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Monday, 3 February 2020

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

To all Members of the Council:

MEETING: Full Council

DATE: Tuesday, 11 February 2020 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 on .

AGENDA

	<u>Page Nos.</u>
1. Apologies for absence	
2. Minutes from the meeting held on 17 December 2019	5 - 16
3. Declarations of Interest by Members and Officers and as to the Party Whip	
4. Declarations of any Intentions to Record the Meeting	
All Members to note the meeting is to be live streamed by the Council.	
5. Communications which the Chairman or the Chief Executive may wish to lay before the Council	
6. Communications which the Leader of the Council and Committee Chairmen may wish to lay before the Council	
7. Questions from Members of the Council and the Public	
8. In accordance with Rule No. 10 to receive the presentation or debating of any Petitions	
9. 2020/21 Housing Revenue Account (HRA) Budget and Rent Setting	17 - 38
10. Notices of Motion	

(i) Hunting

In accordance with Rule No. 13.1, Councillor Mrs G. Dawn will move and Councillor P. Peacock, will second a motion to the following effect:

“This Council notes that the hunting of wild animals with dogs is illegal under the terms of the Hunting Act 2004, except where an exemption applies.

This Council therefore calls for the immediate cessation of trail hunting, exempt hunting, exercising of packs of hounds and any gatherings that support these activities on Newark and Sherwood District Council land”.

(ii) Anti-Semitism

In accordance with Rule No. 13.1, Councillor D. Lloyd will move and Councillor P. Peacock, will second a motion to the following effect:

The Secretary of State for Housing, Communities and Local Government has written to all local authorities encouraging them to formally adopt the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism as a clear message that anti-Semitic behaviour

will not be tolerated.

Last year, Community Security Trust released their report on antisemitic incidents in the first six months of 2019. It showed the highest total on record over a six-month period, and an increase of 10% on the same period in 2018, with over 100 incidents per month for the third year running. Similarly, the annual figures for 2018 showed the highest number of antisemitic incidents on record.

The Council notes that the IHRA definition is already used in guidance for the Police and Crown Prosecution Service, providing examples of the kinds of behaviours which, depending on the circumstances, could constitute antisemitism. It also recognises that the United Nations Special Rapporteur on Freedom of Religion or Belief also recently released a report which agreed that “the IHRA Working Definition of Antisemitism can offer valuable guidance for identifying antisemitism in its various forms” and encouraged its use in “education, awareness-raising and for monitoring and responding to manifestations of antisemitism”.

The definition is not designed to be legally binding, but it is an invaluable tool for public bodies to understand how antisemitism manifests itself in the 21st century. It demonstrates a commitment to engaging with the experiences of Jewish communities and supporting them against the contemporary challenges they face.

The Council is opposed to all forms of hate crime and prejudice and is recommended to adopt the IHRA definition of antisemitism, which is:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

The Council is further recommended to request the Director - Governance and Organisational Development, as the Council’s Lead Officer for Equalities, to consider how best to raise awareness of this definition and its application within the Council

11. Minutes for Noting

(a)	Policy & Finance Committee - 23 January 2020	39 - 48
(b)	Economic Development Committee - 15 January 2020	49 - 54
(c)	Homes & Communities Committee - 20 January 2020	55 - 60
(d)	Leisure & Environment Committee - 21 January 2020	61 - 68

- | | | |
|-----|---|---------|
| (e) | Planning Committee - 14 January 2020 | 69 - 72 |
| (f) | Shareholder Committee - 22 January 2020 | 73 - 76 |

12. 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, 17 December 2019 at 6.00 pm.

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

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 Mrs R Crowe, Councillor Mrs G Dawn, 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 Loughton, 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 K Walker, Councillor T Wendels, Councillor R White and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold, Councillor B Clarke-Smith, Councillor M Cope, Councillor D Cumberlidge and Councillor L Dales

Prior to the transaction of business the Council stood in silence in memory of Sam Keetley and James Watson.

41 MINUTES FROM THE MEETING HELD ON 15 OCTOBER 2019

AGREED that that minutes of the meeting held on 15 October 2019 be approved as a correct record and signed by the Chairman.

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

NOTED: - (a) the the interests declared as shown in the schedule circulated at the meeting;

(b) the additional interests which were declared at the meeting as follows:-

Councillor P. Harris - Agenda Item No. 17 - Review of Polling Districts and Polling Places – an interest as a member of the PCC at Holy Trinity, Southwell. Councillor P Harris also declared an Interest in relation to his employment with Health Education England and specifically Sherwood Forest Hospital Foundation Trust.

43 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting. The Chairman advised that the meeting was being streamed live.

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

The Chairman expressed his thanks to all Council Officers who had been working tirelessly in recent weeks, responding to recent flood events in the District. The Chairman also thanked the Elections Team for their work in organising the General Election which took place last week.

The Chairman also advised the Council that Collingham Parish Council had received the National Local Council Award in recognition of their good governance, community engagement and improvement. The Clerk to Collingham Parish Council Caron Ballantyne, and Councillors M. Davies and C. Allen were re-presented their award by the Chairman to celebrate their success.

45 SCHEDULE OF MEETINGS 2020/21

The Council considered the report of the Chief Executive which set out a proposed schedule of meetings for the period May 2020 to May 2021.

AGREED (unanimously) that the proposed Schedule of Meetings for 2020/21 as attached at Appendix A to these minutes, be approved.

46 CHIEF OFFICERS APPOINTMENTS PANEL

The Council considered the report of the Chief Executive which sought to convene a Chief Officers Appointments Panel for the recruitment of the Director - Housing, Health & Wellbeing. This new post would oversee housing landlord services as well as a number of other related housing functions that currently sit within the Council.

It was proposed that the Appointments Panel comprise the following Members:

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

The Deputy Leader of the Council – Councillor K. Girling

Opposition Group Leaders – Councillors P. Peacock; G. Dawn; and P. Harris

R. Holloway (Vice Chairman of Homes & Communities)

R. Crowe (Chairman of the Licensing Committee)

AGREED (unanimously) that the Chief Officers Appointment's Panel, to appoint the Director – Housing, Health & Wellbeing - be constituted in accordance with the membership as set out above.

47 HOUSING MANAGEMENT REVIEW - DELEGATION ARRANGEMENTS

The Council considered the report of the Director - Governance & Organisational Development which proposed changes to the committee remits and officer delegations within the Council's Constitution following the decision to bring the

housing management services back in-house.

Part 2 of the Council's Constitution set out the responsibilities for all Council functions, detailing those to be discharged through committees and those delegated to officers. This had been amended to reflect the position to transfer the housing management services back to the Council. The remits of the Policy & Finance, and Homes & Communities Committees had been amended to ensure that the housing related decisions be taken by these two committees once the service had been brought back in-house. Minor amendments were also proposed to the Scheme of Officer Delegation within Part 2 to facilitate operational decision-making. The proposed amendments, as set out in Appendix A to the report, had been recommended by the Councillors' Commission following their meeting held on 9 December 2019. It was proposed that the changes be implemented with effect from the date of transfer, anticipated to be 1 February 2020.

AGREED (unanimously) that the Council approve the amendments to the Council's Constitution, 'Part 2 – Responsibility for Functions' to take effect from the date of the transfer-in of the housing management service.

48 ACTIVE4TODAY GOVERNANCE ARRANGEMENTS

This item was withdrawn from the agenda.

49 GILSTRAP CHARITY AND CHARITY OF WILLIAM EDWARD KNIGHT - TRUSTEESHIP

The Council considered the report of the Director - Governance & Organisational Development which set out proposed changes to the way in which the Council discharges its duties, functions and liabilities when acting as a charity/corporate trustee of the Gilstrap Charity and William Edward Knight Trust. The report also proposed changes to the membership of the Trustee Board.

Following Members concerns regarding the transparency of the decision making processes of the Council in discharging its functions as a charity trustee, the Councillors' Commission, at their meeting held on 9 December 2019, considered a report relating to their governance issues and also whether the District Council was the appropriate body to act as a Trustee. The Councillors' Commission recommended that, in line with other Council Committees and to reflect recent case law, the membership of the Trustee Board be reviewed to reflect the political balance of the Council in accordance with the principles contained in the Local Government and Housing Act 1989. The Commission also suggested that the members be drawn from Newark Wards (as far as possible within the political balance rules) to reflect the fact that the charities' purpose was to benefit residents of the town. The Commission also recommended that the membership of the Trustee Board remain at five, but that there should be four co-opted members (with non-voting rights) drawn from the remaining Newark Ward members.

The Commission also recommended that Mrs Miranda Van Lynden, a direct descendent of John MacRae Gilstrap continue to be invited to attend future meetings but the co-option of representatives from the Newark Civic Trust and Friends of Newark Castle should discontinue.

AGREED (with 31 votes for and 3 abstentions) that:

- a) the proposal for the Trustee Board to operate as a Committee in line with, and subject to the same procedures as the other Council Committees (whilst recognising that the Members on the board are also obliged to discharge their duties in accordance with charity law and act exclusively for charitable purposes) be approved;
- b) the proposed revised allocation of seats to political groups in accordance with the matrix as set out in Appendix D to the report be approved;
- c) the membership of the Trustee Board of the Gilstrap and W E Knight Charities to consist of the following Ward Members: Councillors M. Cope, Mrs R. Crowe, K. Girling, L. Goff and M. Skinner;
- d) the remaining four Newark Members, Councillors Mrs I. Brown, R. Crowe, Mrs G. Dawn and D. Lloyd be co-opted as non-voting members of the Trustee Board;
- e) the co-option of representatives from the Newark Civic Trust and Friends of Newark Castle on the Trustee Board be ceased; and
- f) the membership of the Economic Development Committee be revised with Councillor P. Harris replacing Councillor B. Clarke-Smith and Councillor M. Brock being appointed as the Liberal Democrat substitute member.

50 TREASURY MANAGEMENT 2019-20 MID YEAR REPORT

The Council considered the report of the Business Manager- Financial Services which provided an update on the Council's Treasury activity and prudential indicators for the first half of 2019/20. The report included a summary of treasury balances, details of the capital expenditure and borrowing activity and investment activity.

AGREED (unanimously) that:

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

51 LOCALISED COUNCIL TAX SUPPORT SCHEME 2020/21

The Council considered the report of the Director – Resources which sought to confirm the continuation of the Council's Localised Council Tax Support Scheme, which had been implemented on 1 April 2013, for the 2020/21 financial year with minor changes. The changes sought were to uprate the income and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works and Pensions.

The Local Government Finance Act 1992 required the Council to consider whether, each financial year, the scheme was to be revised or replaced, no later than 31 January. By making the proposed changes to uprate income and disregard criteria, it would demonstrate that the Council had continued to consider its obligations to vulnerable groups by maintaining the income disregards and premiums to protect families with children and claimants with disabilities.

AGREED (unanimously) 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.

52 'MAKING' THE EPPERSTONE AND FISKERTON-CUM-MORTON NEIGHBOURHOOD PLANS

The Council considered the report of the Director – Growth & Regeneration which advised Members of the result of the Neighbourhood Plan Referendums for Epperstone and Fiskerton-cum-Morton and sought approval to formally adopt the Plans.

The Referendums were held on 12 December 2019 with 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 result for Epperstone was 256 votes for and 57 votes against, and for Fiskerton-cum-Morton 451 votes for and 82 votes against. In order for the neighbourhood plans to be 'made' they required formal adoption by the Council.

AGREED (unanimously) that the Council 'make' the referendum version of the Epperstone and Fiskerton-cum-Morton Neighbourhood Plans confirming that they form part of the Development Plan for Newark & Sherwood District.

53 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Council considered the report of the Director - Governance & Organisational Development concerning the statutory review of Polling Districts and Polling Places. 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. It was required that, by 31 January 2020, every authority must have undertaken and completed a review of all the polling districts and polling places in its area.

The General Purposes Committee, at its meeting held on 5 September 2019, agreed a timetable for the review. The consultation period closed on 25 October 2019, during which two comments were received, both regarding the Polling Place at Unit 8, Ollerton. The comments concerned the suitability of the polling station given the poor lighting and heating and facilities for staff. However, given the lack of alternative

venues, the Electoral Registration Officer/Returning Officer considered the premises should be continued to be used until a replacement could be found as it was considered necessary to have a polling station available in the polling district.

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 of the General Purposes Committee was cancelled due to flooding. Therefore, the Council were invited to consider the representations with a view to approving a final scheme at this meeting.

Councillor P. Harris expressed concern regarding the use of Easthorpe Hall as a polling place in Southwell, and requested the Electoral Registration Officer/Returning Officer to consider using Southwell ACF centre as an alternative. This was subject to the owners were able to remove the gravel from the entrance, which was acknowledged to be an issue with use of the building as a polling station previously.

AGREED (unanimously) that the proposed scheme, as set out in the Appendix to the report, be approved.

54 MINUTES FOR NOTING

54a POLICY & FINANCE COMMITTEE - 28 NOVEMBER 2019

54b ECONOMIC DEVELOPMENT COMMITTEE - 20 NOVEMBER 2019

Minute No. 38- Council Policy for the Management of Open Space

Councillor P. Harris raised concerns with management companies being appointed by developers to manage open spaces. He believed they were used to create additional profits and placed local residents at a disadvantage.

Councillor R. Blaney expressed sympathy with this viewpoint as currently it was solely the decision of the developer how to manage such open spaces.

54c HOMES & COMMUNITIES COMMITTEE - 25 NOVEMBER 2019

54d LEISURE & ENVIRONMENT COMMITTEE - 19 NOVEMBER 2019

Minute No. 42 - Proposed expansion of the fitness suite and consideration of alternative management arrangements at Southwell Leisure Centre

Councillor P. Harris asked what was the benefit of possible alternative management arrangements for Southwell Leisure Centre.

Councillor R. Jackson stated that alternative management arrangements would benefit local residents with improved services and enhanced facilities.

54e PLANNING COMMITTEE - 5 NOVEMBER 2019

54f PLANNING COMMITTEE - 3 DECEMBER 2019

Minute No. 135 - Land off Lower Kirklington Road, Southwell 19/01771/FULM

Councillor P. Harris asked what recourse the Council had when advice from the Highways Authority was incorrect as highlighted in this application.

Councillor R. Blaney referred to the inconsistency of the Highways advice received, but there would be opportunity, with this application, to make views known at the informal hearing ahead of an appeal.

54g AUDIT & ACCOUNTS COMMITTEE - 27 NOVEMBER 2019

54h BOARD OF W.E. KNIGHT AND GILSTRAP TRUSTEES - 3 OCTOBER 2019

54i COUNCILLORS COMMISSION - 9 DECEMBER 2019

Meeting closed at 7.02 pm.

Chairman

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					
November	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				
December		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	
January					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 - 11 FEBRUARY 2020

2020/21 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

1.0 Purpose of Report

- 1.1 To seek Council's approval of the Housing Revenue Account (HRA) budget for the 2020/21 financial year (01 April 2020 – 31 March 2021) and proposed changes in rent levels and service charge levels for 2020/21.

2.0 Background Information

- 2.1 At its meeting on 23 January 2020, the Policy & Finance Committee approved the HRA budget for 2020/21, financial plan to 2023/24 and proposed changes in rent and service charge levels for 2020/21, as set out in **Appendix A**.
- 2.2 The Committee also considered a report (*Newark and Sherwood Homes Asset Transfer*) relating to the 25 properties owned by the Company. The Committee recommended to the Board of NSH that the properties transfer into the ownership of the council's HRA.
- 2.3 At its meeting on 30 January 2020, the Board of NSH approved the transfer of the 25 NSH properties into the council's HRA, and a 2020/21 rent increase of 1.7% for these properties. The homes are currently let on 'affordable rents' (sub-market rents which are higher than social rents) and will become secure tenancies of the council upon transfer. The Policy & Finance Committee will be asked to consider options for converging the rents of these homes with those of secure tenants over the coming years. The transfer of the properties is expected to take place in mid-February following engagement with tenants which is underway. (**Appendix E**).

3.0 Proposals

- 3.1 In light of the above, officers are proposing to Council that it approves:
- a) the Housing Revenue Account (HRA) budget for 2020/21, as set out in **Appendix A1**;
 - b) an increase of 2.7% (Consumer Price Index (CPI) + 1%) in the 2020/21 rents of all properties in the HRA as at 31 March 2020, except for the 25 properties owned by Newark and Sherwood Homes (NSH) (at the time of writing) which the Board of NSH at its meeting on 30 January 2020 approved be transferred into the council's HRA;
 - c) an increase of 2.7% (CPI + 1%) in all 2020/21 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
 - d) that the TV licence costs payable by tenants of Gladstone House in 2020/21 remain at £0.21 per week.
- 3.2 In addition, officers are proposing to Council that it notes:

- a) the decision of the NSH Board on 30 January 2020 to increase by 1.7% (CPI) the 2020/21 rents of the 25 properties owned by NSH (at the time of writing) which are to be transferred into the council's HRA.

4.0 Equalities Implications

- 4.1 Details of the equalities implications relating to the 2020/21 HRA budget and rent setting report are set out in **Appendix A**.

5.0 Financial Implications

- 5.1 Details of the financial implications relating to the 2020/21 HRA budget and rent setting report are set out in **Appendix A**.

6.0 Community Plan – Alignment to Objectives

- 6.1 Details of the how the objectives in the Community Plan align to the proposals in the 2020/21 HRA budget and rent setting report are set out in **Appendix A**.

7.0 RECOMMENDATION(S)

- a) that Council approves:

- i. the Housing Revenue Account (HRA) budget for 2020/21, as set out in Appendix A1;
- ii. an increase of 2.7% (Consumer Price Index (CPI) + 1%) in the 2020/21 rents of all properties in the HRA as at 31 March 2020, except for the 25 properties owned by Newark and Sherwood Homes (NSH) (at the time of writing) which the Board of NSH at its meeting on 30 January 2020 approved be transferred into the council's HRA;
- iii. an increase of Error! Reference source not found.% (CPI + 1%) in all 2020/21 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
- iv. that the TV licence costs payable by tenants of Gladstone House in 2020/21 remain at £0.21 per week.

- b) that Council notes:

- i. an increase of 1.7% (CPI) in the 2020/21 rents of the 25 properties owned by NSH (at the time of writing) which the Board of NSH at its meeting on 30 January 2020 approved be transferred into the council's HRA.

Reason for Decision

To approve the Housing Revenue Account (HRA) budget for **Error! Reference source not found.** and proposed changes in rent and service charge levels for 2020/21. The approval of the proposed

changes in rent levels will allow the required time for the council to implement them and notify tenants of these changes, in accordance with legislation.

Background Papers

Nil

For further information please contact Nick Wilson (Business Manager – Financial Services) on extension 5317 or Mohammed Sarodia (Assistant Business Manager - Financial Services) on extension 5537.

Sanjiv Kohli
Director of Resources and Deputy Chief Executive

Karen White
Director of Governance and Organisational Development

POLICY & FINANCE COMMITTEE

23 JANUARY 2020

2020/21 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

1.0 Purpose of Report

1.1 The annual report being presented to the Committee on the Housing Revenue Account (HRA) will:

- a) provide the actual outturn of the HRA for the 2018/19 financial year (01 April 2018 - 31 March 2019) (column 2 of **Appendix A1**);
- b) examine the proposed income and expenditure on the HRA for the 2020/21 financial year (column 4 of **Appendix A1**), in accordance with Section 76 (Duty to prevent debit balance on Housing Revenue Account) of the *Local Government and Housing Act 1989*;
- c) provide indicative amounts of income and expenditure for the 2021/22 to 2023/24 financial years (columns 5 to 7 of **Appendix A1**);
- d) set rent levels and service charges for 2020/21 (with effect from the first Monday in April 2020); and
- e) detail the 2020/21 allocation for housing management services. In previous years, this would have been the management fee payable by the council to Newark and Sherwood Homes Ltd (NSH/the company).

1.2 The following paragraphs provide the necessary detail for the matters above.

2.0 Background Information

2.1 The setting of the HRA budget and the approval of rent levels will allow the required time to notify tenants of proposed changes to rents in accordance with legislation.

2.2 The key dates in the budget setting timetable are detailed in the table below:

Council determination of HRA budget and rent setting	11 February 2020
Newark & Sherwood District Council update of rent systems	By end of February 2020
Generation of rent cards and letters to notify tenants of variation of their rent levels (tenants are required to be given one month's notice by law of rent changes).	By end of February 2020

2.3 Any slippage from these key dates would jeopardise the implementation of rent increases from the first Monday in April 2020, and as a consequence, pose a risk to the sustainability of the 30-year HRA Business Plan (BP).

Statutory Duty

- 2.4 Section 76 of the *Local Government and Housing Act 1989* requires local housing authorities to set a budget annually for their HRA, and that implementation of the budget proposals will not result in a debit balance (deficit position) at year-end.
- 2.5 Following housing financing reforms (self-financing) in April 2012 the council's HRA has been operating within a 30-year business plan. The inputs and assumptions in the Business Plan are key to setting the HRA budgets annually for each year of the HRA's four-year medium-term financial plan (MTFP).
- 2.6 Members will be aware that on 08 July 2015, Government announced that registered providers (including social housing stock-owning local authorities) had to reduce social housing rents by 1% each year for four years from 2016/17, in accordance with section 23 (Reduction in social housing rents) of the *Welfare Reform and Work Act 2016*. 2019/20 is the last year of the 1% rent reduction.
- 2.7 The 1% annual rent reductions have resulted in the HRA Business Plan losing more than £11m (13%) in rental income over the four years. This is equivalent to more than six months' worth of rental income in 2019-20, or the funds to build more than 100 homes.

Rent Standard 2020

- 2.8 In February 2019, the Secretary of State for Housing, Communities & Local Government published a Direction to the Regulator of Social Housing (RSH) to set a Rent Standard which would apply from 2020. This was published alongside a Policy Statement on Rents for Social Housing 2018 (Rent Policy Statement) for the Regulator to have regard to when setting its Rent Standard.
- 2.9 The Rent Standard 2020 specifies that rents must be set in accordance with the Rent Policy Statement. The government's Rent Policy Statement now allows annual rent increases to social rent and affordable rent properties for at least five years, up to (and including) the Consumer Price Index (CPI) rate published for September of the preceding financial year plus 1%.
- 2.10 As the CPI for September 2019 was 1.7%, the Rent Policy Statement allows an annual rent increase of 2.7% for 2020/21.
- 2.11 By providing a five-year rent settlement, the Government has recognised:

"the need for a stable financial environment to support the delivery of new homes", and that "enabl[ing] registered providers to plan ahead" will allow them "to make the best possible use of their resources".
- 2.12 In restricting annual rent increases to CPI + 1%, the Government aims to:

"strike a fair balance between the need to maintain existing affordable homes and the provision of additional affordable housing; the interests of existing and potential social housing tenants; and the cost to taxpayers through Housing Benefit/Universal Credit".

- 2.13 From 01 April 2020, therefore, social housing providers registered with the RSH ('registered providers') must now comply with the Rent Standard 2020.
- 2.14 Newark and Sherwood Homes (NSH) have already made tenants aware about the background to the proposed rent increase through the quarterly rent statements issued in early January 2020 and on its website.

Borrowing Cap

- 2.15 As part of the HRA self-financing reforms introduced in April 2012, the government set a maximum amount of housing debt that each local authority could have. In subsequent years, the government awarded some local authorities limited increases to their housing borrowing limits. On 29 October 2018, the Limits on Indebtedness (Revocation) Determination 2018 revoked all previous determinations that specified limits on local authority housing indebtedness.
- 2.16 Though councils are no longer restricted in how much they can borrow in their HRAs, there is still the requirement for councils to make sure that all borrowing is affordable and proportionate within the context of their 30-year HRA business plan (HRA BP). The council has recently obtained expert external advice on the assumptions in the current BP, which concluded that the council's anticipated future level of indebtedness is currently viable within the plan.

Management fee / allocation for housing management services

- 2.17 On 26 September 2019, the Committee agreed to bring the housing management services provided by Newark and Sherwood Homes (NSH) back in-house for direct service provision by the council. This is anticipated to take place on 01 February 2020.
- 2.18 For 2019/20 and previous years, the council has budgeted to pay NSH an annual management fee for housing management services. For 2020/21 and future years, the council will need to itemise its budget for housing management services.
- 2.19 As the council is in the process of bringing housing management services back in-house, this report proposes to designate the budget for what would have been the 2020/21 management fee as an allocation for housing management services instead.
- 2.20 As part of the housing management review, the council is recruiting to a newly created post of Director of Housing, Health and Wellbeing. A role of the director will be to shape how the council delivers housing management services in 2020/21 and future years, which will be done in consultation with the relevant Committee and tenants. Once this work is completed, a report will be presented to Policy & Finance Committee itemising the council's housing management services budget, so that the Committee can scrutinise spend and inform the annual HRA budget setting process.

30-year HRA Business Plan (BP)

- 2.21 The BP summarises the viability of the council's plans to fulfil its management, maintenance and investment responsibilities to its HRA assets over the next 30-years. Key assumptions are made in the BP based on the council's strategic priorities and policies, detailed stock data and other factors.

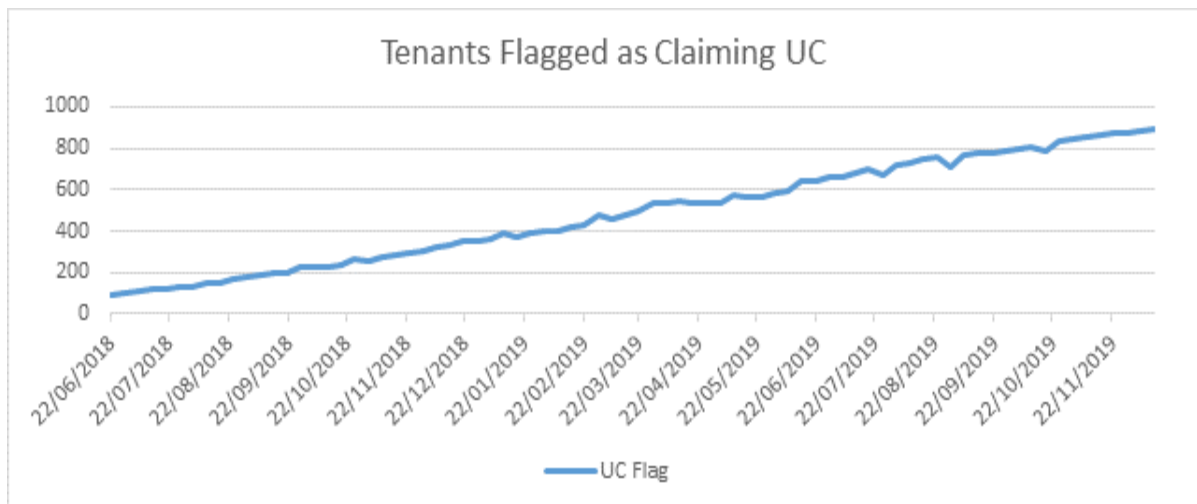
- 2.22 The assumptions in the BP are key to setting the HRA budgets annually for each year of the HRA's four-year MTFP. Adverse variations in these assumptions can have significant consequences, as the examples in paragraph 2.7 make clear. Failure for Members to agree the proposals in this report could impact on the delivery of housing management services to tenants, as well as the viability and delivery of the council's approved HRA development programme, Yorke Drive regeneration scheme and other investment activities.
- 2.23 The council has recently obtained expert external advice validating both the HRA BP's financial model and the BP's capacity for borrowing (paragraphs 2.15 and 2.16). The narrative of the HRA BP and assumptions in the financial model will be reviewed and updated once the new Director is in post. A report will then presented to the Committee for approval.
- 2.24 Officers monitor relevant government policy announcements and model the implications of these on the HRA BP. In the Queen's Speech on 19 December 2019, the Government said that it "*will bring forward a Social Housing White Paper*", and introduce a new Building Safety Bill and a Fire Safety Bill "*to improve building safety*". Officers will model the impacts of these on the HRA BP as further details become available.

Rent Cycle

- 2.25 A member of the Board of Newark and Sherwood Homes Ltd requested in 2018 that the council consider a review of its secure tenancy agreement, to move from a 48 week rent cycle (with 4 rent free weeks) annually to a 52 week rent cycle annually.
- 2.26 A paper was taken to the Board in November 2018 which considered the options and proposed that a working party be set up to investigate further. Officers have not actively progressed this proposal, as other priorities have since taken precedent. The new director may wish to review the annual rent cycle once in post.

Universal Credit (UC) and Housing Benefit (HB)

- 2.27 Universal Credit (UC) is the Government's new working-age benefit which combines six means-tested ('legacy') benefits, including Housing Benefit (HB), into a single monthly payment. UC was a central feature of the government's *Welfare Reform Act 2012*. The Government started rolling out UC in 2013, with the full service commencing in 2018 across Newark and Sherwood.
- 2.28 Since 2018, there has been a significant increase in the number of council housing tenants claiming UC. As per the graph below, the number of tenants claiming UC has increased from 95 to 895 between June 2018 and December 2019. The council expects over 2,000 tenants to be claiming UC once all relevant households have transferred to UC.



- 2.29 As the number of council housing tenants claiming UC is increasing, the number claiming Housing Benefit (HB) as a standalone ('legacy') benefit is decreasing. Around 2,950, or just over half, of council households currently have tenant(s) in receipt of legacy HB.
- 2.30 Despite the trends outlined above, a significant number of council housing tenants will continue to receive legacy HB even after all relevant households have transferred to UC. This is because eligible adults of all ages (including older people) can claim legacy HB, whereas only eligible adults of working-age can claim UC. Nearly half of the council's social housing stock is designated for older people.
- 2.31 Around 1,900 of the 2,950 households, or just under two-thirds, are entitled to the maximum amount of HB, and around 1,050 households to partial HB.
- 2.32 A small proportion of the 2,950 households receive less HB than they are entitled to, because their HB entitlement is reduced by the benefit cap and/or under-occupancy charge ('bedroom tax' or 'removal of the spare room subsidy'). Tenants in these households may be entitled to maximum or partial HB.
- 2.33 Residents claiming HB or UC who need help with meeting their housing costs can request a Discretionary Housing Payment (DHP) from their local council. Council and NSH officers work closely together to ensure DHP funds are committed to households in most need.
- 2.34 The Committee should note that officers recognise the importance of supporting tenants at an early stage to sustain their tenancies, especially around rent collection, benefit entitlement and arrears management.

Service Charges

- 2.35 In addition to rent, local authorities can charge for other services they provide (service charges). Section 93 (Power to charge for discretionary services) of the *Local Government Act 2003* requires charges to be set such that taking one financial year with another, the income from charges for a service does not exceed its costs of provision.

- 2.36 The Policy Statement on Rent for Social Housing (February 2019) sets out an expectation that service charge increases remain within the limit of rent charge of CPI + 1% in order to keep service charges affordable. **Appendix C** details the current (2019/20) and proposed (2020/21) service charges, with proposed increases to current charges of 2.7% (CPI + 1%). Subsequent paragraphs provide details about the services that tenants are charged for.

Housing-Based Support Services

- 2.37 The main housing-based support service that NSH provides is a community alarm service, to help tenants live more independently. Tenants with lifeline units in their properties can raise an alarm call from anywhere in the home if they require this. Around half of the council's social housing properties have these lifeline units.
- 2.38 Tenants in properties with lifeline units currently pay £1.72 per week for the community alarm service. This charge is mandatory, in line with the terms of their tenancy agreement. This charge is not eligible for housing benefit.
- 2.39 As well as a range of other support services, officers also provide intensive housing management (IHM) services for tenants in extra care housing schemes. As tenants in these properties need higher levels of support to sustain their tenancies, the charges for IHM services vary depending on the scheme that tenants live in. The council currently has three extra care housing schemes (Bilsthorpe Bungalows, Gladstone House and Vale View), with a fourth in Boughton due for completion towards the end of 2020/21.
- 2.40 Details of the current and proposed service charges are in **Appendix C**.

Other Housing Based Services

- 2.41 In addition to charges for IHM services and lifeline units, tenants at Gladstone House are charged for receiving certain meals and a television (TV) licence. The TV licence charge is to recover the cost of an accommodation for residential care (ARC) concessionary TV Licence. As the cost of an ARC licence has not changed (£7.50 per year), it is proposed that the TV licence charge remains unchanged (£0.21 per week).
- 2.42 Other weekly service charges applied to tenants are for the costs of water and sewerage provided to properties at Vale View (£3.73 per week) and for the costs (where appropriate) of landscaping, lighting and drainage provided to 71 general needs properties (average weekly charge of £5.47 per week).
- 2.43 Details of the current and proposed service charges are in **Appendix C**.

Non-Housing Based Services

- 2.44 Officers manage the garages, garage ports (or car ports/parking spaces) and garage plots (or parking plots) within the council's HRA. Garages and garage ports are structures owned by the council, fully enclosed and partially enclosed respectively, whereas garage plots are pieces of land on which tenants supply their own garage structure. The charges for garages (garage rents) and garage plots are weekly, whilst those for garage ports are annually. All garage-based charges exclude standard rate value-added tax (VAT) if let to council housing tenants, and include VAT if let to non-council housing tenants.

- 2.45 Whilst it may be possible to increase rents by more than 2.7% (CPI + 1%) for more desirable garages, officers are aware that a large increase in rent may increase the expectations of tenants around improvements to the condition and security of garages. It is therefore proposed not to introduce differential rent levels at the current time.
- 2.46 Officers continue to identify existing and redundant garage sites which could be suitable for inclusion in the council's approved housing development programme.
- 2.47 Details of the current and proposed service charges are in **Appendix C**.

3.0 Proposals

- 3.1 In light of the above, officers are proposing to the Committee that it recommends to Council at its meeting on 11 February 2020::
- a) the HRA budget for 2020/21, as set out in **Appendix A1** to this report;
 - b) an increase of 2.7% (CPI + 1%) in the 2020/21 rents of all properties in the HRA as at 31 March 2020;
 - c) an increase of 2.7% (CPI + 1%) in all 2020/21 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
 - d) that the TV licence costs payable by tenants of Gladstone House in 2020/21 remain at £0.21 per week.

4.0 Equalities Implications

- 4.1 The proposed rent increase would apply to all council social housing dwellings, whether or not these are occupied, rather than to the tenants themselves or to tenants in specific properties. The proposed rent increase is therefore not expected to discriminate against any of the characteristics protected under the *Equality Act 2010*.
- 4.2 The proposed rent and service charge increases are, however, expected to adversely impact working-age tenants in receipt of benefits. The government's increase of 1.7% in working-age benefits for 2020/21 is less than the 2.7% proposed increase in rent and most service charges for next year.
- 4.3 As outlined in paragraph 2.33, working-age council housing tenants claiming benefits in need of help with housing costs can request a DHP from the council. The Government has not yet announced how much DHP it will be giving councils for 2020/21.
- 4.4 Though the proposed rent and service charge increases are not expected to adversely impact tenants in receipt of State Pension (as State Pension will increase by 3.9% for 2020/21), officers recognise the importance of supporting tenants of all ages to sustain their tenancies, as outlined in paragraph 2.34.

5.0 **Financial Implications**

- 5.1 The majority of the financial implications are set out in the body of this report or its **appendices**. The financial implications of tenants' Right to Buy (RTB) and the council's approach to depreciation are covered in further detail below.

Right to Buy (RTB)

- 5.2 The council signed a Retention Agreement with the Secretary of State to use 30% of its retained receipts (1-4-1 receipts) from properties sold under the RTB scheme on the provision of replacement social housing. The one-for-one replacement of RTB sales with new affordable rent homes is at the national level.
- 5.3 If the council is unable to spend its retained receipts within three years of receiving them, it must return these to Government with interest of 4% above the base rate (currently 0.75%).
- 5.4 By December 2019, the council managed to spend all of the 1-4-1 receipts received between April 2013 and December 2016 (more than £900,000).
- 5.5 By December 2022, the council anticipates that it will spend all of the 1-4-1 receipts received between January 2017 and December 2019 (more than £2,000,000). This will require spending nearly £7,000,000 on replacement social housing overall.
- 5.6 Officers closely monitor spend against the council's approved HRA development programme to ensure that 1-4-1 receipts are used as appropriate.
- 5.7 The number of RTB sales in 2019/20 is at its lowest level since 2012/13 nationally and since 2015/16 in the district. This will reduce how much the council receives in 1-4-1 receipts, and thus how much the council must spend on replacement social housing from its own resources or borrowing, though increases the number of properties from which the council receives weekly rent.
- 5.8 Officers consider changing local trends in RTB sales when setting the HRA budget annually.

Depreciation

- 5.9 In previous years, the depreciation charge budgeted for future years only accounted for those assets in the council's asset register. Assets in the register are those fully acquired or developed, such as homes newly built.
- 5.10 The depreciation charge now budgeted for future years includes assets planned for acquisition or development as part of the council's approved capital programme.
- 5.11 This move towards accounting more wholly for the council's depreciable assets increases the accuracy (and monetary value) of the depreciation charge now budgeted in the HRA for future years.

6.0 Community Plan – Alignment to Objectives

6.1 One of the actions in the Community Plan 2019-2023 for the council to “*accelerate the supply of new homes including associated facilities*” is for the HRA to “*deliver 335 homes by 2021/22*”. Implementation of the proposals in this report will directly support the council’s HRA to deliver these new homes.

7.0 RECOMMENDATIONS

That the following recommendations be made to Council at its meeting on 11 February 2020:

- a) **the HRA budget for 2020/21, as set out in Appendix A1 to this report;**
- b) **an increase of 2.7% (CPI + 1%) in the 2020/21 rents of all properties in the HRA as at 31 March 2020;**
- c) **an increase of 2.7% (CPI + 1%) in all 2020/21 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and**
- d) **that the TV licence costs payable by tenants of Gladstone House in 2020/21 remain at £0.21 per week.**

Reason for Recommendations

To advise Members of the proposed HRA budget and changes in rent and service charge levels for 2020/21 and for these to be recommended to Council at its meeting on 11 February 2020.

Background Papers

Nil.

For further information please contact Rob Main (Business Manager - Housing Strategy & Development) on Extension 5930 or Mohammed Sarodia (Assistant Business Manager - Financial Services) on Extension 5537.

Sanjiv Kohli
Director – Resources/Deputy Chief Executive

Karen White
Director - Governance & Organisational Development

HOUSING REVENUE ACCOUNT (HRA) - OUTFURN 2018/19 and BUDGET 2019/20 to 2023/24

Annual rent increases of Consumer Price Index (CPI) + 1% between 2020/21 and 2023/24

CPI + 1%
estimate 2.7%CPI + 1%
estimate 2.9%CPI + 1%
estimate 3.0%CPI + 1%
estimate 3.0%

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
SUMMARY	2018/19 OUTTURN £	2019/20 BASE BUDGET £	2020/21 BASE BUDGET £	2021/22 BASE BUDGET £	2022/23 BASE BUDGET £	2023/24 BASE BUDGET £
INCOME						
Rents: dwellings	21,324,004	21,253,130	21,615,550	21,716,980	22,001,920	22,459,480
Rents: non-dwellings	197,130	199,850	291,440	289,710	288,070	286,400
Charges for services	596,409	773,290	725,560	743,560	762,890	782,810
Contributions to expenditure	77,170	87,940	80,000	82,400	84,870	87,420
Other income	949,325	609,210	596,560	597,820	599,170	600,550
Sub Total - Income	23,144,038	22,923,420	23,309,110	23,430,470	23,736,920	24,216,660
EXPENDITURE						
Supervision & management:						
Council management	1,495,112	1,720,630	1,421,330	1,400,420	1,425,090	1,449,750
Management fee/allocation to housing management	4,690,055	5,012,570	5,137,900	5,266,300	5,398,000	5,533,000
Repairs & maintenance						
Disturbance allowance	34,100	68,000	100,000	25,000	25,000	25,000
Management fee/allocation to housing management	3,962,450	3,464,500	3,551,100	3,639,900	3,730,900	3,824,200
Rents, rates, taxes & other	5,194	3,170	5,000	5,000	5,000	5,000
Depreciation: dwellings	4,511,885	4,998,210	5,379,700	6,225,100	6,787,400	7,261,100
Depreciation: non-dwellings	408,330	0	269,300	269,300	269,300	269,300
Impairments	92,495	0	0	0	0	0
Revenue expenditure funded by capital	58,847	0	0	0	0	0
Revaluation: dwellings	13,303,437	0	0	0	0	0
Revaluation: non-dwellings	(8,061)	0	0	0	0	0
Debt management expenses	75,505	76,940	80,000	80,000	80,000	80,000
Sub Total - Expenditure	28,629,349	15,344,020	15,944,330	16,911,020	17,720,690	18,447,350
NET COST OF SERVICES	5,485,311	(7,579,400)	(7,364,780)	(6,519,450)	(6,016,230)	(5,769,310)
(Profit)/loss on sale of HRA fixed assets	1,042,357	0	0	0	0	0
Interest payable	3,813,387	3,877,090	3,791,690	3,889,370	3,962,510	4,037,025
Interest receivable	(8,511)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
S106 capital income	(1,383,834)	0	0	0	0	0
Capital grant/contribution: government	(2,023,773)	(1,560,000)	(520,000)	0	0	0
Capital grant/contribution: non-government	(1,799)	0	0	0	0	0
Provision for bad debt	384,706	555,840	456,070	451,660	457,490	466,850
Right to Buy (RTB) sales: administration fee	45,500	36,400	32,500	32,500	32,500	32,500
NET OPERATING EXPENDITURE	7,353,344	(4,673,070)	(3,607,520)	(2,148,920)	(1,566,730)	(1,235,935)
APPROPRIATIONS						
Transfer of sale proceeds from CIES	2,071,990	3,300,420	1,660,000	1,710,000	1,760,000	1,810,000
Transfer of RTB sales admin fee re: CRR	(45,500)	(36,400)	(32,500)	(32,500)	(32,500)	(32,500)
Revenue contribution to MRR	3,511,825	2,889,470	2,911,850	1,965,420	1,375,400	987,635
Depreciation charged to MRR	4,920,215	4,998,210	5,649,000	6,494,400	7,056,700	7,530,400
Employer's contribution to NCC	260,000	260,000	208,170	216,000	223,830	280,800
Assets written off disposal	(3,114,347)	(3,300,420)	(1,660,000)	(1,710,000)	(1,760,000)	(1,810,000)
REFCUS expenditure to CAA	(58,847)	0	0	0	0	0
Depreciation/impairment: HRA non-dwellings	(407,128)	0	(269,300)	(269,300)	(269,300)	(269,300)
Depreciation/impairment: HRA dwellings	(4,513,087)	(4,998,210)	(5,379,700)	(6,225,100)	(6,787,400)	(7,261,100)
Capital grant/contribution applied	3,409,406	1,560,000	520,000	0	0	0
Transfer of capital grant/contribution to unapplied		0	0	0	0	0
Revaluation loss on assets charged to CIES	(13,387,871)	0	0	0	0	0
HRA (SURPLUS)/DEFICIT FOR YEAR	(0)	0	0	0	0	0
WORKING BALANCE brought forward (b/f)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
WORKING BALANCE carried forward (c/f)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)

HOUSING REVENUE ACCOUNT (HRA) - BUDGET 2019/20 to 2023/24

SUBJECTIVE SUMMARY

CODE	SERVICE	2019/20 BASE BUDGET £	2020/21 BASE BUDGET £	MORE/(LESS) £	2021/22 BASE BUDGET £	2022/23 BASE BUDGET £	2023/24 BASE BUDGET £
	EMPLOYEES						
114	SUPERANNUATION	260,000	208,170	(51,830)	216,000	223,830	280,800
	EMPLOYEES SUB-TOTAL	260,000	208,170	(51,830)	216,000	223,830	280,800
	PREMISES RELATED EXPENDITURE						
211	REPAIRS & MAINTENANCE	3,532,500	3,651,100	118,600	3,664,900	3,755,900	3,849,200
214	RATES	0	0	0	0	0	0
	SUPPLIES & SERVICES						
430	NSDC MANAGEMENT COSTS	573,060	718,730	145,670	731,950	740,270	748,770
451	CONTRACTUAL	5,443,570	5,579,700	136,130	5,719,100	5,862,100	6,008,700
452	PROFESSIONAL SERVICES	52,680	97,780	45,100	47,780	47,780	47,780
471	STAFF EXPENSES & FEES	1,500	1,500	0	1,500	1,500	1,500
482	SUBSCRIPTIONS	1,000	1,000	0	1,000	1,000	1,000
491	INSURANCES	189,560	165,520	(24,040)	170,390	175,440	180,000
492	TRANSFER TO MAJOR REPAIRS/GROWTH RESERVE	2,889,470	2,911,850	22,380	1,965,420	1,375,400	987,635
	TRANSFER PAYMENTS						
612	FEED IN TARIFF PAYABLE TO NSH	475,000	0	(475,000)	0	0	0
612	PROVISION FOR BAD DEBTS	555,840	456,070	(99,770)	451,660	457,490	466,850
	RUNNING EXPENSES SUB-TOTAL	13,714,180	13,583,250	(130,930)	12,753,700	12,416,880	12,291,435
	CAPITAL FINANCING						
498	LOANS AND INVESTMENTS	3,877,090	3,791,690	(85,400)	3,889,370	3,962,510	4,037,025
817	DEBT MANAGEMENT EXPENSES	76,940	80,000	3,060	80,000	80,000	80,000
821	CAPITAL CHARGES	4,998,210	5,649,000	650,790	6,494,400	7,056,700	7,530,400
	CAPITAL FINANCING SUB-TOTAL	8,952,240	9,520,690	568,450	10,463,770	11,099,210	11,647,425
	INCOME						
911	GOVERNMENT GRANTS	0	0	0	0	0	0
922	OTHER LA CONTRIBUTIONS	0	0	0	0	0	0
928	RECHARGE TO THIRD PARTY	(4,950)	(5,880)	(930)	(6,050)	(6,240)	(6,420)
932	FEED IN TARIFFS	(475,000)	(470,000)	5,000	(470,000)	(470,000)	(470,000)
932	FEES & CHARGES	(57,860)	(53,180)	4,680	(54,270)	(55,430)	(56,630)
933	RENTS	(21,452,980)	(21,906,990)	(454,010)	(22,006,690)	(22,289,990)	(22,745,880)
933	SERVICE CHARGES	(844,690)	(793,060)	51,630	(811,060)	(830,390)	(850,310)
939	OTHER RECEIPTS	(87,940)	(80,000)	7,940	(82,400)	(84,870)	(87,420)
941	INTEREST	(3,000)	(3,000)	0	(3,000)	(3,000)	(3,000)
	INCOME SUB-TOTAL	(22,926,420)	(23,312,110)	(385,690)	(23,433,470)	(23,739,920)	(24,219,660)
	COMMITTEE TOTAL (SURPLUS)/DEFICIT	0	0	0	0	0	0
	WORKING BALANCE brought forward (b/f)	(2,000,000)	(2,000,000)	0	(2,000,000)	(2,000,000)	(2,000,000)
	WORKING BALANCE carried forward (c/f)	(2,000,000)	(2,000,000)	0	(2,000,000)	(2,000,000)	(2,000,000)

Housing Revenue Account (HRA) Rent Setting Policy

1.0 Introduction

- 1.1 Each year, the council must set rents for its housing properties and notify each individual tenant of any proposed rent change, in accordance with legislation.
- 1.2 This policy outlines how Newark and Sherwood District Council (NSDC, the council) will calculate and charge rent for the housing properties that it owns within its Housing Revenue Account (HRA) and has responsibility to manage and maintain.

2.0 Purpose of Policy

- 2.1 The purpose of this policy is primarily to ensure that rents are set in accordance with all relevant legislation and obligations; and provide a clear framework for setting and reviewing the rent levels of properties.

3.0 Background Information

- 3.1 On 08 July 2015, the Government announced that registered providers (including social housing stock-owning local authorities) had to reduce social housing rents by 1% each year for four years from 2016/17, in accordance with section 23 (Reduction in social housing rents) of the *Welfare Reform and Work Act 2016*. 2019/20 is the last year of the 1% rent reduction.
- 3.2 In February 2019, the Government published a Direction to the Regulator of Social Housing (RSH) to set a Rent Standard which would apply from 2020. This was published alongside a Policy Statement on Rents for Social Housing 2018 (Rent Policy Statement) for the Regulator to have regard to when setting its Rent Standard.
- 3.3 The Rent Standard 2020 specifies that rents must be set in accordance with the Rent Policy Statement. The government's Rent Policy Statement now allows annual rent increases to social rent and affordable rent properties for at least five years, up to (and including) the CPI rate published for September of the preceding financial year plus 1%.
- 3.4 By providing a five-year rent settlement, the Government has recognised:

"the need for a stable financial environment to support the delivery of new homes", and that "enabl[ing] registered providers to plan ahead" will allow them "to make the best possible use of their resources".
- 3.5 In restricting annual rent increases to CPI + 1%, the Government aims to:

"strike a fair balance between the need to maintain existing affordable homes and the provision of additional affordable housing; the interests of existing and potential social housing tenants; and the cost to taxpayers through Housing Benefit/Universal Credit".

4.0 The Policy

4.1 In accordance with the Rent Policy Statement, the council will calculate and charge rent for all housing properties that it owns within its HRA and has responsibility to manage and maintain. The paragraphs below summarises the relevant content from this document.

Social Rent

4.2 Social rent properties here refers to accommodation, as defined by section 69 (Low cost rental) of the *Housing and Regeneration Act 2008*, not classified as:

- a) affordable rent accommodation;
- b) let to social tenants with high incomes;
- c) shared ownership low cost rental accommodation;
- d) intermediate rent accommodation;
- e) specialised supported housing;
- f) relevant local authority accommodation;
- g) student accommodation;
- h) Private Finance Initiative (PFI) social housing;
- i) temporary social housing; or
- j) care homes.

4.3 The council will set the initial rent on a social rent property at a level no higher than 10% above formula rent for supported housing, and no higher than 5% above formula rent for all other social rent properties.

4.4 Formula rent is based on:

- a) 30% of a property's rent being based on relative property values;
- b) 70% of a property's rent being based on relative local earnings; and
- c) a bedroom factor, so that other things being equal, smaller properties have lower rents.

4.5 Formula rent will increase by the Consumer Price Index (CPI) plus 1% each year, based on the CPI rate for September of the previous financial year.

4.6 Formula rent is subject to a rent cap based on the number of bedrooms in a property. Where formula rent would be higher than the rent cap for a particular property, the rent cap will be used instead.

4.7 The rent cap will increase by CPI plus 1.5% each year.

4.8 The annual change in rent for tenants in a specific property will increase by no more than CPI plus 1% each year.

4.9 The rent for a property which exceeds the rent flexibility level will increase by no more than CPI each year, until the rent for the property is brought within the rent flexibility level.

4.10 The rent for a property which exceeds the rent flexibility level will not exceed formula rent plus the rent flexibility level when the property is re-let.

- 4.11 A social rent property will not be converted to market rent, intermediate rent or affordable rent properties, except for the latter where agreed to by Homes England or the Secretary of State.

Affordable Rent

- 4.12 Affordable rent properties here refers to accommodation which Homes England or the Secretary of State have agreed can be let at an affordable rent (including service charges).
- 4.13 Affordable rent will not exceed 80% of gross market rent (including applicable service charges).
- 4.14 Gross market rent is the rent the property would reasonably be expected to be let for in the private sector. Factors including property size, location type and service provision will be taken into account when determining gross market rent.
- 4.15 The council will comply with the terms of any agreements with Homes England or the Secretary of State when setting affordable rents.
- 4.16 The council will also have regard to the local market context, including the Local Housing Allowance (LHA) for the Broad Rental Market Area (BRMA) the property is located in, when setting affordable rents.
- 4.17 Affordable rent will, as a minimum, be the potential formula rent for the property.
- 4.18 Affordable rent properties will not be converted to market rent or intermediate rent.
- 4.19 The annual change in rent for tenants in a specific property will increase by no more than CPI plus 1% each year.
- 4.20 The rent of an affordable rent property let to a new tenant (or licensee) or re-let to an existing tenant (or licensee) will be based on a new valuation, so as to ensure the new rent does not exceed 80% of relevant market rent.
- 4.21 The rent of an affordable rent property re-let to the same tenant because their probationary tenancy has ended will not be re-set.

2020 Limit for Social Rent and Affordable Rent Accommodation

- 4.22 In 2020/21, the maximum rent increase for existing tenants will be calculated using the 2020 limit.
- 4.23 The 2020 limit is the average weekly rent payable by a tenant for accommodation in 2019/20. For properties re-let in 2019/20, the average weekly rent will be calculated based on the period since the property was last re-let.
- 4.24 The average weekly rent will be calculated based on the council's annual rent cycle of 48 weeks in a 52 week financial year, and 49 weeks in a 53 week financial year (four rent free weeks a year).

Service charges

- 4.25 The council is expected to set reasonable and transparent service charges which reflect the service provided to tenants.
- 4.26 The council is expected to identify service and rent charges separately for social rent properties.
- 4.27 The council should endeavour to keep service charge increases within the CPI + 1% limit of annual rent changes, so that charges remain affordable.
- 4.28 The council should consult with tenants where an additional charge may need to be made for new or extended services.

Garages

- 4.29 The approach to charging for garages, garage ports (or car ports/parking spaces) and garage plots (or parking plots) may differ from the approach to charging for rents and the approach to charging for housing-based support services.
- 4.30 The council should endeavour to strengthen the relationship between garage-related expenditure and income, and to adopt a more transparent pricing structure which better reflects garage-related demand.
- 4.31 The council should consider factors including the location, condition and availability or demand when setting garage-related rents.

Notification of rent changes

- 4.32 Tenants will be given at least four weeks' notice in writing of any changes in rent due and the reasons for the rent change.

Newark and Sherwood District Council (NSDC) Housing Revenue Account (HRA) charges proposed for 2020/21

Service charge	2019-20 charge (£)	Proposed 2020-21 charge (£)	Frequency	Other information
<u>CareLine service</u>				
Lifeline alarm monitoring. Advice, contact of next of kin or emergency service if required by tenant	1.72	1.77	per week	All tenants
Lifeline installation fee		25.00	one-off	General needs tenants only
Sensor rental and monitoring per sensor	1.50		per week	All tenants. Lifeline customers only
Sensor rental and monitoring for two to five sensors		1.54	per week	All tenants. Lifeline customers only
Lifeline plus two to five sensors installation fee		35.00	one-off	New general needs tenants only
5 x 5 minute calls at times agreed between 6am - 8pm	10.10 - 12.80	3.50	per week	All tenants. Lifeline customers only
Additional Tenancy Assistance (opt-in service)	4.99	5.12	per week	
<u>Gladstone House</u>				
Support Charge	1.72	1.77	per week	
Intensive Housing Management Charge	94.17	96.71	per week	
TV Licence	0.21	0.21	per week	
Meal Charge	36.11	37.08	per week	
<u>Vale View</u>				
Intensive Housing Management Service	76.47	78.53	per week	
Support Charge	1.72	1.77	per week	
Water Charge	3.73	3.83	per week	
<u>Extra Care Bungalows, Bilsthorpe</u>				
Intensive Housing Management Service	98.53	101.19	per week	
Support Charge	1.72	1.77	per week	
<u>Other charges relating to dwellings or tenants</u>				
New build landscaping, lighting and drainage	2.82 - 6.80	2.90 - 6.99	per week	
Insurance	Various	Various	per week	
<u>Garages</u>				
Garage Rent	8.64	8.87	per week	VAT added if let to non-council tenant
Garage Plot	42.77	43.92	annually	VAT added if let to non-council tenant
Garage Port	3.74	3.84	per week	VAT added if let to non-council tenant

Newark and Sherwood District Council (NSDC) 30-year Housing Revenue Account (HRA) Business Plan (BP): some key assumptions

Assumption topic	Assumption															
Income: inflation	<p>Increase in 2020/21 rental income by 2.7%, based on the Consumer Price Index (CPI) for September 2019 (1.7%) plus 1%.</p> <p>Increase in 2021/22 rental income by 2.9%, based on the CPI forecast for 2020 Q3 (1.9%) within the five-year CPI forecast (2019 to 2023) published by the Office for Budget Responsibility (OBR) plus 1%</p> <p>Increase in 2022/23 and 2023/24 rental income by 3.0%, based on the same principle and publication as the increase in 2021/22 rental income, using the 2021 Q3 (2.0%) and 2022 Q3 (2.0%) forecasts respectively.</p> <table border="1"> <thead> <tr> <th></th> <th>2020/21</th> <th>2021/22</th> <th>2022/23</th> <th>2023/24</th> </tr> </thead> <tbody> <tr> <td>CPI + 1%</td> <td>2.7%</td> <td>2.9%</td> <td>3.0%</td> <td>3.0%</td> </tr> <tr> <td>CPI data</td> <td>Sep-19</td> <td>2020 Q3</td> <td>2021 Q3</td> <td>2022 Q3</td> </tr> </tbody> </table>		2020/21	2021/22	2022/23	2023/24	CPI + 1%	2.7%	2.9%	3.0%	3.0%	CPI data	Sep-19	2020 Q3	2021 Q3	2022 Q3
	2020/21	2021/22	2022/23	2023/24												
CPI + 1%	2.7%	2.9%	3.0%	3.0%												
CPI data	Sep-19	2020 Q3	2021 Q3	2022 Q3												
Income: rent loss from void properties	<p>1% in each year between 2020/21 and 2023/24.</p> <p>Between 2014/15 and 2018/19, the percentage of rent lost through dwellings being vacant has ranged between 0.60% and 0.97% annually. Though the trend has been for annual increases, rent lost from empty properties has been reducing since it peaked in 2018-19 Q1.</p>															
Expenditure: new build properties	Capital expenditure between 2020/21 and 2023/24 in line with the council's approved HRA development programme, amended for relevant information which subsequently comes to light.															
Expenditure: asset management programme	Capital expenditure between 2020/21 and 2023/24 in line with the asset management programme presented to the Board of Newark and Sherwood Homes Ltd. (NSH), amended for relevant information which subsequently comes to light.															
Right to Buy (RTB)	<p>25 sales in each year between 2020/21 and 2023/24.</p> <p>The council has had 18 RTB sales in 2019/20 Q1-Q3. 2015/16 was the last time RTB sales were lower in Q1-Q3 (15).</p> <p>All Nottinghamshire districts with HRAs except for one have seen reduced RTB sales in 2019/20 Q1-Q2 compared to 2018-19 Q1-Q2.</p> <p>Nationally, sales are at their lowest level since 2012/13.</p>															

MEETING DATE: 30th January 2020
REPORT TITLE: Proposed rent increase for NSH owned homes
REPORT AUTHOR: Julian Paine – Interim Director
Julian.Paine@nshomes.co.uk

REPORT CATEGORY: Governance
REASON FOR THE REPORT: Update
REPORT CLASSIFICATION: Confidential

1. Purpose of the Report

1.1 To consider a proposed rent increase of 1.7% from April 2020 for the tenants who live in the 25 homes owned by NSH.

2. Summary of Key Points for Discussion / Consideration

2.1 As the Board is aware, it is proposed that the 25 homes which NSH has developed are gifted to the Council as part of the transfer of services.

2.2 Legal advice from Anthony Collins has confirmed that tenants will automatically become secure tenants of the Council on their existing tenancy terms when the homes transfer.

2.3 The homes are currently let on 'affordable rents' ie sub-market rents which are higher than rents of Council tenants. None of the homes pays a service charge.

2.4 Upon being transferred to the Council, rent levels and increases will be subject to regulation by the Regulator of Social Housing.

2.5 The Council has considered the legal advice received and confirmed that it is content for the rent levels paid by existing tenants to remain unchanged (an option is to reduce them to social rent levels). The Council is also supportive of increasing tenants' rents by the annual change in Consumer Prices Index (CPI) from April 2020. This would result in an increase of 1.7%. For information, from April Council tenants' rents are expected to increase by 2.7% (CPI+1%).

2.6 The Board is therefore requested to approve an increase in rents of 1.7% from April 2020 for the 25 homes owned by NSH.

3. Specific Impacts: Risk, Finance, Budget, Business Plan, Regulation, Legislation, Authority, Contractual

3.1 The proposed rent increase reflects the prevailing rate of inflation (CPI), takes account of legal advice received from Anthony Collins and is supported by the Council.



4. Equality and Diversity: Impact on Equalities across Protected Characteristics

4.1 There are no specific implications arising from the report.

5. Recommendation

5.1 That an increase in rents of 1.7% from April 2020 is applied to the 25 homes owned by NSH.

6. Reason for Recommendation / Decision

6.1 To ensure that income from the 25 homes is protected.

7. How does any Recommendation and Decision Comply with Directors' Duties: explain how the proposals or decision support the delivery of the Board of Directors' Duties

7.1 To promote the Company's interests as its activities are transferred to the Council.

8. Background or Supporting Papers

8.1 None

Public Document Pack Agenda Item 11a

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, 23 January 2020 at 6.00 pm.

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

Councillor R Jackson, Councillor P Peacock, Councillor T Wendels,
Councillor R White and Councillor R Blaney (substitute for Councillor B
Clarke-Smith)

ALSO IN ATTENDANCE: Councillor L Goff

APOLOGIES FOR ABSENCE: Councillor B Clarke-Smith

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

Councillor D Lloyd declared a conflict of interest in respect of Agenda Item No. 12 – Blidworth Leisure Centre – Steam and Sauna Project – Minute Amendment - as a Director of Active4oday.

Councillor T Wendels and Sanjiv Kohli declared conflicts of interest in respect of exempt Agenda Item No, 15 – Arkwood Developments Limited – Bowbridge Road Development, Newark – as Directors of Arkwood Developments Limited.

66 DECLARATIONS OF INTENTION TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council and the meeting was being streamed live.

67 MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2019

The minutes from the meeting held on 28 November 2019 were agreed as a correct record and signed by the Chairman.

68 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

The Chairman advised that the Newark & Sherwood Place Plan report was now due to be presented to the meeting on 2 April 2020.

69 NEWARK AND SHERWOOD HOMES ASSET TRANSFER

The Capital Projects Manager presented a report concerning the disposal of Newark and Sherwood Homes' wholly owned assets. It was reported that between 2014 and

2018 Newark and Sherwood Homes had acquired 25 properties through development and a number of acquisitions. A determination was required to be made, as to the future of these properties, ahead of winding up the company.

The Committee were presented with three available options in respect of the properties: to maintain Newark and Sherwood Homes as a shell company; to effect a sale of the assets to a third party; or to transfer the assets to the Council's Housing Revenue Account. The implications for each option were detailed in the report.

AGREED (unanimously) that:

- (a) the Council approve the transfer of the 25 Newark & Sherwood Homes' owned properties into the ownership of Newark & Sherwood District Council's Housing Revenue Account, in accordance with the Transfer Agreement to be entered into between Newark and Sherwood Homes and the Council; and
- (b) in the event that the company owned properties are not transferred into the ownership of the Council on the date of the transfer of the housing management service on 1 February 2020, that the Director - Governance & Organisational Development be given delegated authority to require their transfer from the Company on a later date.

Reason for Decision

Retention of these assets will give security to the tenants living within them and the transfer will support the viability of the Council's Housing Revenue Account Business Plan.

70 HOUSING MANAGEMENT SERVICE - TRANSFER FROM NEWARK AND SHERWOOD HOMES LTD

The Director – Governance & Organisational Development presented a report which sought to approve the necessary legal agreements to facilitate the transfer of the housing management service from Newark and Sherwood Homes Ltd back to the Council.

To facilitate the transfer it was necessary for the parties to enter into a Transfer Agreement incorporating the terms by which the parties agree what is to happen all existing company contracts, assets and liabilities. The Transfer Agreement was in the process of being drafted on the basis of heads of terms as detailed in the report.

AGREED (unanimously) that:

- (a) approval be given for the Transfer Agreement to be entered into on the basis of the Heads of Terms as detailed in paragraph 3 of the report, and delegated authority be given to the Director - Governance & Organisational Development to approve the final agreement terms on the behalf of the Council in order to best facilitate the transfer of the housing management service and the Company's assets and liabilities by the 1 February 2020; and

- (b) the proposed amendment to Newark and Sherwood Homes Ltd.'s Articles of Association as set out in paragraph 4 of the report be supported, and delegated authority be given to the Director - Governance & Organisational Development to implement any Shareholder resolutions/decisions required on the part of the Council to facilitate this.

Reason for Decision

To facilitate the transfer of the Housing Management Service from the Company to the Council.

71 GARDEN WASTE UPDATE

The Business Manager – Environmental Services presented a report which updated Members on progress for bringing the garden waste service back to Newark & Sherwood District Council for properties currently served by Rushcliffe Borough Council and Mansfield District Council.

Following a decision by the Leisure & Environment Committee in 2019, the garden waste service was to be brought back in house with the Council commencing service delivery for the whole District as from 1 April 2020. It was reported that the customer service system was in testing ready for rollout on 1 April with customer communications expected to be issued as from 3 February informing of the change in service provision and requesting sign up for 2020/21.

The Business Manager – Environmental Services advised that the decision to bring the service back in house was based on customer numbers and financial information provided in the business case. Updated customer numbers and updated costings were set out in the report and the Business Manager – Environmental Services was able to report latest figures, which he advised had improved the financial position further.

The Members noted that the £370,000 was no longer required for the purchase of two 32 tonne trucks. Therefore, £89,410 could be allocated to the three new vehicles required following the waste management review, leaving £280,590 no longer required in the Capital Programme.

AGREED (unanimously) that:

- (a) Members note the updates within the report;
- (b) the £280,590 no longer required for the refuse collection vehicles be removed from the Capital Programme in order to reallocate the capital receipts to other projects; and
- (c) the Garden Waste Service charge for 2020/21 be set at £35.

Reason for Decision

To enable the Council to provide a garden waste service that delivers a quality customer experience and contributes to the Council's 'green' aspirations.

72 2020/21 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

The Business Manager - Financial Services presented a report in relation to the Housing Revenue Account Budget and rent setting for 2020/21. The report showed the actual outturn of the Housing Revenue Account for the year 2018/19; examined the proposed income and expenditure on the Housing Revenue Account for 2020/21 in accordance with Section 76 of the Local Government and Housing Act 1989; and provided indicative figures of income and expenditure for the financial years 2021/22 to 2023/24.

The report also made recommendations to set rent levels and service charges for 2020/21 with effect from April 2020 and detailed the 2020/21 allocation for housing management services. It was noted that in previous years this would have been the management fee payable by the Council to Newark and Sherwood Homes.

The setting of the Housing Revenue Account budget and the approval of rent levels would be presented to the Full Council Meeting in February 2020, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (with 6 votes for and 1 against) that the following recommendations be made to the Full Council at its meeting on 11 February 2020:

- (a) the HRA budget for 2020/2021 as set out in Appendix A1 to this report;
- (b) an increase of 2.7% (CPI + 1%) in the 2020/21 rents of all properties in the HRA as at 31 March 2020;
- (c) an increase of 2.7% (CPI + 1%) in all 2020/21 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
- (d) that the TV licence costs payable by tenants of Gladstone House in 2020/21 remain at £0.21 per week.

Reason for Decision

To advise members of the proposed Housing Revenue Account budget and changes in rent and service charge levels for 202/21 and for these to be recommended to Full Council at its meeting on 11 February 2020.

73 POLICY & FINANCE COMMITTEE REVENUE BUDGET 2020/21

The Business Manager – Financial Services presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy & Finance Committee for 2020/21. Appendices A and B to the report summarised the budget proposed for the Committee for 2020/21 by service team and subjective level respectively. Appendix C to the report listed the reasons for increases or decreases of over £5,000 between the 2019/20 initial budget and

proposed 2020/21 budget for services in Policy & Finance Committee. A schedule of proposed levels of fees and charges pertaining to the Committee were given at Appendix D.

The current draft budget showed an increase in 2020/21 of £206,000 which was a 5% increase against the 2019/20 budget. The budget had been developed to reflect the corporate priorities of the Council.

The Committee questioned the proposed fees and charges for booking of the Civic Suite at Castle House and asked for these to be reviewed.

AGREED (unanimously) that:

- (a) the base budget as shown at Appendix A to the report be recommended to the Policy & Finance Committee at its meeting on 20 February 2020 for inclusion in the overall Council budget; and
- (b) the scale of fees and charges as shown at Appendix D to the report be recommended to the Policy & Finance Committee on 20 February 2020 and Full Council on 9 March 2020.

Reason for Decision

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

74 PROPOSED REFURBISHMENT OF THE ATP HOCKEY PITCH AT MAGNUS ACADEMY - LOAN OFFER

The Health Improvement & Community Relations Manager presented a report which sought approval for the Council to loan the Magnus Academy £240,000 to replace the existing Artificial Turf Pitch (ATP) in order to ensure that Newark Hockey Club can continue to play competitive matches and train in Newark.

The current ATP was constructed in 2001 as part of a larger Sport England grant funded project to improve sports provision at Magnus School, with Newark Hockey Club being a key partner and primary user of the facility for the last 19 years. This was a sand-filled ATP which was the preferred surface for competitive hockey and had now reached the end of its usable life.

In order to progress proposals a project team had been created with representatives from Magnus Academy, Newark Hockey Club, England Hockey and the District Council with support from Sport England. An indicative cost for the project was estimated to be in the region of £300,000 and it was hoped that grant support of circa £60,000 could be achieved.

It was proposed that the Council help fund the gap by way of loan over a 15 year period in line with the estimated life of any new pitch. Based on initial calculations, the loan repayments would be consistent with the hire charges currently paid to the Magnus Academy by the Hockey Club for use of the pitch. The Committee supported

the proposal but wished to ensure that the Magnus Academy made appropriate financial arrangements, through a repairs and renewals scheme for example, in order they can cover replacement costs when the ATP again reached the end of its usable life.

AGREED (unanimously) that:

- (a) delegated authority be given to the Director - Resources to negotiate a loan with the Magnus Academy of up to £240,000 to enable the refurbishment of the existing ATP, with the detail of these negotiations following consultation with the Chairman, Vice-Chairman and Opposition Spokesperson of the Committee;
- (b) the loan agreement outlining the terms and conditions of the repayment schedule is negotiated with the Magnus Academy to ensure that financial regulations and probity are ensured;
- (c) the creation of a capital budget, within the 2019/20 Capital Programme, for the £240,000 to be financed by borrowing be approved; and
- (d) the Magnus Academy project team works collaboratively and uses its best endeavours to secure a reasonable level of grant funding towards the proposals in order to reduce the loan amount and corresponding repayments.

Reason for Decision

To ensure that Newark Hockey Club can continue to play competitive matches and train in Newark in addition to providing an ongoing community facility.

75 BLIDWORTH LEISURE CENTRE - STEAM & SAUNA PROJECT - MINUTE AMENDMENT

The Health Improvement & Community Relations Manager presented a report which sought to adopt the correct recommendations which had been made by the Leisure & Environment Committee. The original report, seeking approval to progress with the building of a steam and sauna facility at Blidworth Leisure Centre was submitted to both Leisure & Environment Committee (25 June 2019) and Policy & Finance Committee (27 June 2019). Unfortunately, the resolution of the Leisure & Environment Committee, which specified the amount to be put into the Capital programme, was not referred to the Policy & Finance Committee.

It was noted that since the June meetings, the advice has been that due to the lease agreement the Council should carry out this work. Therefore, the full budget required to carry out the work should be added to the Capital Programme financed by the available Section 106 monies and available Capital Receipts.

AGREED (unanimously) that:

- (a) the Committee note the recommendations from the Leisure & Environment Committee with these being endorsed; and

- (b) the creation of £75,000 capital budget within the 2019/20 Capital Programme, to be financed by £30,980 from S106 monies and £44,020 from the Council's general fund capital resources, subject to the conclusion of the legal discussion being finalised, be approved.

Reason for Decision

To ensure that the recorded decision reflects the proposal for the purposes of transparency and the avoidance of doubt.

76 URGENCY ITEM - PENSION LIABILITY - NEWARK AND SHERWOOD HOMES

The Committee noted the decision that the Council took the options of the on-going cessation in respect of the transfer of Newark and Sherwood Homes' pension liability, and to pre-pay its secondary contributions in respect of the triennial valuation.

AGREED (unanimously) that the Urgency Item be noted.

Reason for Decision

To reduce the indicative primary rate contributions and the secondary rate contributions.

77 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 Paragraph 3 of Part 1 of Schedule 12A of the Act.

78 ARKWOOD DEVELOPMENTS LTD - BOWBRIDGE ROAD DEVELOPMENT, NEWARK

The Committee considered the exempt report of the Director – Governance & Organisational Development and Business Manager – Financial Services concerning the development of Bowbridge Road, Newark by Arkwood Developments.

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

Meeting closed at 7.00 pm.

Chairman

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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 11b

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, 15 January 2020 at 6.00 pm.

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

Councillor R Blaney, Councillor L Brailsford, Councillor Mrs R Crowe,
Councillor P Harris, Councillor N Mitchell, Councillor M Skinner,
Councillor R White and Councillor Mrs Y Woodhead(Substitute)

APOLOGIES FOR ABSENCE: Councillor L Brazier (Committee Member) and Councillor Mrs M Dobson (Committee Member)

44 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.

45 DECLARATION OF INTENTION TO RECORD MEETING

NOTED that the Council would undertake live streaming of the meeting.

46 MINUTES OF MEETING HELD ON 20 NOVEMBER 2019

Minute No. 37 – EV Chargepoints

A Member commented that the Minute did not include reference to the request that had been made for assistance to be given to Edwinstowe and Southwell for the introduction of EV chargepoints.

AGREED that subject to the above amendment, the Minutes of the Meeting held on 20 November 2019 be agreed as a correct record and signed by the Chairman.

47 LOCALISM IN PROCUREMENT - PRESENTATION

The Committee considered the presentation by Amy Myers of Welland Procurement which focused on Localism in Procurement, the premise for which was: spending local authority money within its own economy; benefiting local businesses; protecting local jobs; and growing the local economy. The presentation set out the current position and what more the Council could do, providing alternative options for consideration. The presentation also provided Members with a note of the risks associated with local procurement.

In considering the presentation, Members raised a number of general questions. Specifically as to how local procurement was monitored and the Council's target of reducing their carbon footprint. Members queried whether it was possible to accept a

local tender that, whilst not necessarily the lowest in cost, did offer the lowest carbon footprint than one out of the district. Ms Myers advised that dependent on the size of the tender, there were some EU rules which prevented setting boundaries to only use local companies. That said, weighting different elements was appropriate below OJEU thresholds.

Members expressed some concern that tenders were only advertised by electronic methods, citing that a great deal of small and medium enterprises (SMEs) were disadvantaged. Ms Myers stated that if a tender was below £10k then a written format would be used.

In relation to what safeguards could be put in place to ensure that lower value contracts were not awarded to family or friends of Council employees, Ms Myers advised that this would be a matter for Audit to consider e.g. how monies were being spent, to whom and how frequently. It was also noted that any issues or concerns could be reported through the Council's Whistleblowing Protocol. The Director – Growth & Regeneration advised that Officers were required to adhere to a Code of Conduct and to make a declaration of any friendships or associations with contractors. Members agreed that it would be beneficial to improve the knowledge of available contractors and the services and goods they were able to provide.

A Member queried whether it was possible to sub-divide a contract in lots, noting that procurement with other local authorities may provide opportunities for economy of scale. Ms Myers acknowledged that economies of scale would be more likely with large tenders but the presentation was tailored to local SMEs.

In relation to what Members considered to be local, it was suggested that the contractor should be within the district boundaries. The Director advised that the Council's current definition of local was a business with a NG or LN postcode.

In noting the above, it was stated that SMEs often struggled due to cash flow issues and that a big contractor buying locally would be unlikely to pay for goods or services promptly. Ms Myers stated that this would need to be discussed with the Council's Legal Team with a view to requiring the business awarded the main contract paying by the terms set out by the Council. It was noted, however, that this would not be inserted as a standard clause in any contract awarded.

The Director advised that the Council would benefit from a promotion campaign, advising businesses and suppliers as to how they could be listed on the Council's Contract Register. Further work would be done with local SME's to promote where to view and tender for opportunities.

AGREED that the presentation be noted.

48 ECONOMIC DEVELOPMENT COMMITTEE REVENUE BUDGET 2020/21

The Committee considered the joint report of the Director – Growth & Regeneration and the Deputy Chief Executive/Director – Resources in relation to the budget and scales of fees and charges for those areas falling under the remit of the Economic Development Committee for 2020/2021.

The report set out the proposals for recommendation to the Policy & Finance Committee on 20 February 2020 in relation to the base budget for 2020/2021 for inclusion in the overall Council budget and the 2020/2021 fees and charges.

In considering the report Members commented that they welcomed the new posts in the newly created Economic Growth Business Unit. It was suggested that additional budget be made available to enhance campaigns in the district which were designed to attract visitors. Noting the success of the recent Winter/Christmas Campaign it was also suggested that other seasonal campaigns be considered.

In response to the suggestion of an Investment Readiness Workshop the Director – Growth & Regeneration advised that the Business Manager – Economic Growth would be considering this as part of their remit and would report back to Committee in due course, linked to a new Economic Growth Strategy.

AGREED that the following be recommended to the Policy & Finance Committee on 20 February 2020:

- (a) the 2020/2021 base budget (Appendix A) for inclusion in the overall Council budget; and
- (b) to Council on 9 March 2020, the 2020/2021 fees and charges (Appendix D).

49 LOCAL DEVELOPMENT FRAMEWORK PROGRESS 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.

It was reported that work on the Gypsy & Traveller potential additional capacity on existing sites was almost complete. The Options Report could not be finalised at this stage but would be presented to the next meeting. Members were also updated that a new design policy was being prepared to incorporate the principles of Building for Life.

AGREED that:

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

50 SOCIAL MOBILITY PROJECT PROPOSAL

The Committee considered the report of the Director – Growth & Regeneration which sought to update Members on the proposed continuation of financial support for Social Mobility Projects in Newark & Sherwood as reported to the June 2019 Committee.

Following a workshop held in September 2019 it was decided that a new Economic Growth Strategy was required. This had been delayed due to the pending appointment of the new Economic Growth Business Unit. Notwithstanding this it was considered that momentum on this specific issue should not be lost. Details of the proposals were set out in paragraph 3 of the report and included: developing employability skills (in partnership with Deere Apprenticeships); Newark & Nottinghamshire Agricultural Society Schools Project; and Cognitive Behaviour Training. Details of the costings to deliver the above were detailed in paragraph 3.6 of the report.

In considering the report Members queried whether schools other than those noted in the report had been approached. The Business Manager – Planning Policy advised that the schools had been chosen as it was thought they were located where the money would be best spent. Members suggested that it would be beneficial to use those schools as a hub and consider taking pupils from other schools. Members agreed that the proposals to work with schools were to be welcomed.

Whilst acknowledging the Council’s ambition of working with businesses in the west of the district, Members noted that additional work and assistance with the Sherwood Business Club was required in order for them to be able to engage and build relationships in the surrounding area.

AGREED that:

- (a) the proposed approach to social mobility set out in Section 3 of the report be approved; and
- (b) the Economic Development Committee recommends to the Policy & Finance Committee that an additional £13k be included in the 2020/2021 Revenue Budget for Employment and Skills to support the proposed approach to social mobility.

51 COUNCIL POLICY FOR MANAGEMENT OF OPEN SPACE

The Committee considered the report of the Director – Growth & Regeneration which sought to update Members on options for securing the long-term management and maintenance of new open space provided as part of new (predominately housing) development proposals.

The Director briefed Members on the discussions held at the Open Space Working Group which had been established at the November meeting of the Committee and advised that the issue was one that required a national focus. He recommended that representations be made for a discussion to be held at Ministerial level, whilst noting

that it was unlikely to result in a ban of such agreements, but could result in the legislation of fees and charges.

In considering the report, Members agreed that a letter be written to the relevant Government Minister and that further work be undertaken by the Council's Legal Team on the implications of becoming a ManCo with respect to the need to be a freehold interest on a property.

AGREED that:

- (a) the Director – Growth & Regeneration forward a letter to the relevant Government Minister requesting that the issues surrounding Management Organisations be reviewed as a matter of urgency; and
- (b) clarity be sought from the Council's Legal Business Unit on the implications for the Council should they become a Management Company, specifically in relation to becoming a third party influence on the title deeds of a householder.

52 CHRISTMAS CAMPAIGN EVALUATION

The Committee considered the report of the Director – Growth & Regeneration which sought to update Members on options for securing the long-term management and maintenance of new open space provided as part of new (predominately housing) development proposals.

The Director briefed Members on the discussions held at the Open Space Working Group which had been established at the November meeting of the Committee and advised that the issue was one that required a national focus. He recommended that representations be made for a discussion to be held at Ministerial level, whilst noting that it was unlikely to result in a ban of such agreements, but could result in the legislation of fees and charges.

In considering the report, Members agreed that a letter be written to the relevant Government Minister and that further work be undertaken by the Council's Legal Team on the implications of becoming a ManCo with respect to the need to be a freehold interest on a property.

AGREED that:

- (a) the Director – Growth & Regeneration forward a letter to the relevant Government Minister requesting that the issues surrounding Management Organisations be reviewed as a matter of urgency; and
- (b) clarity be sought from the Council's Legal Business Unit on the implications for the Council should they become a Management Company, specifically in relation to becoming a third party influence on the title deeds of a householder.

53 NEWARK TOWN UPDATE

The Committee considered the report of the Director – Growth & Regeneration which sought to provide Members with proposals for the production of a ‘Newark ‘Regeneration Strategy’ and opportunities relating to the ‘Towns Fund’ and ‘Heritage Action Zone’ (HAZ).

The report set out the background to the opportunities relating to investment and initiatives in Newark and provided specific detailed information about the Future High Streets Fund; High Street Heritage Action Zone; and the Towns Fund, together with the proposed next steps listed at paragraph 2.10 of the report.

In relation to the Towns Fund Members queried how the views of the public would be sought and recorded. It was noted that in order to access funds and develop a Town Investment Plan a Town Deal Board must be formulated. This would be made up of a largely prescribed attendance list. The Chairman and Director advised that the Board would capture the views of the public and that a consultation and social media campaign would also provide feedback.

AGREED that:

- (a) the report be noted; and
- (b) the proposed production (and associated timetable) of the Newark Town Regeneration Strategy and Town Investment Plan, the progress and details for which will be presented to future meeting of the committee, be noted.

54 ECONOMIC DEVELOPMENT COMMITTEE FORWARD PLAN

AGREED that the following items be added to the Economic Development Committee’s Forward Plan:

Environmental Services Projects Update
Planning Enforcement Plan Draft
Local Development Framework Update
Destination Management Groups Update

Meeting closed at 7.45 pm.

Chairman

Public Document Pack Agenda Item 11c

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, 20 January 2020 at 6.00 pm.

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

Councillor M Brock, Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor M Brown, Councillor S Carlton, Councillor L Dales, Councillor L Goff, Councillor Mrs S Saddington and Councillor P Peacock (Substitute)

ALSO IN ATTENDANCE: Councillor Mrs P Rainbow and Councillor M Skinner

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold (Committee Member)

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

Councillor Mrs S Saddington declared a personal interest in Agenda Item No. 10. Councillor Saddington is a Member of the Fire Authority.

39 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED that there would be live streaming of the meeting undertaken by the Council.

40 MINUTES OF MEETING HELD ON 25 NOVEMBER 2019

AGREED (unanimously) that the Minutes of the meeting held on 25 November 2019 be approved as a correct record and signed by the Chairman.

41 SHERWOOD & NEWARK CITIZENS' ADVICE - ANNUAL PERFORMANCE 2018/2019

The Committee considered the joint report of the Business Manager – Housing, Health & Community Relations and the Homeless Strategy Officer which sought to inform Members of the achievements of performance targets for the commissioned debt management and homeless prevention service to residents in the district for the financial year 2018/2019 by Sherwood & Newark Citizens' Advice (SNCA).

The report provided Members with details in relation to the Debt Advice Service's Service Level Agreement between the Council, SNCA and Newark and Sherwood Homes including a table of performance indicators with target and outturn figures. The SNCA Annual Report for 2018/2019 was attached as an appendix to the report.

In considering the report a Member queried how clients travelled to meet with advisors. In response, the Chief Officer of SNCA, Jackie Insley, advised that clients travelled in a variety of ways and that a home visit would be undertaken but only in exceptional circumstances. Interviews were also conducted over the telephone and using the internet.

A Member queried whether further information was available to those who were entitled to Universal Credit and also to landlords who tenants were in receipt of the benefit. Ms Insley advised that the DWP had offered training to landlords and that SNCA would also assist a tenant who breached their set working hours, thereby potentially affecting their entitlement. The Business Manager also advised that a Landlord Liaison Officer was available at the Council.

Members also commented on the unacceptable length of time taken to carry out a mandatory reconsideration of a Personal Independence Payment. Ms Insley stated that they would assist the individual through the process and also collate and feedback information to the Department of Work & Pensions. Ms Insley added that the process could take up to 10 months which was too long.

In response to a query about volunteers, Ms Insley stated that recruitment was difficult, especially from younger people. She also added that as the SNCA was a Charity, it was also difficult to recruit Trustees.

AGREED that:

- (a) the contents of the report be noted, particularly the performance outturns for the commissioned debt management and homeless prevention service to residents in the district for the financial year 2018/2019; and
- (b) Ms Insley pass on the thanks of the Council for the continued work of the Sherwood & Newark Citizens' Advice.

42 HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET 2020/21

The Committee considered the joint report of the Director – Communities & Environment and the Deputy Chief Executive/Director – Resources in relation to the budget and scales of fees and charges for those areas falling under the remit of the Homes & Communities Committee for 2020/2021.

The report set out the proposals for recommendation to the Policy & Finance Committee on 20 February 2020 in relation to the base budget for 2020/2021 for inclusion in the overall Council budget and the 2020/2021 fees and charges.

In considering the report Members queried whether grants to external organisations had been reduced. The Business Manager – Financial Services advised that the main decrease in grants was due to those awarded to Parish Councils, a number of years previously, coming to an end.

In response to Members noting the increase in budget for ICT and communications, the Business Manager advised that the Council were moving towards a hosted environment and the licence fees for that were costly. The increase in cost was also attributable to the employment of an ICT Technical Project Officer.

It was further noted that the Energy & Homes Support had reduced. Members were advised that the previous Project Officer post had been linked to a grant which was no longer available. The Director advised that the work previously undertaken by that postholder was now embedded in the day to day working of the Council.

A Member queried how the reintroduction of housing management would affect the Committee's budget in future. The Business Manager advised that the housing budget was managed by Newark and Sherwood Homes through the Housing Revenue Account which was separate to that of the Committee's revenue budget.

AGREED that the following be recommended to the Policy & Finance Committee on 20 February 2020:

- (a) the 2020/2021 base budget (Appendix A) for inclusion in the overall Council budget; and
- (b) to Council on 9 March 2020, the 2020/2021 fees and charges (Appendix D).

43 HOUSING MANAGEMENT IMPLEMENTATION - PROJECT UPDATE

The Committee considered the report of the Business Manager – Commercialisation & Major Projects which sought to provide Members on 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; Pensions; Branding; Tenant Engagement, Influence and Accountability, Transfer of Assets and Savings Identified being provided at paragraph 3.

In considering the report Members welcomed the progress made and noted that the implementation date had now moved from April 2020 to February 2020.

Councillor Peacock proposed that Recommendations (b) and (c) be subject to slight amendment as follows:

- (b) the number of committee members on the Advisory Group be increased from 2 to 3.
- (c) the further report setting out proposals for future tenant engagement and involvement etc. to include a timetable for the works.

AGREED that:

- (a) the project update be noted;
- (b) the proposals for an interim arrangement, for an Advisory Group comprising of the Chairman, Vice-Chairman, three Committee Members, senior housing officers and the three tenant board members (as set out in paragraphs 3.5.3 to 3.5.7 of the report) be approved, with the Director – Governance & Organisational

Development having delegated authority to put the arrangements in place including retaining remuneration for the tenant board members on a pro-rata basis and that the Homes & Communities Committee nominate the three Committee Members to the Advisory Group as follows:

Councillor Mrs Kathleen Arnold
Councillor Mrs Irene Brown
Councillor Michael Brown

- (c) a further report be submitted to the Committee setting out the proposals for future tenant engagement and involvement and, if required, further support for the Committee in the development and delivery of housing and tenant related services, such report to include a timetable for the proposed engagement; and
- (d) a further report be submitted to the Committee setting out the savings achieved and recommending areas for allocation of the saving accrued.

44 PUBLIC SPACE CCTV

The Committee considered the report of the Business Manager – Public Protection which sought to provide Members with an update of public space CCTV and future issues facing the system within Newark & Sherwood.

The report set out the primary objectives of the service when it was first introduced in 1999. It also provided information as to the stakeholders and partners of the current provision together with a note of the assets; cameras; monitoring and staffing; finance; and recording of incidents. The proposals were listed in paragraph 3 of the report which were that a full review of the public space CCTV system be undertaken and also a review of the CCTV Policy and Procedures to ensure full compliance with the relevant codes of practice.

Members raised the issue of the previously agreed coverage in Edwinstowe and the length of time it was taking to reach a permanent solution. The Business Manager advised that the intention had been to install a fixed camera but this was not now possible. The only option was to use a fibre optic solution which was proving difficult to source. He noted that a portable camera was currently in operation. In response to concerns raised that the cost benefit review may result in all coverage being withdrawn, if it was shown that no criminal behaviour was recorded, the Business Manager advised that it had been the decision of the Committee that the camera be installed and this would be actioned and added that he accepted that the presence of a camera acted as a deterrent.

A Member queried whether it would be possible to gain additional funding from the Police if they were used for traffic enforcement purposes. The Business Manager advised that whilst some local authorities used them to assist with the issuing of Fixed Penalty Notices, it was understood that this was not something that Nottinghamshire County Council wished to pursue.

A Member queried whether it was possible to use the current cameras in conjunction with a public address system which enabled the operator to let the public know that they were being observed. The Business Manager advised that there were two issues with the use of a PA system. One was due to the ratio of the number of cameras and operatives monitoring them. Sometimes there was only one individual monitoring approximately 135 camera feeds. The second issue was the infrastructure which would be required to enable the use of a PA system. The Council cameras were either fibre optic or used via wifi and it was not always possible to transmit audio through such equipment.

In acknowledging the need to review the cameras and the cost benefits thereof, the Chairman stated that consideration must be given to the original primary objective of reducing the fear of crime and anti-social behaviour.

AGREED that:

- (a) the current activity recorded by the public space CCTV network in Newark & Sherwood be noted;
- (b) a review of the whole system, including each camera, be undertaken with a further report being presented to the Homes & Communities Committee;
- (c) a review of the CCTV Policy be undertaken and a revised Policy be produced for consideration at a future meeting of the Committee; and
- (d) a review of the financial contributions made to CCTV be undertaken with the findings and options being reported to a meeting of the Committee for a future financial model.

45 EMPTY HOMES UPDATE

The Committee considered the report of the Business Manager – Public Protection which sought to provide Members with information on the current position with empty homes in the district.

The report set out the number of various reasons that a property may remain empty and the local district picture in comparison to that of neighbouring authorities. The pattern of empty homes over the past 10 years was detailed at paragraph 3.4 of the report with the enforcement action of the Council's Environmental Health service being listed in paragraphs 3.7 to 3.12.

In noting that any property which remained empty for 2 years or more was subject to 200% council tax, a Member queried what the income therefrom was used for, as the Council did not employ a dedicated Empty Homes Officer. The Business Manager advised that the Council did not take a proactive approach to the issue and it was therefore difficult to formulate a strategy to deal with it. He advised that some work had previously been done with Mansfield District Council with a view to sharing the resource of their dedicated officer. However, the individual was redeployed as the role had not been cost effective. He added that he would make enquiries as to whether the monies were ring-fenced for any specific use.

Members agreed that it was to be welcomed that the Council were not complacent in tackling the issue but concern remained in relation to the number of long term empty properties.

AGREED that the report be noted together with the range of actions taken to bring long term empty properties back into use.

46 HOUSING REVENUE ACCOUNT - DEVELOPMENT PROGRAMME UPDATE

The Committee considered the report of the Business Manager – Housing Strategy & Development which sought to provide Members with an update on the progress being made with the 5 year Housing Revenue Account Development Programme and the Extra Care Scheme in Boughton.

The report set out the background to the delivery of additional affordable homes across the district which was a strategic priority for the Council. Details of the number of homes to be provided and already delivered were listed in section 2 of the report. It was noted that Phase One had been completed with details of the progression of Phases Two, Three and Four being reported in paragraphs 3.5 to 3.14. Members were advised that the contract to develop the Boughton Extra Care Scheme had been awarded to North Midland Construction following a procurement exercise with an indicative practical completion date of March 2021. Financial details of the scheme were provided in section 4 of the report.

AGREED that the progress being made with both the 5 year Housing Revenue Account Development Programme and Extra Care Scheme in Boughton be noted.

47 HOMES & COMMUNITIES COMMITTEE'S FORWARD PLAN

The Committee considered the Forward Plan for February 2020 to January 2021 with the Chairman inviting Members to put forward any items they would wish to be considered by Committee at a future meeting.

The Vice-Chairman advised that new legislation was coming into force in April 2020 in relation to Energy Performance Certificates which would affect landlords of properties in Band E or above. She advised that there would be a report to Committee in March 2020.

Councillor Carlton commented that he would wish to see a formal mechanism for reporting back from the meetings he attended as the Council's representative on the Nottinghamshire Police & Crime Panel.

Meeting closed at 7.25 pm.

Chairman

Public Document Pack Agenda Item 11d

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, 21 January 2020 at 6.00 pm.

PRESENT: Councillor R Jackson (Chairman)
Councillor N Mison (Vice-Chairman)

Councillor L Brailsford, Councillor S Carlton, Councillor D Cumberlidge,
Councillor P Harris, Councillor Mrs L Hurst, Councillor B Laughton,
Councillor J Lee and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor L Goff and Councillor Mrs P Rainbow

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

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

Councillors S Carlton declared a personal interest in Agenda Items 6 – Active4Today Final Business Plan and Performance, as he was a Board Member for Active4Today.

44 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.

45 MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2019

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

46 LEISURE & ENVIRONMENT COMMITTEE REVENUE BUDGET 2020/21

The Committee considered the report presented by the Business Manager-Financial Services, which sought feedback from the Leisure & Environment Committee on the proposed general fund revenue budget for the 2020/21 financial year 1 April 2020 – 31 March 2021, for those services which fell under its remit. It also sought feedback on the scale of proposed fees & charges for 2020/21 or those services which fell under its remit. Approval was also sought for the 2020/21 base budget as detailed in Appendix A to the report, which would be recommended to the Policy & Finance Committee at its meeting on 20 February 2020 for inclusion in the overall council budget; and to seek approval for the 2020/21 fees & charges as detailed in Appendix D to the report, which was also recommended to Policy & Finance Committee at its meeting on 20 February 2020 and Council at its meeting on 9 March 2020.

Members asked the following questions:

The Business Manager-Financial Services confirmed that there had been a restructure in the waste team and a new post entitled Community Liaison Officer in the Community Relations Team. A written answer would be circulated to Members of the Committee.

Appendix B – Budget Summary by Committee- Subjective, sets the charges. How often the services levied, as are contained in Appendix D – Proposed 2020/21 Fees & Charges – Leisure and Environment Committee and how frequently are other services levied?

The Business Manager Financial Services confirmed that market conditions were taken into account when the fees and charges were compiled. Officers make assumptions as to what the budgets will be, the actual figures would occur during the financial year. Information regarding this would be reported back to a future meeting of the Committee.

The naming and numbering fee at £30 per plot appeared high?

The Business Manager-Financial Services confirmed that the fee did not just reflect the hourly rate of the Officer, it also included the reclaim of associated overheads relating to the service. The Economic Development Committee at their November meeting reviewed the policy for Fees and Charges. The Chairman asked for an update regarding how the fees and charges are compiled and historic charges.

A Member sought clarification regarding stray dog prices. Prices charged for stray dog collection were very low, £75 initial charge and £8 per day kennel fee. The Member commented that this charge was cheaper than kennel fees and questioned why the fees were so low.

The Business Manager-Financial Services confirmed that a written response would be provided to Members of the Committee.

AGREED (unanimously) that:

- (a) Written responses be circulated to Members of the Committee regarding the following questions raised:
 - i. Staff costs had increased by £143,000 where have the extra costs come from?
 - ii. Appendix B – Budget Summary by Committee- Subjective, sets the charges. How often are the services levied, as are contained in Appendix D – Proposed 2020/21 Fees & Charges – Leisure and Environment Committee and how frequently are other services levied? An update report to a future meeting of the Committee.
 - iii. The Chairman asked for an update regarding how the fees and charges are compiled and historic charges.
 - iv. A Member sought clarification regarding stray dog prices. Prices charged for stray dog collection were very low, £75 initial charge and £8 per day kennel fee. The Member commented that this charge was cheaper than kennel fees and questioned why the fees were so low.

- (b) the following recommendations be made to Policy & Finance Committee at its meeting on 20 February 2020:
- i. the 2020/21 base budget in Appendix A for inclusion in the overall Council budget; and
 - ii. to Council on 9 March 2020 the 2020/21 fees & charges in Appendix D.

47 ACTIVE4TODAY FINAL BUSINESS PLAN AND PERFORMANCE

The Committee considered the report presented by the Health Improvement and Community Relations Manager which presented the Active4Today Business Plan 2020/21 and the latest performance report to the end of November 2019 for approval. The Managing Director Active4Today was also in attendance and answered Members questions.

The report detailed the overview of performance; financial overview; the Business Plan 2020/21 which was appended to the report; and Southwell Leisure Centre Trust.

A Member commented that whilst the Newark Sports and Fitness Centre offered great facilities he was disappointed that children's fees would be increased. It was felt small increases would be a challenge to some families and would like to see all prices for children under £5 to keep fees manageable. The Managing Director Active4Today confirmed that it was a balancing act trying to encourage people to use facilities which were value for money, whilst covering costs. Pay and play sessions did encourage people onto memberships and this was a first increase for children's fees since 2015.

A Member commented on the decline in Sports Development in deprived areas and asked how that was being addressed. The Managing Director Active4Today confirmed that there was two reasons for the decline in numbers. The first was the reduction of staff over the last four months, programmes had been reduced due to staff shortages. The second reason was that the Sports Development Team do not generally deliver sessions they facilitate them through the voluntary and community sports club network, and they don't record participant numbers when the clubs assume responsibility as the sessions no longer belong to Active4Today.

A Member sought clarification regarding the Capital Charges and where those Capital Charges were located as they were not in the business plan. The Business Manager Financial Services confirmed that the Capital Charges were shown in the budget presented to the Policy & Finance Committee. The Member asked for the Capital Charges for the Leisure Centre up to the end of the year. The Business Manager Financial Services confirmed that information would be circulated to Members of the Committee.

A Member commented that there was no information in the Business Plan regarding the income raised through vending machines in situ in the leisure centres. The Managing Director Active4Today confirmed that Active4Today did not take commission from the vending machines, they were there for the convenience of the customer. The Member commented that if the vending machines were infrequently

used they should not be there as it was promoting unhealthy food. The Chairman confirmed that this could be assessed in the future.

AGREED (unanimously) that:

- (a) the Active4Today Business Plan 2020/21 be approved;
- (b) performance to Period 8 (November) be noted;
- (c) Active4Today presents its 2019/20 draft accounts by early April 2020 in order that the Director – Communities and Environment, with delegated approval, can agree what level of contribution is made to the Company, if any, for 19/20 based on the outturn position;
- (d) the full year financial position be reported to the June Committee; and
- (e) the Capital Charges for the Leisure Centre up to the end of the year be circulated to Members of the Committee.

48 GARDEN WASTE UPDATE

The Committee considered the report presented by the Business Manager Transport & Waste Services which provided a progress update for bringing the Garden Waste service back to Newark and Sherwood District Council from properties currently served by Rushcliffe Borough Council and Mansfield District Council.

The report provided an update on bringing the garden waste service 'in-house', the financials provided within the Business Case, the service pricing and the expansion of the service.

The Business Manager Transport & Waste Services informed Committee that the expected numbers from the business case for brown bins was to date 8,262 a decrease of 36 bins from when the report had been written. If the Council were to hold the current price of £35 per bin then the net income would be reduced by £10,500 from the figures quoted in the original business case.

A Member requested that some residents in the district had large gardens and required two brown bins and asked the Council to consider a reduction in the cost for a second bin, this would also encourage the recycling of green waste. The Business Manager Transport & Waste Services confirmed that a study was being undertaken regarding the green waste service, part of which would be a viability study into the use of Garden Sacks for smaller properties. The reduction for additional bins would be reviewed as some residents in the district had multiple bins.

A Member commented that some residents in the district had unused brown bins sat in their gardens as they had stopped paying for the service and asked when those bins would be collected. The Business Manager Transport & Waste Services confirmed that those residents would be contacted to try and persuade them to renew the

service as there was a high cost for collection. A project however would be put together to establish where the unused bins were located and a group collection would be undertaken.

A Member sought clarification regarding the recycling of sweet tubs and plastic takeaway tubs and which bin they should be disposed in. It was confirmed that a group meeting had taken place regarding plastic packaging. It had been confirmed that the polymer contained within a confectionary plastic tub was the same as a margarine tub, Veolia had confirmed that it was the size of the tub that affected recycling. Work was being undertaken to try and resolve this matter.

A Member commented that one hundred Christmas trees had been dumped in the district and asked how the Council could encourage residents to recycle their Christmas trees. The Business Manager Transport & Waste Services confirmed that there was a recycling programme in place. Officers considered that it was likely that the dumped trees were from a company that had overstocked and subsequently dumped them rather than ones collected from domestic properties. The Council offered a recycling scheme every year for the collection of Christmas trees, 272 residents used the scheme in 2018 and 353 to date in 2019 to recycle their trees.

AGREED (unanimously) that:

- (a) Members note the updates within the report;
- (b) Recommendation to the Policy & Finance Committee, the removal of the £280,590 no longer required for the RCV's from the capital programme in order to reallocate the capital receipts to other projects; and
- (c) Members endorse amendment of the Garden Waste Service charge from £37 to £35 for 2020/21 and recommend to the Policy and Finance Committee.

49 HAWTONVILLE COMMUNITY CENTRE UPDATE REPORT

The Committee considered the report presented by the Health Improvement and Community Relations Manager which provided an update report in respect of Hawtonville Community Centre and the progress being made following the transfer of the management of the centre to Reach Learning Disability (RLD), a local charity supporting vulnerable adults in Newark & Sherwood, through the granting of a 3 year tenancy agreement.

The Manager of Reach Newark and the Café Project Balderton Playing Fields attended the meeting and answered Members questions. The Annual Report and Accounts for Reach were tabled at the meeting.

Members congratulated Reach on their achievements to date and wished them success for future projects. The Eaton Avenue allotment project was referred to and the need to progress that project and extend the lease for Reach. The Health Improvement and Community Relations Manager confirmed that the Council were

looking to work with Newark Town Council regarding extending the lease for Eaton Avenue allotments and also to add value to the project by encouraging grant making bodies to enter into partnerships with Reach.

A Member commented that the Hawtonville Community Centre would benefit from having a defibrillator which could also be available to the public when the centre was closed. The Health Improvement and Community Relations Manager confirmed that work was being undertaken to try and obtain a defibrillator for the centre and community.

AGREED (unanimously) that the report be noted.

50 UPDATE ON THE IMPLEMENTATION OF THE GRAFFITI POLICY

The Committee considered the report presented by the Business Manager – Public Protection which updated Members on the progress on the implementation of the Graffiti Policy for Newark and Sherwood which was adopted in June 2019 by the Council.

The Graffiti Policy introduced a new timeframe for dealing with new items of Graffiti, with differing response times for different categories of Graffiti. It was proposed to implement the time scales once all the existing graffiti across the district had been removed.

The report detailed that where new items of graffiti were identified officers from the Council were liaising closely with the Police to carry out joint investigations. A large piece of graffiti had recently appeared in Newark and had produced a number of promising leads as to the identity of the perpetrator. The Council was working in partnership with other organisations on diversionary art projects and workshops, particularly in relation to murals and public art which would make a positive contribution to the area. A day of action had taken place in Ollerton where young people produced a new back drop to the Ollerton Skate Park by working with local artist.

AGREED that the update to the implementation of the Graffiti Policy be noted.

51 LEISURE & ENVIRONMENT COMMITTEE FORWARD PLAN (1 JANUARY 2020 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. The following was suggested:

- Invite the Clinical Commissioning Group (CCG) to the 23 June 2020 meeting of the Committee
- Acive4Today – Report regarding the Governance agreement

AGREED that the Forward Plan be noted.

52 HEALTH & WELLBEING

The Vice – Chairman Councillor N Mison provided a verbal update regarding the Health and Wellbeing Board he had attended last week. The meeting had covered smoking cessation which had a cost of £178 million to Nottingham County per year, which included health costs, social care costs and lost hours worked. The Healthy Options Takeaway Scheme was also covered, only 250 establishments had taken part in the scheme. The scheme asked food outlets to demonstrate that they had healthy options on their menus. The scheme had been re-launched to try and get more participants.

The Committee was informed that a merge of the Clinical Commissioning Group (CCG) in Nottinghamshire had taken place. Newark and Sherwood and Mansfield had merged into a Greater Nottinghamshire CCG.

The Vice Chairman commented that he had a meeting with the Health Partnership, week commencing 27 January 2020 and would report back to the next meeting of the Committee.

A Member asked for an update regarding the Primary Care Trust and required information regarding which surgeries would be working in partnership and what would be available for residents.

The Vice-Chairman confirmed that the shared services allowed out of hours appointments which may not be available at the local surgery but at the shared surgery. Members commented that out of hour's appointments were a big issue for people which needed to be pursued rather than having to attend Accident & Emergency (A&E).

AGREED that the verbal update be noted.

Meeting closed at 7.25 pm.

Chairman

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Public Document Pack Agenda Item 11e

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, 14 January 2020 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 L Goff, Councillor J Lee, Councillor
Mrs P Rainbow, Councillor M Skinner, Councillor T Smith, Councillor
K Walker and Councillor Mrs Y Woodhead

ALSO IN
ATTENDANCE:

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

145 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

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

146 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.

147 MINUTES OF THE MEETING HELD ON 3 DECEMBER 2019

Minute No. 136 – The Chairman informed the Committee that Councillor P Peacock local Ward Member, had requested that the minute be amended to accurately record that he did not speak against the application, but raised local concerns.

AGREED that subject to the above amendment the minutes of the meeting held on 3 December 2019 be approved as a correct record and signed by the Chairman.

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

The Committee considered the report of the Business Manager – Planning Development, which sought the construction of two dwellings.

This application was presented to the Planning Committee on the 3 December 2019 following a site inspection earlier in the day. Following an officer presentation to Members, Coddington Parish Council spoke against the scheme and produced an overlaid plan and suggested that it showed the footprint of the application scheme to be greater than the previously refused scheme that was dismissed at appeal. Officers were unable to verify the position given the lateness of the information and Members therefore deferred the application without having undertaken the debate.

On 9 December 2019, Coddington Parish Council provided their script and plans handed out to the Committee plus an additional plan which they said showed the old and new designs overlaid for comparison purposes. The Business Manager – Planning Development confirmed that her calculations showed that the application reduced the amount of external footprint by c40.21m² when compared to the latest refused scheme. This did not change the recommendation in any way.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the applicants Agent; Coddington Parish Council; and Robert Jenrick MP’s Office.

Councillor Mrs L Cox on behalf of Coddington Parish Council spoke against the application in accordance with the views of Coddington Parish Council, as contained within the report.

Members considered the application and the local Ward Member commented that whilst he was in support of housing developments due to the waiting list for housing in the district. He however considered this location not suitable due to the historic woodland and suggested refusal under the grounds of design and layout of the site and subsequent impact on amenity space. Local residents were also very supportive in retaining the woodland. Another Member suggested that two dwellings was too much and a compromise might be made with allowing one dwelling.

AGREED (unanimously) that contrary to Officer recommendation planning permission be refused due to layout and scale of the development on site leading to an encroachment to the available amenity space and existing protected woodland, which is exacerbated by the fact that the remaining garden will need to be continued to be managed as woodland.

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

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

Y. Woodhead	For
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149 GARAGES AND PUBLIC AREA ADJACENT TO 1 THE MEERINGS, SUTTON ON TRENT 19/01811/FUL

The Committee considered the report of the Business Manager – Planning Development, following a site inspection, which sought full planning permission for the demolition of two garages albeit part of the existing northern boundary wall of the garage would be retained and development of one, one-bedroom bungalow.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the Planning Case Officer which advised the Committee that a condition restricting the permitted development rights of the new dwelling had been omitted from the committee report in error. It was proposed to add this condition in to the decision notice if a resolution to grant permission was given.

Members considered the application and some Members considered the proposal acceptable given the number of people on the Council Housing waiting list and the need for bungalows. Other Members commented on the removal of garages and parking spaces which would have an impact on an already congested area.

AGREED (unanimously) that full planning permission be approved subject to the conditions and reasons contained within the report and the additional condition regarding permitted development rights as detailed below:

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (and any order revoking, re-enacting or modifying that Order), other than development expressly authorised by this permission, there shall be no development under Schedule 2, Part 1 of the Order in respect of:

Class A: The enlargement, improvement or other alteration of a dwellinghouse.

Class E: Buildings etc. incidental to the enjoyment of a dwellinghouse.

Reason: To ensure that the local planning authority retains control over the specified classes of development normally permitted under the Town and Country Planning (General Permitted Development) (England) Order 1995 or any amending legislation) given the layout of this new dwelling.

150 ABBEY WOOD FARM, EDWINSTOWE ROAD, RUFFORD 19/01900/FUL

The application was withdrawn from the agenda.

151 APPEALS LODGED

AGREED that the report be noted.

152 APPEALS DETERMINED

AGREED that the report be noted.

153 QUARTERLY ENFORCEMENT ACTIVITY UPDATE REPORT

The Committee considered the report of the Business Manager – Planning Development, which presented the planning enforcement performance during the quarter from 1 October 2019 to 31 December 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.

AGREED that the report be noted.

154 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 4.46 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Shareholder Committee** held in the Civic Room One, Castle House, Great North Road, Newark NG24 1BY on Wednesday, 22 January 2020 at 5.30 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor K Girling and Councillor P Peacock

APOLOGIES FOR ABSENCE: Councillor L Brailsford (Committee Member) and Councillor B Clarke-Smith (Committee Member)

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

There were no declarations of interest.

23 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

There were no declaration of intent to record the meeting.

24 MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2019

The minutes of the meeting held on 17 September 2019 were approved as a correct record and signed by the Chairman.

25 DEVELOPMENT LAND AVAILABILITY

The Committee considered the report of the Director- Governance and Organisational Development regarding land availability for developments and potential implications for delivery of 500 approved units within the Arkwood Development Business Plan.

An exercise had recently been concluded to identify suitable landholdings within the District Council's ownership, both across the general fund and housing revenue account to assist with land supply for the approved developments. The Council did have some modest landholdings, however, the majority of them were unsuitable for development. There was therefore a shortfall of 54 units for the full 5 year programme to deliver 500 units and further land acquisition was required. Members heard that work to identify potential sites was required quickly to ensure sites would be ready to deliver units within the five year life of the Business Plan.

The Committee considered the issue, noting additional complexities around suitability and type of land, land ownership and identified housing need within an area.

AGREED that approval be given for Arkwood to explore land availability.

26 MINUTES FROM THE BOARD MEETINGS OF ARKWOOD DEVELOPMENTS

The Committee noted the minutes of the Arkwood Development Board meetings held on 2 October 2019 and 4 November 2019.

27 EXCLUSION OF PRESS AND PUBLIC

AGREED (unanimously) that under Section 100A(4) of the Local Government Act 1972, the press and 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.

28 ARKWOOD DEVELOPMENT - BUSINESS PLAN

The Committee considered the report regarding the Arkwood Development – Business Plan.

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

29 BOWBRIDGE ROAD DEVELOPMENT - FINAL SCHEME

The Committee considered the report regarding the Bowbridge Road Development-Final Scheme.

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

30 ARKWOOD BOARD MEETING MINUTES - 3 SEPTEMBER 2019

The minutes from the Arkwood Board meeting held on 3 September 2019 were noted.

Meeting closed at 7.34 pm.

Chairman

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

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