01/08/19)	1156
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	164
Number of Voters in Person	992
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: DE	
Parish	Newark Town – Devon Ward
County Division	Newark West
Polling Place	Castle & Falcon Public House, 10 London Road, NEWARK, NG24 1TW
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	628
Number of properties with no electors registered (as at 01/08/19)	130
Number of Electors (as of 01/08/19)	853
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	131
Number of Voters in Person	722
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: Dover Beck

Parliamentary Constituency	Newark (only exception is IG in Sherwood)
Number of Polling Districts	7 (IA, IB, IC, ID, IE, IF and IG)
Number of Polling Places	6
Number of properties (as at 01/08/19)	1360
Number of properties with no electors registered (as at 01/08/19)	145
Electorate (as of 01/08/19)	2520

Polling District Information: IA	
Parish	Parish of Gunthorpe
County Division	Southwell
Polling Place	Gunthorpe Village Hall, Davids Lane, GUNTHORPE, NG14 7EW
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	343
Number of properties with no electors registered (as at 01/08/19)	40
Number of Electors (as of 01/08/19)	582
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	93
Number of Voters in Person	489
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: IB	
Parish	Parish of Caythorpe
County Division	Southwell
Polling Place	Caythorpe War Memorial Hall, CAYTHORPE, NG14 7EF
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	122
Number of properties with no electors registered (as at 01/08/19)	11
Number of Electors (as of 01/08/19)	227
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	55
Number of Voters in Person	172
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: IC	
Parish	Parish of Hoveringham
County Division	Southwell
Polling Place	Hoveringham Village Hall, Gonalston Lane, HOVERINGHAM, NG14 7JM
Polling Place comments	This building has some car parking facilities (six spaces) and access for all electors.
Number of properties (as at 01/08/19)	143
Number of properties with no electors registered (as at 01/08/19)	15
Number of Electors (as of 01/08/19)	283
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	29
Number of Voters in Person	254
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: ID	
Parish	Parish of Gonalston
County Division	Southwell
Polling Place	Hoveringham Village Hall, Gonalston Lane, HOVERINGHAM, NG14 7JM
Polling Place comments	This building has some car parking facilities (six spaces) and access for all electors.
Number of properties (as at 01/08/19)	40
Number of properties with no electors registered (as at 01/08/19)	2
Number of Electors (as of 01/08/19)	89
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	20
Number of Voters in Person	69
Number of Stations	0 (merged into the polling station in IC)
Summary/Recommendation	No proposed change

Polling District Information: IE	
Parish	Parish of Thurgarton
County Division	Southwell
Polling Place	Thurgarton Village Hall, Bleasby Road, THURGARTON, NG14 7FW
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	198
Number of properties with no electors registered (as at 01/08/19)	22
Number of Electors (as of 01/08/19)	387
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	64
Number of Voters in Person	323
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: IF	
Parish	Parish of Epperstone
County Division	Southwell
Polling Place	Epperstone Village Hall, Gonalston Lane, Epperstone, NOTTINGHAM, NG14 6AY
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	244
Number of properties with no electors registered (as at 01/08/19)	22
Number of Electors (as of 01/08/19)	456
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	84
Number of Voters in Person	372
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>IG</b>	
Parish	Parish of Oxton
County Division	Southwell
Polling Place	Oxton Village Hall, Main Street, Oxton, SOUTHWELL, NG25 0SA
Polling Place comments	This building has good car parking facilities and access for all electors
Number of properties (as at 01/08/19)	270
Number of properties with no electors registered (as at 01/08/19)	33
Number of Electors (as of 01/08/19)	496
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	75
Number of Voters in Person	421
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: Edwinstowe & Clipstone

Parliamentary Constituency	Sherwood
Number of Polling Districts	5 (OA, OB, OC, OD and OE)
Number of Polling Places	3
Number of properties (as at 01/08/19)	5238
Number of properties with no electors registered (as at 01/08/19)	979
Electorate (as of 01/08/19)	8215

Polling District Information: <b>OA</b>	
Parish	Parish of Clipstone – Clipstone Village Ward
County Division	Sherwood Forest
Polling Place	Clipstone Village Hall, Church Road, CLIPSTONE, NG21 9DF
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1541
Number of properties with no electors registered (as at 01/08/19)	225
Number of Electors (as of 01/08/19)	2488
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	382
Number of Voters in Person	2106
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>OB</b>	
Parish	Parish of Clipstone – Cavendish Ward
County Division	Sherwood Forest
Polling Place	Clipstone Village Hall, Church Road, CLIPSTONE, NG21 9DF
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1039
Number of properties with no electors registered (as at 01/08/19)	448
Number of Electors (as of 01/08/19)	1330
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	265
Number of Voters in Person	1065
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>OC</b>	
Parish	Parish of Kings Clipstone
County Division	Sherwood Forest
Polling Place	Clipstone Village Hall, Church Road, CLIPSTONE, NG21 9DF
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	152
Number of properties with no electors registered (as at 01/08/19)	11
Number of Electors (as of 01/08/19)	275
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	88
Number of Voters in Person	187
Number of Stations	0 (merged into the polling station in OB)
Summary/Recommendation	No proposed change

Polling District Information: <b>OD</b>	
Parish	Parish of Edwinstowe
County Division	Sherwood Forest
Polling Place	Abbey Road Community Centre, 25 Abbey Road, Edwinstowe, MANSFIELD, NG21 9LQ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	844
Number of properties with no electors registered (as at 01/08/19)	108
Number of Electors (as of 01/08/19)	1378
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	272
Number of Voters in Person	1106
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>OE</b>	
Parish	Parish of Edwinstowe
County Division	Sherwood Forest
Polling Place	Edwinstowe Village Hall, Mansfield Road, EDWINSTOWE, NG21 9NJ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1662
Number of properties with no electors registered (as at 01/08/19)	187
Number of Electors (as of 01/08/19)	2744
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	534
Number of Voters in Person	2210
Number of Stations	2
Summary/Recommendation	No proposed change



### District Ward Summary: Farndon & Fernwood

Parliamentary Constituency	Newark
Number of Polling Districts	12 (GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK and GL)
Number of Polling Places	8
Number of properties (as at 01/08/19)	3132
Number of properties with no electors registered (as at 01/08/19)	485
Electorate (as of 01/08/19)	5093

Polling District Information: <b>GA</b>	
Parish	Parish of Farndon
County Division	Farndon & Trent
Polling Place	Farndon Memorial Hall, Marsh Lane, Farndon, NEWARK, NG24 3SZ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1151
Number of properties with no electors registered (as at 01/08/19)	92
Number of Electors (as of 01/08/19)	1941
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	362
Number of Voters in Person	1579
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>GB</b>	
Parish	Parish of East Stoke & Thorpe - East Stoke Ward
County Division	Farndon & Trent
Polling Place	East Stoke W I Hall, School Lane, East Stoke, NEWARK, NG23 5QL
Polling Place comments	This building has on street parking only and some access difficulties, as we are unable to build a disabled access ramp because the contours of the building would make it too steep. However, there are no alternative places within the Parish.
Number of properties (as at 01/08/19)	73
Number of properties with no electors registered (as at 01/08/19)	10
Number of Electors (as of 01/08/19)	120
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	18
Number of Voters in Person	102
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>GC</b>	
Parish	Parish of East Stoke & Thorpe – Thorpe Ward
County Division	Farndon & Trent
Polling Place	East Stoke W I Hall, School Lane, East Stoke, NEWARK, NG23 5QL
Polling Place comments	This building has on street parking only and some access difficulties, as we are unable to build a disabled access ramp because the contours of the building would make it too steep. However, there are no alternative places within the Parish.
Number of properties (as at 01/08/19)	30
Number of properties with no electors registered (as at 01/08/19)	1
Number of Electors (as of 01/08/19)	67
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	10
Number of Voters in Person	57
Number of Stations	0 (merged into the polling station in GB)
Summary/Recommendation	No proposed change

Polling District Information: <b>GD</b>	
Parish	Parish of Elston
County Division	Farndon & Trent
Polling Place	Elston Village Hall, Elston, NEWARK, NG23 5NP
Polling Place comments	This building has good car parking facilities (adjacent to the building) and access for all electors.
Number of properties (as at 01/08/19)	300
Number of properties with no electors registered (as at 01/08/19)	33
Number of Electors (as of 01/08/19)	557
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	86
Number of Voters in Person	471
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>GE</b>	
Parish	Parish of Syerston (Meeting)
County Division	Farndon & Trent
Polling Place	Syerston Village Hall, Moor Lane, SYERSTON, NG23 5NB
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	79
Number of properties with no electors registered (as at 01/08/19)	8
Number of Electors (as of 01/08/19)	147
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	31
Number of Voters in Person	116
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>GF</b>	
Parish	Newark Town - South Ward (Devon Ward for 02/05/19 elections)
County Division	Farndon & Trent
Polling Place	The Sir Donald Bailey Academy, Bailey Road, NEWARK, NG24 4EP
Polling Place comments	This building has good car parking facilities and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	29
Number of properties with no electors registered (as at 01/08/19)	27
Number of Electors (as of 01/08/19)	2
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	0
Number of Voters in Person	2
Number of Stations	0 (merged into the polling station in DC – Devon Ward)
Summary/Recommendation	No proposed change

Polling District Information: <b>GG</b>	
Parish	Parish of Hawton
County Division	Farndon & Trent
Polling Place	All Saints Church, HAWTON, NG24 3RN
Polling Place comments	This building has limited car parking facilities and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	32
Number of properties with no electors registered (as at 01/08/19)	2
Number of Electors (as of 01/08/19)	67
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	9
Number of Voters in Person	56
Number of Stations	1
Summary/Recommendation	Due to issues with this polling place from the 2019 elections, we would welcome any suggestions for an alternative venue. Otherwise, the only alternative would be for this polling district area to vote at Farndon Memorial Hall, Marsh Lane, Farndon, NEWARK, NG24 3SZ

Polling District Information: <b>GH</b>	
Parish	Parish of Fernwood
County Division	Balderton
Polling Place	Fernwood Village Hall, Rubys Avenue, Fernwood, NEWARK, NG24 3RS
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1322
Number of properties with no electors registered (as at 01/08/19)	290
Number of Electors (as of 01/08/19)	1989
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	325
Number of Voters in Person	1664
Number of Stations	1
Summary/Recommendation	Due to issues with this polling place from the 2019 elections, we are intending to add an additional station at this venue from the next election held.

Polling District Information: <b>GI</b>	
Parish	Parish of Cotham (Meeting)
County Division	Balderton
Polling Place	Room At The Staunton Arms, High Street, Staunton-In-The-Vale, NOTTINGHAM, NG13 9PE
Polling Place comments	This building has good car parking facilities, access is available for disabled voters, although the path is gravelled. Cotham Church School Room Hall was previously used as the polling place for the Parish but this building has now been closed and there are no suitable places within the Parish.
Number of properties (as at 01/08/19)	48
Number of properties with no electors registered (as at 01/08/19)	10
Number of Electors (as of 01/08/19)	74
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	28
Number of Voters in Person	46
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>GJ</b>	
Parish	Parish of Alverton (Meeting)
County Division	Balderton
Polling Place	Room At The Staunton Arms, High Street, Staunton-In-The-Vale, NOTTINGHAM, NG13 9PE
Polling Place comments	This building has good car parking facilities, access is available for disabled voters, although the path is gravelled. There are no suitable places within the Parish.
Number of properties (as at 01/08/19)	29
Number of properties with no electors registered (as at 01/08/19)	6
Number of Electors (as of 01/08/19)	50
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	28
Number of Voters in Person	22
Number of Stations	0 (merged into the polling station in GI)
Summary/Recommendation	No proposed change

Polling District Information: <b>GK</b>	
Parish	Parish of Kilvington (Meeting)
County Division	Balderton
Polling Place	Room At The Staunton Arms, High Street, Staunton-In-The-Vale, NOTTINGHAM, NG13 9PE
Polling Place comments	This building has good car parking facilities, access is available for disabled voters, although the path is gravelled. There are no suitable places within the Parish.
Number of properties (as at 01/08/19)	24
Number of properties with no electors registered (as at 01/08/19)	3
Number of Electors (as of 01/08/19)	49
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	16
Number of Voters in Person	33
Number of Stations	0 (merged into the polling station in GI)
Summary/Recommendation	No proposed change

Polling District Information: <b>GL</b>	
Parish	Parish of Staunton-in-the-Vale (Meeting)
County Division	Balderton
Polling Place	Room At The Staunton Arms, High Street, Staunton-In-The-Vale, NOTTINGHAM, NG13 9PE
Polling Place comments	This building has good car parking facilities, access is available for disabled voters, although the path is gravelled. There are no suitable places within the Parish.
Number of properties (as at 01/08/19)	15
Number of properties with no electors registered (as at 01/08/19)	3
Number of Electors (as of 01/08/19)	30
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	9
Number of Voters in Person	21
Number of Stations	0 (merged into the polling station in GI)
Summary/Recommendation	No proposed change

**District Ward Summary: Farnsfield**

Parliamentary Constituency	Sherwood
Number of Polling Districts	1 (KA)
Number of Polling Places	1
Number of properties (as at 01/08/19)	1431
Number of properties with no electors registered (as at 01/08/19)	154
Electorate (as of 01/08/19)	2500

Polling District Information: <b>KKKK5</b>	
Parish	Parish of Farnsfield
County Division	Farnsfield
Polling Place	Farnsfield Village Centre, New Hill, FARNSFIELD, NG22 8JN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	1431
Number of properties with no electors registered (as at 01/08/19)	154
Number of Electors (as of 01/08/19)	2500
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	503
Number of Voters in Person	1997
Number of Stations	2
Summary/Recommendation	No proposed change

**District Ward Summary: Lowdham**

Parliamentary Constituency	Newark
Number of Polling Districts	2 (JA and JB)
Number of Polling Places	2
Number of properties (as at 01/08/19)	1253
Number of properties with no electors registered (as at 01/08/19)	112
Electorate (as of 01/08/19)	2303

Polling District Information: <b>JA</b>	
Parish	Parish of Lowdham
County Division	Southwell
Polling Place	Lowdham Village Hall, Main Street, LOWDHAM, NG14 7BD
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1079
Number of properties with no electors registered (as at 01/08/19)	64
Number of Electors (as of 01/08/19)	2029
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	393
Number of Voters in Person	1636
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>JB</b>	
Parish	Parish of Bulcote
County Division	Southwell
Polling Place	Bulcote Farm Committee Room, Bulcote, NOTTINGHAM, NG14 5HA
Polling Place comments	This building has good car parking facilities. There are access issues as there is a ramp in place for disabled access but there is another step after the ramp. Whilst it is recognised that this is not an ideal polling place, there are no other suitable alternative locations within the Parish.
Number of properties (as at 01/08/19)	174
Number of properties with no electors registered (as at 01/08/19)	48
Number of Electors (as of 01/08/19)	274
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	40
Number of Voters in Person	234
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: **Muskham**

Parliamentary Constituency	Newark
Number of Polling Districts	6 (TA, TB, TC, TD, TE and TF)
Number of Polling Places	6
Number of properties (as at 01/08/19)	1322
Number of properties with no electors registered (as at 01/08/19)	119
Electorate (as of 01/08/19)	2417

Polling District Information: <b>TA</b>	
Parish	Parish of North Muskham
County Division	Muskham & Farnsfield
Polling Place	North Muskham Rural Community Centre, Nelson Lane, NORTH MUSKHAM, NG23 6HD
Polling Place comments	This building has good car parking facilities and access for all electors. North Muskham Parish Council has confirmed their approval of the venue.
Number of properties (as at 01/08/19)	408
Number of properties with no electors registered (as at 01/08/19)	26
Number of Electors (as of 01/08/19)	782
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	145
Number of Voters in Person	637
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>TB</b>	
Parish	Parish of South Muskham
County Division	Muskham & Farnsfield
Polling Place	South Muskham Village Hall, Main Street, South Muskham, NEWARK, NG23 6EE
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	228
Number of properties with no electors registered (as at 01/08/19)	24
Number of Electors (as of 01/08/19)	394
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	78
Number of Voters in Person	316
Number of Stations	1
Summary/Recommendation	No proposed change



Polling District Information: TC	
Parish	Parish of Bathley
County Division	Muskham & Farnsfield
Polling Place	Crown Inn Public House, Main Street, BATHLEY, NG23 6DA
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	125
Number of properties with no electors registered (as at 01/08/19)	17
Number of Electors (as of 01/08/19)	209
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	44
Number of Voters in Person	165
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: TD	
Parish	Parish of Cromwell (Meeting)
County Division	Muskham & Farnsfield
Polling Place	Cromwell Village Hall, Great North Road, Cromwell, NEWARK, NG23 6JE
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	127
Number of properties with no electors registered (as at 01/08/19)	15
Number of Electors (as of 01/08/19)	225
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	39
Number of Voters in Person	186
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: TE	
Parish	Parish of Norwell
County Division	Muskham & Farnsfield
Polling Place	Norwell Village Hall, NORWELL, NG23 6LF
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	216
Number of properties with no electors registered (as at 01/08/19)	18
Number of Electors (as of 01/08/19)	415
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	56
Number of Voters in Person	359
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>TF</b>	
Parish	Parish of Caunton
County Division	Muskham & Farnsfield
Polling Place	Caunton Village Room, Dean Hole C Of E School, Manor Road, Caunton, NEWARK, NG23 6AD
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	218
Number of properties with no electors registered (as at 01/08/19)	19
Number of Electors (as of 01/08/19)	392
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	64
Number of Voters in Person	328
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: Ollerton

Parliamentary Constituency	Sherwood
Number of Polling Districts	7 (PA, PB, PC, PD, PE, PF and PG)
Number of Polling Places	7
Number of properties (as at 01/08/19)	4910
Number of properties with no electors registered (as at 01/08/19)	1091
Electorate (as of 01/08/19)	7107

Polling District Information: PA	
Parish	Ollerton & Boughton Town – North Ward
County Division	Ollerton
Polling Place	St Paulinus Church Hall, Church Circle, Briar Road, OLLERTON, NG22 9SZ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1987
Number of properties with no electors registered (as at 01/08/19)	497
Number of Electors (as of 01/08/19)	2814
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	452
Number of Voters in Person	2362
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: PB	
Parish	Ollerton & Boughton Town – North Ward
County Division	Ollerton
Polling Place	Boughton Social Club, Hallam Road, BOUGHTON, NG22 9TT
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	449
Number of properties with no electors registered (as at 01/08/19)	53
Number of Electors (as of 01/08/19)	724
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	103
Number of Voters in Person	621
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: PC	
Parish	Ollerton & Boughton Town – North Ward
County Division	Ollerton
Polling Place	Ollerton Town Hall, Sherwood Drive, NEW OLLERTON, NG22 9PP
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	307
Number of properties with no electors registered (as at 01/08/19)	39
Number of Electors (as of 01/08/19)	514
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	66
Number of Voters in Person	448
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: PD	
Parish	Ollerton & Boughton Town – South Ward
County Division	Ollerton
Polling Place	Ollerton Methodist Church School Room, Forest Road, NEW OLLERTON, NG22 9QS
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	560
Number of properties with no electors registered (as at 01/08/19)	53
Number of Electors (as of 01/08/19)	909
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	120
Number of Voters in Person	789
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: PE	
Parish	Ollerton & Boughton Town – South Ward
County Division	Ollerton
Polling Place	Unit 8, Beacon Court, OLLERTON, NG22 9QL
Polling Place comments	Used Unit 8, Beacon Court, OLLERTON, NG22 9QL following requests made during the 2014 review.
Number of properties (as at 01/08/19)	688
Number of properties with no electors registered (as at 01/08/19)	285
Number of Electors (as of 01/08/19)	740
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	128
Number of Voters in Person	612
Number of Stations	1
Summary/Recommendation	Due to issues with this polling place from the 2019 elections, we would welcome any suggestions for an alternative venue as it is considered not suitable long term due to the type of building.

Polling District Information: PF	
Parish	Ollerton & Boughton Town – South Ward
County Division	Ollerton
Polling Place	Ollerton Jubilee Hall, Wellow Road, OLLERTON, NG22 9AP
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	829
Number of properties with no electors registered (as at 01/08/19)	148
Number of Electors (as of 01/08/19)	1261
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	258
Number of Voters in Person	1003
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>PG</b>	
Parish	Perlethorpe-cum-Budby (Meeting)
County Division	Ollerton
Polling Place	Perlethorpe Village Hall, Perlethorpe, NEWARK, NG22 9EF
Polling Place comments	This building has limited car parking facilities and access for all electors. The Parish Meeting have previously confirmed that they would welcome the continued use of the Village Hall as the polling place.
Number of properties (as at 01/08/19)	90
Number of properties with no electors registered (as at 01/08/19)	16
Number of Electors (as of 01/08/19)	145
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	24
Number of Voters in Person	121
Number of Stations	1
Summary/Recommendation	No proposed change

**District Ward Summary: Rainworth North & Rufford**

Parliamentary Constituency	Sherwood (only exception is LD in Newark)
Number of Polling Districts	4 (LA, LB, LC and LD)
Number of Polling Places	4
Number of properties (as at 01/08/19)	3037
Number of properties with no electors registered (as at 01/08/19)	328
Electorate (as of 01/08/19)	5233

Polling District Information: <b>LA</b>	
Parish	Parish of Rainworth – North Ward
County Division	Blidworth
Polling Place	Rainworth Village Hall, Kirklington Road, Rainworth, Mansfield, NG21 0JZ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	2438
Number of properties with no electors registered (as at 01/08/19)	256
Number of Electors (as of 01/08/19)	4129
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	705
Number of Voters in Person	3424
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>LB</b>	
Parish	Parish of Rufford - Forest Ward
County Division	Sherwood Forest
Polling Place	Markham Suite Rufford Mill, Rufford Country Park, Rufford Lane, RUFFORD, NG22 9DG
Polling Place comments	This building has good car parking facilities and access for all electors. Consultation with members in January 2019: Venue changed from Rufford Country Park – Abbey Site, as no longer available for us to use as a polling place.
Number of properties (as at 01/08/19)	165
Number of properties with no electors registered (as at 01/08/19)	20
Number of Electors (as of 01/08/19)	333
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	72
Number of Voters in Person	261
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: LC	
Parish	Parish of Eakring
County Division	Sherwood Forest
Polling Place	Eakring Cator Hall, Kirklington Road, EAKRING, NG22 0DA
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	201
Number of properties with no electors registered (as at 01/08/19)	26
Number of Electors (as of 01/08/19)	353
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	45
Number of Voters in Person	308
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: LD	
Parish	Parish of Wellow
County Division	Sherwood Forest
Polling Place	Wellow Memorial Hall, Maypole Green, WELLOW, NG22 0EF
Polling Place comments	This building has some car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	233
Number of properties with no electors registered (as at 01/08/19)	26
Number of Electors (as of 01/08/19)	418
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	56
Number of Voters in Person	362
Number of Stations	1
Summary/Recommendation	No proposed change

### District Ward Summary: Rainworth South & Blidworth

Parliamentary Constituency	Sherwood
Number of Polling Districts	5 (MA, MB, MC, MD and ME)
Number of Polling Places	3
Number of properties (as at 01/08/19)	2734
Number of properties with no electors registered (as at 01/08/19)	310
Electorate (as of 01/08/19)	4442

Polling District Information: <b>MA</b>	
Parish	Parish of Rainworth – South Ward
County Division	Blidworth
Polling Place	Cambridge Close Community Centre, Cambridge Close, RAINWORTH, NG21 0AY
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	750
Number of properties with no electors registered (as at 01/08/19)	93
Number of Electors (as of 01/08/19)	1188
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	207
Number of Voters in Person	981
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>MB</b>	
Parish	Parish of Blidworth – North Ward
County Division	Blidworth
Polling Place	St Andrews Mission Hall, The Crescent, BLIDWORTH, NG21 0SE
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	788
Number of properties with no electors registered (as at 01/08/19)	83
Number of Electors (as of 01/08/19)	1315
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	200
Number of Voters in Person	1115
Number of Stations	1
Summary/Recommendation	No proposed change



Polling District Information: <b>MC</b>	
Parish	Parish of Blidworth – South Ward
County Division	Blidworth
Polling Place	St Andrews Mission Hall, The Crescent, BLIDWORTH, NG21 0SE
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	660
Number of properties with no electors registered (as at 01/08/19)	75
Number of Electors (as of 01/08/19)	1031
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	213
Number of Voters in Person	818
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>MD</b>	
Parish	Parish of Blidworth – South Ward
County Division	Blidworth
Polling Place	Blidworth Methodist Church, Main Street, BLIDWORTH, NG21 0QD
Polling Place comments	This building has good car parking facilities and access for all electors. The access and egress from the car park is located on a junction with a limited view – there have been no reported problems with the use of this building.
Number of properties (as at 01/08/19)	528
Number of properties with no electors registered (as at 01/08/19)	58
Number of Electors (as of 01/08/19)	895
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	130
Number of Voters in Person	765
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>ME</b>	
Parish	Parish of Lindhurst
County Division	Blidworth
Polling Place	Blidworth Methodist Church, Main Street, BLIDWORTH, NG21 0QD
Polling Place comments	This building has good car parking facilities and access for all electors. The access and egress from the car park is located on a junction with a limited view – there have been no reported problems with the use of this building.
Number of properties (as at 01/08/19)	8
Number of properties with no electors registered (as at 01/08/19)	1
Number of Electors (as of 01/08/19)	13
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	3
Number of Voters in Person	10
Number of Stations	0 (merged into one of the polling stations in MD)
Summary/Recommendation	No proposed change

**District Ward Summary: Southwell**

Parliamentary Constituency	Newark (exceptions are SE, SF and SG in Sherwood)
Number of Polling Districts	9 (SA, SB, SC, SD, SE, SF, SG, SH and SI)
Number of Polling Places	7
Number of properties (as at 01/08/19)	4099
Number of properties with no electors registered (as at 01/08/19)	572
Electorate (as of 01/08/19)	6877

Polling District Information: SA	
Parish	Southwell Town – East Ward
County Division	Southwell
Polling Place	Easthorpe Hall, Bramley Close, SOUTHWELL, NG25 0HQ
Polling Place comments	<p>Limited car parking and access for all electors.</p> <p>Southwell Town Council responded to the consultation stating that Easthorpe Hall is not a suitable venue due to its size and the potential for voters to have to queue outside. They also expressed concern about the cul-de-sac nature of the road which makes car parking difficult, especially for voters leaving, and inconvenience for local residents.</p> <p>As an alternative the Town Council have suggested that the Southwell ACF Centre is a better venue and also suggested further alternative venues of the Hearty Goodfellow or the Lecture Room at Southwell Fire Station.</p> <p>The RO has not received any complaints regarding the use of Easthorpe Hall as a polling station. The ACF Centre was previously used as a polling station and is a good venue but there were continual problems with access to the building over a gravelled driveway. The Hearty Goodfellow has not been considered as it is felt that it was too remote for the majority of electors. The Lecture Room at Southwell Fire Station was considered inappropriate due to Health and Safety issues.</p>
Number of properties (as at 01/08/19)	916
Number of properties with no electors registered (as at 01/08/19)	120
Number of Electors (as of 01/08/19)	1581
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	332
Number of Voters in Person	1249
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>SB</b>	
Parish	Southwell Town – North Ward
County Division	Southwell
Polling Place	Kings Court Community Centre, King Street, SOUTHWELL, NG25 0EL
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	1187
Number of properties with no electors registered (as at 01/08/19)	117
Number of Electors (as of 01/08/19)	1962
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	447
Number of Voters in Person	1515
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>SC</b>	
Parish	Parish of Halloughton (Meeting)
County Division	Southwell
Polling Place	Holy Trinity Church, Westgate, SOUTHWELL, NG25 0LD
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	32
Number of properties with no electors registered (as at 01/08/19)	2
Number of Electors (as of 01/08/19)	59
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	11
Number of Voters in Person	47
Number of Stations	0 (merged into one of the polling stations in SD)
Summary/Recommendation	No proposed change

Polling District Information: <b>SD</b>	
Parish	Southwell Town – West Ward
County Division	Southwell
Polling Place	Holy Trinity Church, Westgate, SOUTHWELL, NG25 0LD
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	1343
Number of properties with no electors registered (as at 01/08/19)	249
Number of Electors (as of 01/08/19)	2100
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	454
Number of Voters in Person	1646
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: SE	
Parish	Parish of Halam
County Division	Muskham & Farnsfield
Polling Place	Halam Village Hall, The Turnpike, HALAM, NG22 8AE
Polling Place comments	This building has limited car parking facilities and access for all electors
Number of properties (as at 01/08/19)	174
Number of properties with no electors registered (as at 01/08/19)	21
Number of Electors (as of 01/08/19)	338
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	51
Number of Voters in Person	287
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: SF	
Parish	Parish of Edingley
County Division	Muskham & Farnsfield
Polling Place	Edingley Old School Room, Main Street, Edingley, NEWARK, NG22 8BE
Polling Place comments	This building has some car parking facilities and access for all electors
Number of properties (as at 01/08/19)	171
Number of properties with no electors registered (as at 01/08/19)	14
Number of Electors (as of 01/08/19)	342
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	60
Number of Voters in Person	282
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: SG	
Parish	Parish of Kirklington
County Division	Muskham & Farnsfield
Polling Place	Kirklington Village Hall, Main Street, KIRKLINGTON, NG22 8NF
Polling Place comments	This building has limited car parking facilities and access for all electors
Number of properties (as at 01/08/19)	156
Number of properties with no electors registered (as at 01/08/19)	25
Number of Electors (as of 01/08/19)	295
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	49
Number of Voters in Person	246
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>SH</b>	
Parish	Parish of Hockerton (Meeting)
County Division	Muskham & Farnsfield
Polling Place	Winkburn School, Winkburn, NEWARK, NG23 8PQ
Polling Place comments	This building has good car parking facilities and access for all electors. Consultation with members following the May 2015 election: Venue changed from Caravan, Spread Eagle Public House, Caunton Road, Hockerton, Southwell, Notts, NG25 0PL, as no longer available for us to use as a polling place.
Number of properties (as at 01/08/19)	81
Number of properties with no electors registered (as at 01/08/19)	13
Number of Electors (as of 01/08/19)	140
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	30
Number of Voters in Person	110
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>SI</b>	
Parish	Parish of Winkburn (Meeting)
County Division	Muskham & Farnsfield
Polling Place	Winkburn School, Winkburn, NEWARK, NG23 8PQ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	39
Number of properties with no electors registered (as at 01/08/19)	11
Number of Electors (as of 01/08/19)	60
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	3
Number of Voters in Person	57
Number of Stations	0 (merged into the polling station in SH)
Summary/Recommendation	No proposed change

**District Ward Summary: Sutton-on-Trent**

Parliamentary Constituency	Newark
Number of Polling Districts	11 (RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ and RK)
Number of Polling Places	8
Number of properties (as at 01/08/19)	1448
Number of properties with no electors registered (as at 01/08/19)	200
Electorate (as of 01/08/19)	2512

Polling District Information: <b>RA</b>	
Parish	Parish of Sutton-on-Trent
County Division	Muskham & Farnsfield
Polling Place	Sutton-On-Trent Methodist Community Centre, High Street, Sutton-On-Trent, NEWARK, NG23 6QG
Polling Place comments	This building has good car parking facilities and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	672
Number of properties with no electors registered (as at 01/08/19)	110
Number of Electors (as of 01/08/19)	1086
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	174
Number of Voters in Person	912
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>RB</b>	
Parish	Parish of Grassthorpe (Meeting)
County Division	Muskham & Farnsfield
Polling Place	Sutton-On-Trent Methodist Community Centre, High Street, Sutton-On-Trent, NEWARK, NG23 6QG
Polling Place comments	This building has good car parking facilities and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	25
Number of properties with no electors registered (as at 01/08/19)	3
Number of Electors (as of 01/08/19)	44
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	8
Number of Voters in Person	36
Number of Stations	0 (merged into the polling station in RA)
Summary/Recommendation	No proposed change

Polling District Information: RC	
Parish	Parish of Carlton-on-Trent
County Division	Muskham & Farnsfield
Polling Place	Carlton On Trent Village Hall, Carlton On Trent, NEWARK, NG23 6NW
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	123
Number of properties with no electors registered (as at 01/08/19)	26
Number of Electors (as of 01/08/19)	187
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	36
Number of Voters in Person	151
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: RD	
Parish	Parish of Weston
County Division	Muskham & Farnsfield
Polling Place	Weston Village Hall, Weston, NEWARK, NG23 6ST
Polling Place comments	This building has good car parking facilities and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	145
Number of properties with no electors registered (as at 01/08/19)	10
Number of Electors (as of 01/08/19)	285
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	43
Number of Voters in Person	242
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: RE	
Parish	Parish of Ossington (Meeting)
County Division	Muskham & Farnsfield
Polling Place	Ossington Village Hall, Main Street, OSSINGTON, NG23 6LJ
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	51
Number of properties with no electors registered (as at 01/08/19)	4
Number of Electors (as of 01/08/19)	99
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	7
Number of Voters in Person	92
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>RF</b>	
Parish	Parish of Egmonton (Meeting)
County Division	Ollerton
Polling Place	Egmonton Village Hall, Tuxford Road, Egmonton, NEWARK, NG22 0HA
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	125
Number of properties with no electors registered (as at 01/08/19)	17
Number of Electors (as of 01/08/19)	233
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	33
Number of Voters in Person	200
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>RG</b>	
Parish	Parish of Laxton & Moorhouse
County Division	Ollerton
Polling Place	Laxton Visitor Centre, The Dovecote Inn Car Park, Cross Hill, LAXTON, NG22 0SX
Polling Place comments	This building has on street parking only and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	125
Number of properties with no electors registered (as at 01/08/19)	10
Number of Electors (as of 01/08/19)	242
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	46
Number of Voters in Person	196
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>RH</b>	
Parish	Parish of Kneesall, Kersall & Ompton – Kersall Ward
County Division	Muskham & Farnsfield
Polling Place	Bill Hemsley Community Centre, KNEESALL, NG22 0AE
Polling Place comments	This building has car parking facilities (with additional spaces at the Old Church Hall if required) and access for all electors.
Number of properties (as at 01/08/19)	20
Number of properties with no electors registered (as at 01/08/19)	2
Number of Electors (as of 01/08/19)	43
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	10
Number of Voters in Person	33
Number of Stations	1
Summary/Recommendation	No proposed change



Polling District Information: <b>RI</b>	
Parish	Parish of Kneesall, Kersall & Ompton – Kneesall Ward
County Division	Muskham & Farnsfield
Polling Place	Bill Hemsley Community Centre, KNEESALL, NG22 0AE
Polling Place comments	This building has car parking facilities (with additional spaces at the Old Church Hall if required) and access for all electors.
Number of properties (as at 01/08/19)	102
Number of properties with no electors registered (as at 01/08/19)	15
Number of Electors (as of 01/08/19)	168
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	27
Number of Voters in Person	141
Number of Stations	0 (merged into the polling station in RH)
Summary/Recommendation	No proposed change

Polling District Information: <b>RJ</b>	
Parish	Parish of Kneesall, Kersall & Ompton – Ompton Ward
County Division	Muskham & Farnsfield
Polling Place	Bill Hemsley Community Centre, KNEESALL, NG22 0AE
Polling Place comments	This building has car parking facilities (with additional spaces at the Old Church Hall if required) and access for all electors.
Number of properties (as at 01/08/19)	20
Number of properties with no electors registered (as at 01/08/19)	0
Number of Electors (as of 01/08/19)	45
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	10
Number of Voters in Person	35
Number of Stations	0 (merged into the polling station in RH)
Summary/Recommendation	No proposed change

Polling District Information: <b>RK</b>	
Parish	Parish of Maplebeck (Meeting)
County Division	Muskham & Farnsfield
Polling Place	The Village Hall In Maplebeck, Maplebeck, NEWARK, NG22 0BS
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	40
Number of properties with no electors registered (as at 01/08/19)	3
Number of Electors (as of 01/08/19)	80
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	17
Number of Voters in Person	63
Number of Stations	1
Summary/Recommendation	No proposed change

**District Ward Summary: Trent**

Parliamentary Constituency	Newark
Number of Polling Districts	7 (HA, HB, HC, HD, HE, HF and HG)
Number of Polling Places	5
Number of properties (as at 01/08/19)	1262
Number of properties with no electors registered (as at 01/08/19)	112
Electorate (as of 01/08/19)	2369

Polling District Information: <b>HA</b>	
Parish	Parish of Bleasby
County Division	Farndon & Trent
Polling Place	Bleasby Village Hall, Gypsy Lane, BLEASBY, NG14 7GG
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	332
Number of properties with no electors registered (as at 01/08/19)	20
Number of Electors (as of 01/08/19)	652
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	119
Number of Voters in Person	533
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>HB</b>	
Parish	Parish of Fiskerton-cum-Morton
County Division	Farndon & Trent
Polling Place	Fiskerton Chapel, Gravelly Lane, FISKERTON, NG25 0UW
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/08/19)	353
Number of properties with no electors registered (as at 01/08/19)	24
Number of Electors (as of 01/08/19)	687
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	148
Number of Voters in Person	539
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>HC</b>	
Parish	Parish of Rolleston
County Division	Farndon & Trent
Polling Place	Rolleston Village Hall, Staythorpe Road, Rolleston, NEWARK, NG23 5SG
Polling Place comments	This building has good car parking facilities and access for all electors. Rolleston Parish Council has previously confirmed their satisfaction with this venue.
Number of properties (as at 01/08/19)	141
Number of properties with no electors registered (as at 01/08/19)	15
Number of Electors (as of 01/08/19)	262
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	44
Number of Voters in Person	218
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>HD</b>	
Parish	Parish of Upton
County Division	Southwell
Polling Place	Upton Village Hall, Church Lane, UPTON, NG23 5SR
Polling Place comments	This building has limited parking facilities near the church and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/08/19)	191
Number of properties with no electors registered (as at 01/08/19)	25
Number of Electors (as of 01/08/19)	344
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	57
Number of Voters in Person	287
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>HE</b>	
Parish	Parish of Averham, Kelham & Staythorpe – Averham Ward
County Division	Farndon & Trent
Polling Place	Manners Sutton Primary School, Newark Road, AVERHAM, NG23 5QZ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	107
Number of properties with no electors registered (as at 01/08/19)	10
Number of Electors (as of 01/08/19)	184
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	35
Number of Voters in Person	149
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>HF</b>	
Parish	Parish of Averham, Kelham & Staythorpe – Staythorpe Ward
County Division	Farndon & Trent
Polling Place	Manners Sutton Primary School, Newark Road, AVERHAM, NG23 5QZ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/08/19)	44
Number of properties with no electors registered (as at 01/08/19)	5
Number of Electors (as of 01/08/19)	77
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	12
Number of Voters in Person	65
Number of Stations	0 (Merged into the polling station in HE)
Summary/Recommendation	No proposed change

Polling District Information: <b>HG</b>	
Parish	Parish of Averham, Kelham & Staythorpe – Kelham Ward
County Division	Farndon & Trent
Polling Place	Manners Sutton Primary School, Newark Road, AVERHAM, NG23 5QZ
Polling Place comments	This building has good car parking facilities and access for all electors. Consultation with members in May 2018: Venue changed from The Dome Entrance, Kelham Hall, as no longer available for us to use as a polling place.
Number of properties (as at 01/08/19)	94
Number of properties with no electors registered (as at 01/08/19)	13
Number of Electors (as of 01/08/19)	163
Number of Postal Voters (as at 01/08/19 – these electors would not vote in person)	22
Number of Voters in Person	141
Number of Stations	0 (Merged into the polling station in HE)
Summary/Recommendation	No proposed change

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Thursday, 28 November 2019 at 6.00 pm.

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

Councillor B Clarke-Smith, Councillor R Jackson, Councillor P Peacock,  
Councillor T Wendels and Councillor R White

### 47 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

Councillor P Peacock declared a personal interest in respect of Agenda Item No. 11 – Discretionary Grants Review Future Proposals – as the Council’s nominated representative on Rural Community Action Nottinghamshire.

Councillor T Wendels declared a personal interest in respect of Exempt Agenda Item No. 18 – Proposed Extension of the Fitness Suite and Consideration of Alternative Management Arrangements at Southwell Leisure Centre – Update – as a Council appointed Trustee of the Southwell Leisure Centre Trust.

### 48 DECLARATIONS OF INTENTION TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio and video recorded by the Council with the footage to be streamed for public access after the meeting.

### 49 MINUTES OF THE MEETING HELD ON 26 SEPTEMBER 2019

The minutes from the meeting held on 26 September 2019 were agreed as a correct record and signed by the Chairman.

### 50 FORWARD PLAN OF POLICY & FINANCE ITEMS

The Committee noted the Forward Plan items to be considered by the Committee over the next 12 months.

### 51 COUNCIL MANAGEMENT OF OPEN SPACE AT FERNWOOD

The Director – Growth & Regeneration presented a report which provided an update on the Council taking on the management and maintenance of Public Open Space at the next phase of development by Barratt David Wilson Homes (BDW) at Fernwood. Historically the Council had taken on the maintenance of such public open spaces following completion of development alongside a one-off commuted sum payable to cover a set number of years maintenance. However, for some years now there had been a trend for developers to decline any agreement for the Council to take on the maintenance of open space with the replacement vehicle being a Management Company. Such a Management Company would be paid for by each house on a new development paying an annual charge.

Some Management Companies were perceived to operate less ethically, which had resulted in residents being dissatisfied, raising concerns with charges levied for issues such as re-mortgaging and seeking permission for conservatories etc. Such concerns were cited by Fernwood Parish Council and given the level of development associated with the greater Fernwood strategic urban extension, it was considered that there was a danger of multiple management regimes each operating at different times in different areas, to different standards.

In order to negate the concerns at Fernwood officers had negotiated (following consultation with the appropriate Members) with BDW, the developer of the next phase of development, that there would not be a Management Company for this phase of the development. As an alternative BDW had agreed, under terms detailed separately as an exempt item, that after each phase of development the open space be transferred to the Council to maintain.

AGREED (unanimously) that the Committee note the urgent decision to enter into an agreement with Baratt David Wilson Homes to ensure that the proposed Management Company be replaced by the Council taking on the ownership and maintenance of the open space at the end of each phase of the development.

#### Reason for Decision

To enable the provision of future open space to be maintained by the District Council, ensuing a single and transparent maintenance regime.

## 52 ESTATE REGENERATION - YORKE DRIVE ESTATE AND LINCOLN ROAD PLAYING FIELDS

The Business Manager – Housing Strategy & Development presented a report which updated the Committee on progress with the Yorke Drive estate and Lincoln Road playing fields regeneration proposals and sought the necessary approvals to enable the project to move into the next phase of delivery.

The report provided an update on planning, procuring a development partner and proposals for a decant policy. The final draft Decant policy was attached as Appendix A to the report. Minor changes to the original 'Resident Offer' were highlighted in the draft policy.

AGREED (unanimously) that:

- a) the 'Yorke Drive Estate: Resident Decant Policy', as set out at Appendix A to the report, be approved; and
- b) the request for an additional meeting of the Policy & Finance Committee to be held on 5 March 2020, to consider the outcome of the procurement process to select a preferred development partner, be approved.

#### Reason for Decision

To progress the transitional project, focusing on the regeneration of the Yorke Drive estate and Lincoln Road playing fields.

53 HOUSING REVENUE ACCOUNT - HOUSING DEVELOPMENT PROGRAMME

The Business Manager – Housing Strategy & Development presented a report which sought approval for capital finance to support the ongoing delivery of the Housing Revenue Account (HRA) development programme.

Recent work had been undertaken to review the capacity and nature of the remaining HRA sites within the programme to deliver 335 units, which showed that there was a predicted shortfall of 45 units. In the search for sites the Council had been presented with the opportunity to acquire a parcel of land at the former fire station site located off Boundary Road, Newark. Officers had commissioned a valuation of the site based on an affordable housing development and through this had negotiated a price for the land with the fire authority. The price, detailed in an exempt report, also reflected a requirement of the fire authority to ensure that the disposal offered both a market and social value return. It was considered that the site could deliver 10 units.

The report also detailed acquisition parameters with an appropriate measure to ascertain whether a site acquisition offered value for money to the HRA Business Plan by determining a price per unit cost. The report also provided an update in respect of the redevelopment proposals for the fire damaged properties at Forster Avenue, Newark and set out proposals for £485,607.81 to be deposited into a 'Recycled Capital Grant Fund' at the point of acquiring 9 PA Housing units at Yorke Drive, Newark.

AGREED (unanimously) that:

- a) the acquisition of the former fire station site off Boundary Road, Newark, at the price detailed in the Exempt Item, and subject to the conditions as set out at paragraph 3.6 of the report, be approved;
- b) delegated authority be given to the Director - Governance & Organisational Development and/or Section 151 Officer to approve the acquisition of additional sites for inclusion in the approved HRA development programme within the parameters detailed at paragraphs 3.10 – 3.13 of the report;
- c) a sum of £720,000 from HRA Capital Receipts be approved and added to the HRA acquisition fund to aid delivery of the HRA development programme;
- d) approval be given to increase Phase 3 of the HRA development programme to £108,231, financed by HRA Capital Receipts to enable the development of 4 x 1 bed 2 person apartments at Forster Avenue, Newark; and
- e) a sum of £485,607.81 from the HRA Major Repairs Reserve be approved to be deposited into a 'Recycled Capital Grant Fund' at the point of acquiring the 9 PA Housing units at Yorke Drive, Newark so to meet Homes England grant funding conditions and be utilised to support the capital financing of the ongoing HRA development programme.

### Reason for Decision

The HRA development will meet the Council's strategic objective set in the Community Plan to 'Accelerate the supply of new homes including associated facilities', address the evidenced housing need across the District for affordable housing and maintain a viable HRA Business Plan.

#### 54 POSSIBLE PURCHASE OF ADDITIONAL LAND AT BOWBRIDGE ROAD, NEWARK

The Director – Growth & Regeneration presented a report which set out an opportunity to purchase land adjacent to Newark Hospital off Bowbridge Road. There were two parcels of land (identified in Appendix A to the report) which made up the site which was potentially available for freehold purchase. The land had been vacant for some time and had been presented to the market on previous occasions.

It was reported that the NHS Foundation Trust which managed the hospital were keen to address the lack of parking at the site but were lacking significant capital funds to be able to affect any land purchase. Discussions with the Trust had explored the possibility of the Council progressing with a freehold purchase, with the Trust taking a long-term lease in order to allow the Council to recover any capital outlay. Any capital purchase by the Council would need to cover not only any purchase cost, but any capital works to implement the car park. The proposed terms of a possible freehold offer was provided to the Committee under exempt information.

AGREED (unanimously) that the Chief Executive be given delegated authority to negotiate the purchase of the two freehold interests detailed at Appendix A to the report, under the terms of the exempt item for consideration later in the agenda.

### Reason for Decision

To secure additional car parking in order to support the function and reputation of Newark Hospital.

#### 55 GENERAL FUND, HRA & CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2020 AS AT 30 SEPTEMBER 2019

The Business Manager – Financial Services presented a report which compared the revised budgets for the General Fund Revenue, Housing Revenue Account (HRA) and Capital Programme, for period ending 31 March 2020, with the Projected Outturn forecast for the period based on three months performance information.

The appendices to the report detailed anticipated performance against budget for the period to 31 March 2020. The overview of the General Fund Revenue budget showed a projected favourable variance against the revised budget of £0.411m on Service budgets, with an overall favourable variance of £0.145m. The main variations from the revised budget were detailed in the report.

The HRA budget showed a projected favourable variance against the approved budget of £0.052m. In respect of the Capital Programme the report summarised the latest position up to the end of September 2019. The additions and amendments which



required approval were detailed in Appendix B to the report. If these variations were approved the revised budget would be reduced to £32.869m. The Committee were also advised of capital grant funding which had been awarded for the Buttermarket.

AGREED (unanimously) that:

- (a) the General Fund projected favourable outturn variance of £0.411m be noted;
- (b) the Housing Revenue Account projected favourable outturn variance of £0.052m be noted;
- (c) the variations to the Capital Programme at Appendix B be approved;
- (d) the Capital Programme projected outturn and financing of £32.869m be noted; and
- (e) the grant of £659k received for the Buttermarket be added to the Capital Programme.

#### Reason for Decision

To update Members with the forecast outturn position for the 2019/20 financial year.

#### 56 DISCRETIONARY GRANTS REVIEW FUTURE PROPOSALS

The Business Manager – Housing, Health & Community Relations presented a report which provided the Committee with an overview of the current discretionary grants the Council provides to a limited number of voluntary sector partners, presented findings from a review of discretionary grants and proposed a three year grants programme (2020 – 2023) to four core third sector partner organisations.

Following the launch of the Community Plan 2019 to 2023 it was considered timely to review the current Service Level Agreements (SLA's) and the Council's relationship with voluntary sector partners, namely Sherwood and Newark Citizens Advice; Newark & Sherwood CVS Volunteer Centre; Newark & Sherwood Play Support Group; Home Start Newark and Rural Community Action Nottinghamshire (RCAN).

Having reviewed performance outcomes compared to targets, the scope of the current SLA's and position of the Council in terms of its resources, skills competencies and capacity to deliver these services, it was felt that the community/voluntary sector partners were best placed to deliver these; with the exception of the RCAN agreement. In respect of RCAN, the rationale for this view was based on the creation and proposed expansion of the Council's in-house 'Community Relations' function to deliver community based projects and initiatives.

It was therefore proposed that the Council terminates its SLA relationship with RCAN at the end of March 2020 and re-negotiated its retained SLA's with the remaining four core voluntary sector partners. It was also proposed that the savings from the termination of the RCAN agreement of £16,720 per annum were to be re-invested in the remaining SLA partnerships with these agreements being extended for a three year period.

AGREED (unanimously) that:

- a) the grant support SLA relationship with RCAN be terminated at the end of March 2020;
- b) savings from the termination of the RCAN agreement (£16,720 per annum / £50,160 over 3 years) be reinvested and re-negotiate SLA's with the retained four core voluntary sector partners for an extended period of three years (2020/21 to 2022/23); and
- c) the precise distribution and allocation of funds to each partner be agreed by the Business Manager – Housing, Health & Community Relations/Director – Communities & Environment following consultation with the Chairman, Vice-Chairman and Opposition Spokesperson of the Policy & Finance Committee and will not exceed the budget available, which was £110,650 per annum / £331,950 over 3 years.

Reason for Decision

To enable the Council deliver a discretionary grants programme that's aligned to the Councils Community Plan 2019 – 2023 and provide three year grant certainty to core voluntary sector partners to ensure the delivery and sustainment of much needed services to those members of our community that are most in need.

57 OLLERTON HALL

The Director – Growth & Regeneration presented a report concerning the disposal of Ollerton Hall. It was reported that marketing of the property had been concluded and interviews had taken place with three possible purchasers. The full details of how each of the bidders had been appraised, including financial offers were provided in an exempt appendix.

Two of the preferred bidders were promoting residential apartments with the third bidder promoting an office use. The two bids for residential development were the clear preference with one of these bidders offering the highest scoring in respect of a combination of price, commitment to a conservation restoration led project, experience and a programme that offered confidence of delivery. Officers were now to undertake a due diligence stage.

AGREED (unanimously) that:

- (a) the update provided be noted, particularly the proposals to progress with the due diligence approach as detailed at paragraph 1.11 of the report; and
- (b) any capital receipt secured from the sale of the freehold of Ollerton Hall (net of any associated fees, including the Council's Clerk of Works) be ring fenced towards regeneration proposals within the Ollerton and Boughton areas which are currently being developed within the Housing Strategy and Development Business Unit.

Reason for Decision

To dispose of Ollerton Hall and secure the long term future for the building.

58 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that, under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act.

59 COUNCIL MANAGEMENT OF OPEN SPACE AT FERNWOOD

The Committee considered the exempt element of the report of the Director – Growth & Regeneration concerning the maintenance of open space at Fernwood.

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

60 HOUSING REVENUE ACCOUNT - HOUSING DEVELOPMENT PROGRAMME

The Committee considered the exempt element of the report of the Director – Governance & Organisational Development the Housing Development Programme.

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

61 POSSIBLE PURCHASE OF ADDITIONAL LAND AT BOWBRIDGE ROAD, NEWARK

The Committee considered the exempt element of the report of the Director – Growth & Regeneration concerning the possible purchase of land at Bowbridge Road, Newark.

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

62 URGENCY ITEM - OLLERTON HALL - SETTLEMENT OUTCOME

The Committee noted the exempt Urgency Item in respect of Ollerton Hall.

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

63 PROPOSED EXTENSION OF THE FITNESS SUITE AND CONSIDERATION OF ALTERNATIVE MANAGEMENT ARRANGEMENTS AT SOUTHWELL LEISURE CENTRE - UPDATE

The Committee considered the exempt report of the Director – Communities & Environment concerning the proposed extension of the fitness suite and consideration of alternative management arrangements at Southwell Leisure Centre.

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

64 NATIONAL CIVIL WAR CENTRE UPDATE

This item was withdrawn from the agenda.

Meeting closed at 7.13 pm.

Chairman

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

Document is Restricted

# Public Document Pack Agenda Item 19b

## 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 changes 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 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 increase 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

DRAFT

# Public Document Pack Agenda Item 19c

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Homes & Communities Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts. NG24 1BY on Monday, 25 November 2019 at 6.00 pm.

PRESENT: Councillor T Wendels (Chairman)  
Councillor R Holloway (Vice-Chairman)

Councillor Mrs K Arnold, Councillor M Brock, Councillor Mrs B Brooks,  
Councillor Mrs I Brown, Councillor M Brown, Councillor S Carlton,  
Councillor L Dales and Councillor L Goff

ALSO IN ATTENDANCE: Councillor P Harris

APOLOGIES FOR ABSENCE: Councillor J Lee (Committee Member)

26 DECLARATIONS 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.

27 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED that the meeting would be recorded in accordance with the Council's usual practice.

28 MINUTES OF MEETING HELD ON 30 SEPTEMBER 2019

AGREED (unanimously) that the Minutes of the meeting held on 30 September 2019 be approved as a correct record and signed by the Chairman.

29 TENANTS INVOLVEMENT PRESENTATION

The Committee received a presentation from Richard Tracy and Ginnette Hardy of the Newark & Sherwood Tenants' Forum which sought to advise Members of the Forum's history, expertise and awards received. It provided Members with information as to the current mechanisms for tenant involvement and the achievements of the previous 12 months together with the fund raising undertaken from 2016-2019 and lastly informed Members on the Forum's future plans.

The Chairman thanked Mr. Tracy and Ms Hardy for their presentation and invited questions and/or comments from Members of the Committee.

A Member raised a number of concerns about repair works undertaken on Newark and Sherwood Homes properties following comments received from tenants.

A Member queried as to the reasons for the reduction in numbers of those involved with Tenants and Residents Association. Ms Hardy commented that the reduction could be attributed to a number of issues e.g. loss of a dedicated officer for tenant involvement.

The Chairman thanked again Mr. Tracy and Ms Hardy, adding that he was keen to see the voice of tenants being heard when the housing function transitioned back to the Council. He added that he would also welcome the Forum's involvement with the Homes & Communities Committee.

NOTED the presentation of Mr. Richard Tracy and Ms Ginnette Hardy.

### 30 SYRIAN VULNERABLE PERSONS RESETTLEMENT SCHEME

The Committee considered the report of the Chief Executive which sought to provide Members with an update on the successful delivery of the Council's 'Award Winning' resettlement scheme and to seek approval to continue with the existing partnership model and proposed pledge for 2020/21 which was in accordance with the requirements set out in the recently announced Vulnerable Persons Resettlement Scheme.

The report set out the background to the Government's pledge to resettle up to 20,000 refugees who had fled Syria over a 5 year period and the work undertaken by this Council to participate in that resettlement. Paragraph 5.0 of the report set out the proposal for the Council following the current resettlement scheme ending and the one year extension.

In considering the report Members agreed that the existing scheme had proved to be an outstanding success and were fully supportive of the proposals for the one year extension.

AGREED (unanimously) that:

- (a) the Council's ongoing commitment to resettlement be endorsed;
- (b) resettlement in the region of a further 9 individuals (approximately 2/3 families) in line with Newark & Sherwood's per capita share of the 5,000 national target, the precise number to be agreed by the Business Manager – Housing, Health & Community Relations following consultation with the Chairman, Vice-Chairman and Opposition Spokesperson be supported; and
- (c) the successful local partnership delivery model should continue and that the MoU with Nottingham City Council as the accountable body for managing funds from the Home Office and commissioning activities in accordance with their Contract & Procedure Rules and GDPR Policy & Protocols be extended for a further year, until March 2021.

31 HOUSING ALLOCATION SCHEME - SUITABILITY & PARENTAL RESPONSIBILITY CRITERIA

The Committee considered the report of the Business Manager – Housing, Health & Community Relations which sought to provide Members with an overview of the suitability/parental responsibility criteria contained within the Council’s Housing Allocations Scheme and which also sought approval for some minor amendments to that aspect of the Scheme.

The report set out the background to the report being presented to Committee highlighting that quarterly meetings were held between a Council and Newark and Sherwood Homes Officer Project Group to ensure that the Scheme remained fit for purpose and complies with all legal responsibilities. The current suitability criteria was listed in paragraph 3 of the report with the proposed amendments detailed in paragraph 4.

In considering the report a Member highlighted that the father of child(ren) always appeared to be the parent who was not allocated suitable accommodation, despite sometimes having joint custody. In response, Officers stated that evidence supported that one parent took the lead parental responsibility role and that they were the individual who took precedence and this was not determined by gender.

AGREED (with 10 votes for with 1 vote against) that:

- (a) the contents of the report be noted; and
- (b) the proposed minor amendments to the Housing Allocations Scheme be approved.

32 UPDATE ON THE IMPLEMENTATION OF THE JOINT WORKING AGREEMENT WITH NOTTINGHAM FIRE & RESCUE SERVICES

The Committee considered the report of the Business Manager – Public Protection which sought to update Members on the implementation of the Joint Working Agreement with Nottinghamshire Fire & Rescue Service and how it had improved local enforcement.

The report set out the background to the establishment of the joint working arrangements and what progress had been made with the trial of the national data sharing case management system (ECINS) which was to manage data sharing for vulnerable people at risk of fires within their own homes. This enabled each agency in Nottinghamshire to access information and to update cases to ensure an open flow of information. The proposals were detailed in paragraph 4 of the report.

AGREED (unanimously) that:

- (a) the positive contribution that the adoption of the Joint Working Agreement for Nottinghamshire Housing Authorities and Nottingham Fire & Rescue Services be noted; and



- (b) the proposal to continue its application be supported.

33 ANNUAL HEALTH & SAFETY UPDATE

The Committee considered the report of the Safety & Risk Management Officer which sought to update the Committee on performance with regard to corporate health and safety compliance within the previous 12 months and which also provided Members with the opportunity to scrutinise the work undertaken.

The report set out the health & safety responsibilities of various post holders within the Council together with those of Members. Paragraphs 4 and 5 of the report provided Members with information as to violent and significant incidents with details of work undertaken detailed in paragraph 6.

In response to what protocols were in place should a member of staff have to deal with potentially violent members of the public, the Safety & Risk Management Officer advised that interview rooms and/or reception were fitted with panic alarms, CCTV with security on site. Interview rooms also offered individuals a means of escape to a safe place with appropriate risk assessment having been carried out.

AGREED (unanimously) that:

- (a) the contents of the report be noted; and
- (b) the actions taken to deal with health and safety issues that have arisen across the Council's activities over the past 12 months be considered.

34 PERFORMANCE MONITORING: NEWARK AND SHERWOOD HOMES

The Committee considered the report of the Business Manager – Housing Strategy & Development which sought to provide Members with performance information relating to the operations of Newark and Sherwood Homes (NSH) in accordance with the Management Agreement and Annual Delivery Plan.

The report set out the background to the formulation of the Management Agreement with NSH and the determination and scrutiny of the key performance indicators. Appendix A1 to the report was an overview of NSH performance for the 2018/2019 financial year with Appendix A2 identifying the current performance outturn for 2019/2020, up to Quarter 2. Appendix B provided an analysis and commentary of performance where targets had not been met with Appendix C providing the STAR Survey which covered tenants' and residents' satisfaction for a number of areas.

In relation to tenant involvement, Officers advised that there was a range of mechanisms in place for tenants to become involved which included a selection process, whereby a scrutiny panel looked at specific areas of work. It was noted that the panel did not assist specific tenants but would hold NSH to account. It was further noted that there was no formal process for an individual tenant representative to bring forward an individual case unless the tenant agreed for them to be their advocate.

AGREED (by 10 votes for with 1 abstention) that the strategic performance information supplied in relation to the activities of Newark and Sherwood Homes be noted.

35 HOUSING MANAGEMENT IMPLEMENTATION - PROJECT UPDATE

The Committee considered the report of the Business Manager – Commercialisation & Major Projects which sought to provide Members with an update on the progress of the housing management implementation project.

The report set out the background to the decision to bring the housing management service back in-house with details in relation to: TUPE; Staff Engagement; Operational; Governance; Tenants; and Risk Register being provided at paragraph 3.

In considering the report Members thanked all the staff involved with the project and that it was anticipated that there would be a smooth transition back for both staff and tenants alike. Members also suggested that the relevant Director forward to the staff involved their thanks for the work undertaken to bring the housing management service back in-house.

AGREED (unanimously) that the report be noted.

36 HOMES & COMMUNITIES FORWARD PLAN (DECEMBER 2019 TO NOVEMBER 2020)

AGREED (unanimously) that:

- (a) the Homes & Communities Committee's Forward Plan be noted; and
- (b) Officers continue to add items to the Plan with the following issues being suggested by Members:
  - (i) provision of homeless shelter over the Christmas period; and
  - (ii) invitation to Leisure & Environment Committee for the next presentation in relation to Sherwood Forest Hospitals and the impact from winter pressures.

37 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.

Meeting closed at 7.25 pm.

Chairman

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 19 November 2019 at 6.00 pm.

PRESENT: Councillor R Jackson (Chairman)

Councillor L Brailsford, Councillor S Carlton, Councillor M Cope, Councillor D Cumberlidge, Councillor P Harris, Councillor B Laughton and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillors Mrs B Brooks and L Goff

APOLOGIES FOR ABSENCE: Councillor N Mison (Vice-Chairman), Councillor Mrs G Dawn (Committee Member), Councillor Mrs L Hurst (Committee Member) and Councillor J Lee (Committee Member)

### 30 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

Councillors S Carlton and M Skinner declared personal interests in Agenda Items 6 – Review of Governance Arrangements – Active4Today; Item 7 – Active4Today Draft Business Plan 2020/21 and Performance Update; and Item 14 – Proposed Expansion of the Fitness Suite and Consideration of Alternative Management Arrangements at Southwell Leisure Centre – Update, as they were both Board Members of Active4Today.

Councillor P Harris declared a personal interest in Agenda Items 5 – Clinical Commissioning Group (CCG) presentation; and Item 14 - Proposed Expansion of the Fitness Suite and Consideration of Alternative Management Arrangements at Southwell Leisure Centre – Update, as he was a member of Health Education England and a Southwell Leisure Centre Trustee.

### 31 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Council recorded the meeting in accordance with usual practice. Councillor P Harris declared that he would record Agenda Item 13 – Exclusion of the Press and Public.

### 32 MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2019

AGREED that the Minutes of the meeting held on 24 September 2019, be approved as a correct record and signed by the Chairman.

### 33 CLINICAL COMMISSIONING GROUP (CCG) PRESENTATION

An update presentation was provided by David Ainsworth – Locality Director, Nottingham & Nottinghamshire Clinical Commissioning Group's.

The Chairman thanked David Ainsworth for attending and presenting the informative presentation and invited him back to a future meeting of the Leisure & Environment Committee.

34 REVIEW OF GOVERNANCE ARRANGEMENTS - ACTIVE4TODAY

The Committee considered the report presented by the Senior Health and Community Relations Officer which sought approval for the changes to the governance and financial arrangements between the Council and Active4Today Limited.

The report provided the details and reasons for the proposed changes regarding the Governance Agreement. The elected Members, Officer and Directors to the Board and their roles were also detailed and information regarding non-voting directors was also included which reflected recent external legal advice regarding non-voting directors. The Service Contract was also contained within the report and reasons for proposed changes explained in detail.

AGREED (with 7 votes For and 2 Abstentions) that:

- (a) Agree a Governance Agreement between the Council and the Company, that sits alongside the Articles, that underlines the Council's role as shareholder in exercising a decisive influence over both strategic objectives and significant decisions of the Company;
- (b) Agree to a review of the existing officer and member director appointments to the Board, given the conflict issues highlighted in section 3 of the report;
- (c) Give director voting rights to the Managing Director of the Company Active4Today;
- (d) Review the payment mechanism within the Service Contract so that there is a single payment mechanism either to or from the Company, with no separate clause for sharing in the 'operating surplus' of the Company;
- (e) Approve any consequential minor amendments to the Company's Articles arising from the above recommendations; and
- (f) Members note the aspiration for the company to be self-sustainable and hence the allocation of the management fee

budget will be brought to the January Committee.

35 ACTIVE4TODAY DRAFT BUSINESS PLAN 2020/21 AND PERFORMANCE UPDATE

The Committee considered the report presented by the Senior Health and Community Relations Officer and Managing Director – Active4Today, which provided the Active4Today Draft Business Plan 2020/21 and updated the Committee on the Company's latest quarterly performance, 1 July 2019 to 30 September 2019.

Following Committee consideration of this report a final Business Plan would be presented to the January 2020 Committee, as such this was an opportunity for the Committee to influence the Final Business Plan for 2020/21.

It was reported that the best indicators for the underlying strength of the Company were the adult and children's membership bases. The management report detailed that the leisure centres were continuing to perform well with increases reported in adult membership up by 220 on the same period in 2018, rising from 8,635 to 8,855 (+2.55%) across all four sites with the Newark Sports and Fitness Centre continuing to perform strongly. Children's membership was down by 126 from 3,982 to 3,856 (-3.16%) compared with the corresponding period in 2018 which was largely attributable to the loss of water space at Dukeries Leisure Centre which would continue to influence junior memberships until the new swimming pool was operational in 2020. The overall membership at period end was 12,711 up from 12,617 in September 2018 a net increase of 94 members. The report also detailed the user visits at the end of period 2 which had increased from 582,939 to 620,938 up 37,999 compared to 2018 equating to an uplift of 6.52% achieved through improvements in junior usage up from 195,856 to 201,815 (+3.04%), 60+ usage up from 58,838 to 66,011 (+12.19%) and improvements to use by customers from more deprived areas up from 9,426 to 10,379 (+10.11%). The report also detailed GP referrals, partnership working and management fee for Southwell Leisure Centre Trust.

It was reported that the company was forecasting a £22,000 deficit at year-end based on performance to date. That represented a substantial reduction in the deficit forecasted in January 2019 of £75,000 and it was anticipated that the position in relation to income and expenditure would continue to be closely monitored to ensure that the outturn position was more favourable and the deficit forecasted was further reduced.

The Draft Business Plan 2020/21 was attached to the report. The company had identified a number of actions it was proposing to undertake with the aim of facilitating the delivery of the three outcomes the Committee set the company up to achieve, namely: Healthy and Active Lifestyles, Accessible Facilities and Improved Financial Viability.

A Member suggested that the Committee ask Southwell Leisure Trust to provide regular reports to the Committee providing their accounts.

AGREED (unanimously) that:

- (a) the Committee consider the Active4Today Draft Business Plan 2020/2021 and make any representations to the Company via the Authorised Officer;
- (b) the Quarter 2 performance be noted;
- (c) Active4Today provides the January committee meeting with its latest in-year financial position and full year forecast in order that the Committee can form judgements on the appropriateness of the 'management' fee payable in 2019/20; and
- (d) the Leisure Centre Trust be asked to provide regular reports including their accounts.

### 36 REVIEW OF BULKY WASTE AND ELECTRICAL ITEMS COLLECTION

The Committee considered the report presented by the Business Manager Transport & Waste Services, which provided the Committee with an analysis of the collection service and set out proposals for future development.

The council currently collected household waste that did not fit in the household bin through two routes. The first used a box van equipped with a tail lift to collect electrical items including fridges and freezers. These were taken to the Household Waste Recycling Centre where they were passed on for recovery. Other bulky items were collected using a refuse collection vehicle and were taken with the household refuse for incineration. The service collected over 4300 bulky items and 1410 electrical items in 2018/19. A study was already underway to look at the possibilities of implementing a re-use scheme for many of the items collected through these services in council properties.

Questions had been raised about whether charging for Excess waste collection encouraged fly tipping. Comparisons were made with three local authorities who collected excess waste free of charge, to see if there was a significant variation in the quantity of fly tipped waste or in its composition which was detailed in Appendix A to the report. The analysis showed that a free collection did not result in a reduction in fly tipping there were significant number of factors involved in fly tipping which was a crime that did not follow geographical boundaries. Some of Newark and Sherwood's best features such as its rural nature combined with great transport links unfortunately made it an ideal area in which to fly tip waste.

The report detailed the review of charges and proposals.

Members commented that more publicity regarding bulky waste should be undertaken using the Councils magazine 'Voice' and leaflet drops informing the community what can be recycled such as batteries and how that can be achieved. It was also commented that small independent traders should be allowed to register to use household collection centres which may reduce fly tipping; this should be raised with Veolia. It was suggested that a periodic bulky waste collection should be undertaken in targeted areas. It was also commented that the days of action should

be planned well in advance in order for communities to be fully engaged. It was suggested that the Council work with the retailer to coordinate the disposal of white goods, although the Business Manager Transport & Waste commented that due to the amount of white goods being purchased this may be difficult to achieve.

Members commented on the recent prosecution and current prosecution taking place regarding fly tipping and asked if that could be disseminated into the community to act as a warning that action was taken for this crime.

AGREED (unanimously) that:

- (a) Newark & Sherwood do not progress with a “free of charge” bulky waste service at this time;
- (b) the bulky waste and white goods charges are altered in line with the proposals in 5.3 of the report;
- (c) the provision of free bulky waste days are trialled in selected areas and are dovetailed with the next 3 Days of Action being planned in 2020; and
- (d) some of the current Cleaner, Safer, Greener budget is utilised to fund the additional promotion of the bulky waste service.

### 37 NEWARK AND SHERWOOD TIME TO CHANGE EMPLOYER PLEDGE

The Committee considered the report presented by the Director of Communities and Environment which sought nominations for the appointment of Member Mental Health Champions from each political party given the cross party support for the motion entitled ‘The mental Health Challenge’ which was considered at Full Council on 15 October 2019.

It was reported that given the cross party support and to enable the Council to progress its commitment to the ‘Time to Change Employer Pledge’, it was proposed that each political party nominate a Member Mental Health Champion.

AGREED (unanimously) that the Leisure and Environment Committee approve the proposal that each political party nominates a Member Mental Health Champion to support the Council deliver on its commitment to the ‘Time to Change Employer Pledge.’

### 38 OLLERTON TOWN CENTRE DAY OF ACTION

The Committee considered the report presented by the Director of Communities and Environment which appraised Members regarding the Ollerton Town Centre Day of Action, which took place on 23 October 2019.

It was reported that the event involved the District and Town Councils, Police, Fire and Rescue Service, Newark and Sherwood Homes, the County Council and community volunteers. Over the course of the day, more than 6.6 tonnes of rubbish was removed through community litter picks, street cleaning and action on fly-tips. A tonne of green waste was also removed by the Council’s grounds maintenance team and evergreen shrubs planted. The report listed the highlights from the day.



The district council partnered with iMAGESKOOL to create a piece of graffiti art on the skate park on the Sherwood Energy Village. Up to sixty young people from four to fifteen years of age worked on the project.

The Committee thanked Officers for their hard work.

AGREED (unanimously) that the report be noted.

39 LEISURE & ENVIRONMENT COMMITTEE FORWARD PLAN (1 NOVEMBER 2019 TO 17 MARCH 2020)

The Leisure & Environment Committee Forward Plan was provided for Member information. Members were encouraged to submit any areas of work they wanted to address for the forthcoming year.

AGREED that the Forward Plan be noted.

40 HEALTH & WELLBEING

There was nothing to report.

41 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (with 8 votes For and 1 vote Against) 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 Paragraph 3 of part 1 of Schedule 12A of the Act.

42 PROPOSED EXPANSION OF THE FITNESS SUITE AND CONSIDERATION OF ALTERNATIVE MANAGEMENT ARRANGEMENTS AT SOUTHWELL LEISURE CENTRE - UPDATE

The Committee considered the exempt report of the Director – Communities and Environment which updated the Committee on the proposed expansion of the fitness suite and sought Member consideration regarding the relationship of that proposal to the development of potential management changes at Southwell Leisure Centre Trust involving Newark and Sherwood District Council and its leisure company Active4Today.

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

Meeting closed at 7.45 pm.

Chairman

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

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 5 November 2019 at 4.00 pm.

PRESENT: Councillor R Blaney (Chairman)  
Councillor I Walker (Vice-Chairman)

Councillor M Brock, Councillor M Brown, Councillor Mrs M Dobson,  
Councillor R Holloway, Councillor J Lee, Councillor Mrs P Rainbow,  
Councillor M Skinner, Councillor T Smith and Councillor K Walker

ALSO IN  
ATTENDANCE:

APOLOGIES FOR ABSENCE: Councillor L Brazier (Committee Member), Councillor L Dales (Committee Member) and Councillor Mrs Y Woodhead (Committee Member)

### 119 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor M Skinner declared a personal interest in Agenda Item No. 8 – Yorke Drive and Lincoln Road Playing Field, Lincoln Road, Newark on Trent (18/02279/OUTM), as the item had been considered by Newark Town council, the Member confirmed that he would keep an open mind.

Councillors J Lee and I Walker declared personal interests as they were Council's appointed representatives on the Trent Valley Internal Drainage Board.

### 120 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting and live screening on social media was being broadcast.

### 121 MINUTES OF THE MEETING HELD ON 8 OCTOBER 2019

AGREED that the minutes of the meeting held on 8 October 2019 be approved as a correct record and signed by the Chairman.

### 122 BROOKLYN, LOWER KIRKLINGTON ROAD, SOUTHWELL (19/01615/RMA)

The Committee considered the report of the Business Manager – Planning Development, which sought reserved matters approval for three dwellings on the site where outline planning permission had been granted upon appeal. Matters to be considered were the appearance, landscaping, layout and scale.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from Southwell Civic Society; and the Agent.

Members considered the application and felt that the application was broadly acceptable, although the overall floor space had not been reduced much from 800sqm to 755sqm. They were content with the design and appearance, but felt that the properties were large and intrusive and were a mass on the urban edge with a loss of environmental amenity. The Civic Society's concerns regarding ecology considerations were noted. It was also noted that the issue of flooding was a zone 1 site which was not considered high risk of surface water flooding.

However Members recognised a compromise needed to be found in line with the Inspector's report.

AGREED (unanimously) that reserved matters be approved subject to the conditions contained within the report.

123 TOP STREET, RAINWORTH (19/00584/FULM)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for fifty two dwellings and associated infrastructure which was a resubmission of 17/00865/FULM.

Members considered the application and it was commented that the additional fifty-two houses would put a strain on local services including GP's and primary school places, would impact on local residents and the local community and the proposed access road onto the site was tight. Other Members commented that they could see the need for affordable houses but raised concern that funding would not be submitted for extra primary school places. It was commented that the design was good and improved the village but rejected the scheme on 100% affordable houses due to not enough primary school places in that area and there should be a mix of houses to secure Section 106 funding. Members debated whether they should trade the education contribution of £131k for affordable housing.

A vote was taken to refuse the application on the grounds of lack of contribution on primary school education and health care, which was lost with 4 votes For, 6 votes Against and 1 Abstention.

A vote was taken to defer the application to negotiate a scheme with a mix of affordable and market housing if viable with the applicant, which was lost with 5 votes For, 5 votes Against and 1 Abstention.

AGREED (with 5 votes For, 5 votes Against, 1 Abstention, the Chairman using his casting vote For the application) that full planning permission be granted subject to the conditions contained within the report.

124 COBBLERS COTTAGE, BRICKYARD LANE, FARNSFIELD (19/00168/FUL)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the erection of a second storey extension providing two bedrooms above an existing ground floor footprint.

Councillor B Laughton, local Ward Member Farnsfield, spoke against the application and felt that there was minimal change to the original application. The Committee was informed that Farnsfield Parish Council had objected to the application on the grounds of impact on neighbouring properties due to sunlight and amenity.

Members considered the application and felt that the proposal would have a massive impact on the local area and should be refused on the grounds of scale and design of the extension being inappropriate to non-designated heritage asset and to its setting.

AGREED (unanimously) that contrary to Officer recommendation planning permission be refused on the grounds of scale and design of the extension being inappropriate to non-designated heritage asset and to its setting.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against officer recommendation, a recorded vote was taken.

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	Absent
M. Brock	For
M. Brown	For
L. Dales	Absent
M. Dobson	For
L. Goff	Absent
R. Holloway	For
J. Lee	For
P. Rainbow	For
M. Skinner	For
T. Smith	For
I. Walker	For
K. Walker	For
Y. Woodhead	Absent

125 YORKE DRIVE AND LINCOLN ROAD PLAYING FIELD, LINCOLN ROAD, NEWARK ON TRENT (18/02279/OUTM)

The Committee considered the report of the Business Manager – Planning Development, which sought selective demolition and redevelopment of parts of the existing Yorke Drive Estate and the erection of new mixed tenure housing, community and recreational facilities on the adjoining Lincoln Road Playing Field site, resulting in the development of up to three hundred and twenty homes.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the Planning Case Officer.

Members considered the application and felt that the application was acceptable.

AGREED (unanimously) that outline planning permission be granted subject to:

- (a) amendment to Condition 1 in relation to timescales for the commencement of development/subsequent reserved matters application;
- (b) amendment to Condition 4 omitting requirement for affordable housing;
- (c) an additional condition 28 requiring ecology mitigation; and
- (d) an additional condition 29 requiring the submission of an up to date noise survey at each subsequent reserved matters phase adjacent to Brunel Business Park.

126 APPEALS LODGED

AGREED that the report be noted.

127 APPEALS DETERMINED

AGREED that the report be noted.

128 QUARTERLY ENFORCEMENT ACTIVITY UPDATE REPORT

The Committee considered the report of the Business Manager – Planning Development which presented the planning enforcement performance during the second quarter of 2019 from 1 July 2019 to 30 September 2019 and provided an update on cases where formal action had been taken. The report also included cases which showed how the breaches of planning control had been resolved through negotiation.

It was also reported that Enforcement Ref: 18/00034/ENF and Enforcement Ref: 19/00194/ENF had both gone to appeal.

129 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 Paragraph 5 of part 1 of Schedule 12A of the Act.

130 SPRINGFIELD BUNGALOW, NOTTINGHAM ROAD, SOUTHWELL - LEGAL ADVICE REGARDING PLANNING APPEAL

The Committee considered the exempt report of the Business Manager – Planning Development, which sought planning permission for applications 19/00779/FULM – Application for variation of condition 11 of planning permission 15/01295/FULM to allow the new access junction to be constructed wholly within highway land or that owned by the applicant; and 19/00689/FUL – Application for variation of conditions 02,03, 04 and 05 of planning permission 16/01369/FUL to allow the new access junction to be constructed wholly within highway land or that owned by the applicant (Retrospective).

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

Meeting closed at 5.12 pm.

Chairman

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

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the The Ballroom, Newark Town Council, Newark Market Place, Newark, Notts, NG24 1DU on Tuesday, 3 December 2019 at 4.00 pm.

PRESENT: Councillor R Blaney (Chairman)  
Councillor I Walker (Vice-Chairman)

Councillor L Brazier, Councillor M Brock, Councillor M Brown,  
Councillor L Dales, Councillor Mrs M Dobson, Councillor L Goff,  
Councillor R Holloway, Councillor Mrs P Rainbow, Councillor M Skinner,  
Councillor T Smith, Councillor K Walker and Councillor  
Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor P Peacock

APOLOGIES FOR ABSENCE: Councillor J Lee (Committee Member)

### 131 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor M Skinner declared a personal interest in Agenda Items No. 11 and 12 – Blidworth Community Leisure Centre (19/01489/FUL) and Dukeries Leisure Centre (19/01835/FUL) as a Ward Councillor as he is a Board member for Active4Today.

Councillor T Smith declared a personal interest in Agenda Item 11- Blidworth Community Leisure Centre (19/01489/FUL) as he is a member and user of the gym.

Councillor M Brown declared a personal interest in Agenda item 7 - Former Thoresby Colliery, Ollerton Road, Edwinstowe (19/01016/RESM) as he was present at the Edwinstowe Parish Council meeting when it was discussed, the Member confirmed that he would keep an open mind.

Councillors L Dales and I Walker declared personal interests as they were Council's appointed representatives on the Trent Valley Internal Drainage Board.

### 132 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting and live screening on social media was being broadcast. One member of the public advised they were recording the meeting.

### 133 MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2019

AGREED that the minutes of the meeting held on 5 November 2019 be approved as a correct record and signed by the Chairman.

### 134 SPRINGFIELD BUNGALOW NOTTINGHAM ROAD SOUTHWELL NG25 0QW 19/01475/S73M

The Committee considered the report of the Business Manager – Planning Development, which sought a variation to condition 2 relating to House Types A and C. Matters to be considered were the appearance and whether the changes raised other considerations.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from NCC Highways, Appeal decisions in respect to applications 19/00779/FULM and 19/00689/FUL and a costs award. Suggested amendments to conditions 5, 10 and 23 were tabled as a result of the Inspector’s decision letter.

Members considered the application and felt that the alterations were relatively minor although the design of House Type C previously was preferred. The houses were in keeping with the locality and parking provision acceptable. Concerns were raised regarding the timing of connection of the drainage to the highway as a result of recent rainfall. Clarification regarding timings of works in respect of the highway was provided following condition 23 imposed as part of the Inspector’s decision letter.

AGREED (9 votes for, 4 against and 1 abstention) that the variation of condition application be approved subject to amendments to conditions 5, 10 and 23 and conditions as contained within the late items report.

135 LAND OFF LOWER KIRKLINGTON ROAD, SOUTHWELL 19/01771/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for eighty dwellings which was a resubmission of 18/01636/FULM. One late representation received after the report had been published was tabled.

Councillor P. Storer (Southwell Town Council) spoke against the application. However, he commended the applicant for responding to matters previously raised. Notwithstanding this, he considered that traffic calming measures, as opposed to traffic lights or a roundabout should be provided.

Members considered the application and it was noted that the applicant had responded to the concerns previously raised and for which application 18/01636/FULM had been refused. Notwithstanding this, in view of the objection from NCC Highways on highway safety grounds, Members considered they could only follow the officer recommendation. However, it was requested that it be noted that the 4 arm roundabout was preferred by the Planning Committee. As such, the Committee would urge the applicant to liaise with NCC Highways to establish whether there are other alternatives, such as utilising the access road as part of the remainder of the allocated site which has an extant permission.

AGREED (unanimously) that full planning permission be refused in accordance with the recommendation.

136 FORMER THORESBY COLLIERY, OLLERTON ROAD, EDWINSTOWE 19/01016

The Committee considered the report of the Business Manager – Planning Development, which sought reserved matters for Phase 1 residential development comprising 143 dwellings. Four late representations received after the report had been published were tabled.

Councillor P Peacock, local Ward Member for Edwinstowe, spoke against the application. The Committee was informed that there was concern regarding provision of infrastructure, links to the existing community, whether contamination, health, habitat management etc. issues had all been adequately addressed. The phasing of the development and provision of infrastructure were not in sync and the development would have a considerable impact upon the local highway network.

Members considered the application and had concerns regarding the lack of open space being provided within this phase. They were also disappointed that renewable energy such as rainwater harvesting infrastructure was not being provided. Clarification was provided that subsequent phases would provide open space and other infrastructure would be provided in accordance with the legal agreement.

AGREED (11 votes for, 2 against and 2 abstention) that reserved matters be granted in accordance with the officer recommendation.

137 LAND ON THE SOUTH SIDE WESTFIELD LANE, COLLINGHAM 19/01484/S73M

The Committee considered the report of the Business Manager – Planning Development, which sought a variation to conditions 2, 5, 6, 9, 10, 12 and 15 of application 18/01477/FULM which reduced the number of turbines from three to two.

Members considered the application and asked whether it should be a full application as opposed to a variation of condition application. Clarification was provided that legal advice had been sought and the application had been appropriately made. Concerns were raised regarding whether the development would increase the risk of flooding as well as the impact upon ecology, landscape, reduction in energy and impact upon businesses within Collingham.

A resolution to refuse planning permission was tabled which was lost with 3 voting in favour 7 against and 4 abstentions. A second vote was undertaken for approval in line with officer recommendation.

AGREED (6 votes for, 4 against and 4 abstentions) that planning permission be granted.

138 LAND ADJACENT 4 YEW TREE WAY, CODDINGTON 19/00131/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for 2 dwellings.

Councillor D Armstrong, on behalf of Coddington Parish Council spoke against the application. Councillor Armstrong handed out two plans advising that the footprint of

the proposal was larger than the previous application that was refused and the development would impact on the protected trees. Given the lateness of the presented information that meant that officers were unable to clarify the position, it was moved for deferral to seek clarification on the matter.

AGREED to defer the application to a subsequent Planning Committee in order to have time to consider the information circulated by Councillor Armstrong.

139 6 BARKSTONE CLOSE, BALDERTON 18/02175/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for a change of use to operate a pet sitting service and erection of a dog shed building. A late representation was tabled which had been received after the agenda had been published.

Councillor L Hurst, local Ward Member for Balderton Parish Council spoke in favour of the application. The business had been in place for 12 months and no complaints had been received. The activity would be licenced by Environmental Health, the development was located away from dwellings and she had never known the area to flood.

Members discussed the application and suggested conditions that could be attached to an approval. Discussion was held regarding the site being within the open countryside as well as being designated as being within a flood zone. A question was raised regarding whether the site area of the use could be conditioned so that it was smaller.

A vote was taken to approve planning permission to include conditions relating to hours of operation and personal permission which was lost with 6 votes for and 8 votes against.

AGREED (7 votes for, 6 against and 1 abstentions) that planning permission be refused.

140 BLIDWORTH COMMUNITY LEISURE CENTRE, BLIDWORTH 19/01489/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for a single storey extension to the main building to form a sauna and steam room. A late representation was tabled which had been received after the agenda had been published. Some Members commented that the word ‘community’ should not be contained within the application address and asked for it to be removed.

AGREED (11 votes for, and 2 abstentions) that planning permission be granted subject to the conditions in the report.

141 DUKERIES LEISURE CENTRE, DUKERIES COMPLEX, MAIN ROAD, BOUGHTON 19/01835/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for an extension to the building to provide for a swimming pool, changing rooms and plant room. A late representation was tabled which had been received after the agenda had been published from Boughton Town Council.

Members discussed the representation which detailed that a 25 metre as opposed to 20 metre length pool should be provided. Members were advised the considerations that could be taken into account related solely to the impact of the development.

AGREED (12 votes for, and 1 abstention) that planning permission be granted subject to the conditions in the report.

Councillor R V Blaney left the meeting at this point, the Vice-Chairman - Cllr I Walker Chaired the meeting thereafter.

142 APPEALS LODGED

AGREED that the report be noted.

143 APPEALS DETERMINED

AGREED that the report be noted.

144 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.

Meeting closed at 6.58 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit & Accounts Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Wednesday, 27 November 2019 at 10.00 am.

PRESENT: Councillor Mrs S Michael (Chairman)

Councillor Mrs B Brooks, Councillor M Brown, Councillor R Crowe and Councillor D Cumberlidge

13 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

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

14 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

Other than the usual practice of the Council to record the meeting, there were no declarations of intention to record the meeting.

15 MINUTES OF THE MEETING HELD ON 24 JULY 2019

Subject to an amendment to include Councillor M. Browns apologies, the Minutes of the meeting held on 24 July 2019 were approved as a correct record and signed by the Chairman.

16 INTERNAL AUDIT PROGRESS REPORT 2019/20

The Principal Auditor, Assurance Lincs, was in attendance to present the Internal Audit Progress report during the period April 2019 to 31 October 2019. Eight audits had been completed during the period, with the following assurance levels:

- Community Centres – Limited;
- Procurement Card – Limited;
- Strategic Asset Management – Substantial;
- ICT Governance – Substantial;
- Customer Comments – Substantial;
- NSDC Companies (Governance) – Substantial;
- Financial Strategy and Modelling – High; and
- Follow-up Work (implementation of actions – High.

Overall there were 47 agreed actions remaining to be implemented (16 'High' rated and 31 'Medium' rated recommendations). There were 25 actions that are overdue, 13 high and 12 Medium which were detailed in the report.

The Chairman explained that the Business Manager with responsibility for the Procurement card was in attendance with regard to the limited assurance audit issued. The Committee noted that the audit had been issues just after their previous meeting and therefore there had been time for recommended actions to be put in place and progress monitored. The Business Manager- Administrative Services explained that since the audit, 11 actions had been put in place to address the issue highlighted by the audit and progress against these would be monitored.

The Committee heard that there had not been action against two risks, which were contactless cards and checks around making card purchases within a business unit. The Business Manager- Administrative Services explained that Natwest were unable to issues non-contactless cards however, Members suggested investigating options around reducing the contactless limit to mitigate the risk of theft of the Pcards. Most Pcard purchases were made in the office for online only items and there were daily and monthly spend limits in place. Additional checks on purchases were now in place, undertaken by the Business Manager- Administrative Services.

The Committee considered the other audits issues during the period and agreed that the Business Managers for Leisure Centres, Strategic Asset Management and NSDC Companies Governance be invited to attend the next meeting of the Committee to address issues highlighted in the relevant audits.

AGREED The Committee noted the report.

#### 17 HEALTH CHECK - VALUES AND CULTURE

The Director- Governance and Organisational Development was in attendance to present a report proposing work to be undertaken by the Council's Internal Auditors conducting a health check for the authority around its culture and values. The model, developed by Assurance Lincs was designed to examine the principles underpinning service delivery on a day to day basis. The Senior Leadership Team strongly supported the health check to test the extent to which the ethics and values of the Council were effective the organisation and operation. It was proposed to undertake the work in February 2020, and that the Chairman of the Committee be Member Champion to oversee the work.

The Committee considered the proposed work, and the presentation from Assurance Lincolnshire to the Senior Leadership Team in June regarding the proposed health check. All Members were in support of undertaking the health check, and received assurance that opinion from officers at all levels throughout the Council would be included.

AGREED that

- a) the Committee support the commissioning of the health check – value and culture to be conducted by Assurance Lincolnshire; and
- b) the Chairman of the Committee be selected to be the Member Champion to oversee and assist the smooth running of the review work.

## 18 TREASURY PERFORMANCE MID YEAR REPORT

The Assistant Business Manager- Financial Services presented the Treasury Management 2019/20 mid year report. The report included a summary of treasury balances, details of the capital expenditure and borrowing activity and investment activity.

The Committee heard that one prudential indicator had been breached during the period, when on 1 August 2019, the limit for holding monies overnight in the Councils bank account was breached. The Assistant Business Manager explained that this had been a deliberate decision taken due to the circumstances on the day. The Committee heard that due to staff leave and switching of staff roles, there had not been two staff signatories available on the day to move the funds out of the account. There was a large payment due out of the bank account on 2<sup>nd</sup> August which brought the total back under the limit. Officers had therefore left the funds overnight, rather than move them without appropriate authorisation and duly reported the breach to the Audit Committee. The Committee were satisfied that actions had subsequently taken place, including a signatories rota to ensure that there would always be the required number of authorised staff available to reduce the risk of any further breaches.

AGREED that

- a) the treasury management activity be noted and recommend to Full Council on 17 December 2019; and
- b) the Prudential Indicators detailed in Section 9 of the report be noted.

## 19 ANNUAL AUDIT LETTER 2018/19

The Business Manager- Financial Services presented the External Auditors Annual Audit Letter 2018/19. The Auditors had issued an unqualified opinion on the Council's accounts and there were no additional audit fees for the year.

AGREED that the Annual Audit letter be noted.

## 20 COUNTER FRAUD ACTIVITY REPORT

The Business Manager- Financial Services presented the report detailing the Counter Fraud Activity undertaken from 1 April 2019 to 31 October 2019. The Committee noted that 212 potentially fraudulent claims for housing benefit had been referred to the Fraud and Error service for investigation. The National Fraud investigation 2018/19 had generated 173 cases of suspected fraud under the Council tax single person benefit scheme.

The Committee noted that following the publication of the Counter Fraud Internal Audit Report, which had gained substantial assurance, both recommendations made had been implemented. These were to ensure that all documents reflect the actual handling processes of housing benefit fraud, and to update the telephone number on the internet and intranet for whistleblowing reports.



Contract procedure rules had been updated to reflect procurement undertaken by Welland Procurement, rather than an in-house function, and the Commercialisation Business Unit had begun to review a selection of key contracts to ensure that contracts were being enforced where applicable.

AGREED that the report be noted.

21 RESULTS OF THE REVIEW OF THE ASSESSMENT OF EFFECTIVENESS OF THE INTERNAL AUDIT FUNCTION

The Business Manager- Financial Assistant presented the results of the recent assessment of the effectiveness of the Internal Audit Function including the self-assessment of the Committee. A working group of the Committee had considered the self-assessment from Assurance Lincolnshire, which had resulted as conforming to the standards, with continuous improvement required and actions required had been identified in a Quality Assurance Improvement Plan.

The Committees self-assessment was made using the CIPFA guidance, and highlighted 8 areas where the group considered the Committee partly met best practice, and 4 where the Committee did not meet best practice. An action plan had been developed to address the areas which was included in the report to Members.

The Committee considered the action plans for both parts of the assessment.

AGREED that

- (a) notes the results of the review of the effectiveness of the Internal Audit Function;
- (b) notes the results of the Self-Assessment of the Effectiveness of the Audit & Accounts Committee;
- (c) adopts the action plan;
- (d) agrees that the next assessment should be undertaken in July 2020;

22 AUDIT COMMITTEE WORK PROGRAMME

The Committee noted the Work Programme, and the Business Manager- Financial Services outlined the items to be considered at their meeting in February. The Chairman enquired whether any Members felt any of the issues considered by the Committee at the meeting should be raised with the Chief Executive or Leader. The Committee agreed that there were no issues to raise, but wished to express their thanks to all staff involved in the work of the Audit and Accounts Committee.

23 DATE OF NEXT MEETING

The next meeting would be held on Wednesday 5 February 2019.

Meeting closed at 11.01 am.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Board of Trustees of the Gilstrap Charity and W E Knight Trust** held in the Room S2, Castle House, Great North Road, Newark NG24 1BY on Thursday, 3 October 2019 at 3.30 pm.

PRESENT: Councillor I Walker (Chairman)

Councillor Mrs B Brooks, Councillor Mrs R Crowe, Councillor K Girling and Councillor M Skinner

ALSO IN ATTENDANCE: Councillor Mrs I Brown and Councillor Mrs G Dawn

ATTENDANCE:

### UPDATE ON GOVERNANCE ARRANGEMENT OF BOARD OF TRUSTEES

Prior to the commencement of the meeting, the Clerk to the Trustees advised those present that the Councillors' Commission were reviewing the current governance arrangements for the Board of Trustees. They had considered a report in September with another report scheduled for consideration in November.

The Clerk advised that following representations made by wider Council Members, requesting that they be kept informed on the work of the Board of Trustees, a review of the current arrangements had been undertaken following which she had clarified the arrangements by which the Council discharged its obligations as the Corporate Trustee for the W.E. Knight and Gilstrap charities.

The Clerk also advised that, at present, the governance arrangements did not deal with meetings of the Board in the same way as that of a regular committee but that interim measures had been put in place which enabled Council Members to view the meeting Agendas via the Members' Extranet.

### 76 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

Councillor K. Girling declared a personal interest in Agenda Item No. 8 – Lease Renewal of the Gilstrap Building as he was an elected Member of Nottinghamshire County Council.

### 77 DECLARATION OF INTENTION TO RECORD THE MEETING

None

### 78 APPOINTMENT OF CHAIRMAN

Councillor K. Girling proposed and Councillor Mrs R. Crowe seconded, that Councillor I. Walker be appointed as Chairman of the Board of Trustees for the forthcoming year.

AGREED (unanimously) that Councillor I. Walker be appointed as Chairman of the Board of Trustees for the W.E. Knight and Gilstrap charities for the forthcoming year.

79 MINUTES OF THE MEETING HELD ON 17 APRIL 2019

In relation to the aforementioned proposal to amend the governance arrangements for the Board of Trustees, a query was raised as to whether the minutes of previous meetings, which had been considered under exempt business, would be made public. The Clerk advised that a review of the minutes of previous meetings would need to be undertaken but that her understanding was that previous minutes had been treated as confidential by the Board.

AGREED that the Minutes of the meeting held on 17 April 2019 be approved and signed by the Chairman as a correct record.

80 GUIDANCE ON THE COUNCIL'S ROLE AS CORPORATE TRUSTEE AND MEMBERS OF THE TRUSTEE BOARD

The Clerk to the Trustees presented a report which sought to provide Members with guidance on their role and duties when acting on behalf of the Council as Corporate Trustee.

The report set out the remit of the Board together with their powers and duties when acting in their capacity as corporate trustee for the charities, such powers being derived from charity law and the charities constitution. The key duties of the Council as corporate trustee were listed in paragraph 3.2 of the report with those of the Members of the Board being listed in paragraph 3.3.

In considering the report the Clerk to the Trustees advised that the appendix to the report, The Trustee Handbook, was due to be reviewed and updated.

AGREED that the report be noted.

81 STATEMENT OF ACCOUNTS 2018/19 REPORT

The Assistant Business Manager – Financial Services presented to the Board the audited Statement of Accounts for the Gilstrap Endowment Fund for the Financial year ended 31 March 2019. It was reported that the accounts had been audited by Assurance Lincolnshire with no adjustments having been made to the draft statement of accounts.

In considering the report a Member noted that an application for funding had been rejected as it had not met the criteria set by the Board.

It was noted that an application for funding had been received but following inspection had been dismissed as it did not meet the Board's criteria. The Board requested that the application for funding process be more widely publicised together with the criteria any application would need to meet in order for it to be considered.

AGREED that the Statement of Accounts for the financial year ended 31 March 2019 be approved.

82 LEASE RENEWAL OF THE GILSTRAP BUILDING

The Clerk to the Trustees presented a report which gave an update on the progress made concerning the renewal of the lease of the Gilstrap building to Nottinghamshire County Council and which also sought approval to proceed with a renewed lease.

It was reported that support, in principle, to the lease renewal was agreed at the last meeting of the Board, subject to negotiations regarding the terms. Wood Moore & Company, Chartered Surveyors, were instructed to act on behalf of the Charity and negotiate with NCC over the terms of the new lease to secure the best terms possible. Following discussions an increase in rent of £2,000 pa had been secured, and the Surveyor had confirmed that the proposed terms for the lease renewal were the best that could reasonably be obtained for the Charity. The Clerk to the Trustees also reported that following a recent condition survey it was found that NCC were maintaining the building well.

AGREED that the renewal of the Lease of the Gilstrap Building to Nottinghamshire County Council on the terms and for the period as set out in the report be approved.

83 NEWARK R&M CRICKET CLUB PROJECT - PROGRESS REPORT

The Clerk to the Trustees presented a report giving an update on the progress made in respect of Newark R&M Cricket Club's ground development project. The report set out the background to the redevelopment of the facilities and the commitment by the Board to make a financial contribution from the W.E. Knight Trust. A copy of a letter from the Chairman of the Club was attached to the report and contained a request to the Charity to release a small proportion of the overall funding in order to facilitate the preparatory work as referred to in paragraph 3.2 of the report.

In considering the report a Member sought to clarify for the newly appointed Trustees that the W E Knight charity funds were entirely separate from those of the Gilstrap trust and did not have the same criteria which needed to be met to enable funding to be awarded.

It was noted by the Board that in the past they had requested that the new facilities be named after W.E. Knight and that an undertaking be sought from the Cricket Club that this would be actioned. The Clerk advised that she would confirm this request with the organisation.

AGREED that the report on the progress being made by the Club's towards its ground development project be noted, and its request for the release of £5,000 towards preparatory work be approved.

84 EXCLUSION OF THE PRESS AND PUBLIC

AGREED that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

85 PROPOSED SALE OF LAND AT CEDAR AVENUE, NEWARK - PROGRESS REPORT

The Clerk to the Trustees presented a report which sought to provide an update in relation to the sale of land at Cedar Avenue/Lincoln Road, Newark.

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

86 DATE OF NEXT MEETING

AGREED that:

- (a) future meetings of the Board of Trustees of the Gilstrap Charity and W.E. Knight Trust be scheduled quarterly throughout the year, commencing at 6.00pm; and
- (b) all such meetings be held in meetings rooms within Castle House which enabled an audio recording to be made.

Meeting closed at 4.00 pm.

Chairman

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

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