



*Castle House  
Great North Road  
Newark  
NG24 1BY*

*Tel: 01636 650000*  
[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Monday, 5 October 2020**

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

**To all Members of the Council**

**MEETING: Full Council**

**DATE: Tuesday, 13 October 2020 at 6.00 pm**

**VENUE: Broadcast from the 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.**

**Attendance at this meeting and public access will be by remote means due to the Covid-19 Pandemic.  
Further details to enable remote access will be forwarded to all parties prior to the  
commencement of the meeting.**

**If you have any queries please contact Nigel Hill Tel: 01636 655243 Email: [Nigel.hill@newark-sherwooddc.gov.uk](mailto:Nigel.hill@newark-sherwooddc.gov.uk)**



## **AGENDA**

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### **Remote Meeting Details**

This meeting will be held in a remote manner in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The meeting will be live streamed on the Council's social media platforms to enable access for the Press and Public.

1. Apologies for absence
2. Minutes from the meeting held on 9 March 2020 6 - 24
3. Declarations of Interest by Members and Officers and as to the Party Whip
4. Declarations of any Intentions to Record the Meeting
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 the debating of any Petitions
9. Newark & Sherwood District Council - Covid-19 Update 25 - 39
10. Community Plan 2020 - 2023 40 - 51
11. Medium Term Financial Plan - 2020/21 to 2023/24 52 - 56
12. Treasury Management Outturn Report 2019/20 57 - 63
13. Audit & Accounts Committee Annual Report 64 - 70
14. Changes in Committee Membership 71
15. Proposed Changes to Committee Remits and Delegation to Affix the Council's Seal to Documents 72 - 73
16. Planning White Paper: Planning for the Future 74 - 87
17. Urgency Items taken during the Covid - 19 Pandemic 88 - 102

- i) Council Decision Making
- ii) Remote meetings- Procedure Rules & Protocol
- iii) Review of June Committee Cycle Suspension

18. Notices of Motion (if any)

19. Minutes for Noting

(a)	Policy and Finance Committee - 2 April 2020	103 - 114
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(c)	Economic Development Committee - 9 September 2020	128 - 138
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(n)	Planning Committee - 8 September 2020	213 - 224
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(p)	Shareholder Committee - 16 July 2020	230 - 234
(q)	Shareholder Committee - 15 September 2020	235 - 238
(r)	Councillors Commission - 8 July 2020	239 - 243

20. Exclusion of the Press and Public

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



None.

## 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 Monday, 9 March 2020 at 6.00 pm.

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

Councillor Mrs K Arnold, 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 M Cope, Councillor Mrs R Crowe, Councillor D Cumberlidge, 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 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 B Clarke-Smith, Councillor L Dales and Councillor Mrs G Dawn

### 63 MINUTES FROM THE MEETING HELD ON 11 FEBRUARY 2020

AGREED (unanimously) that the minutes of the meeting held on Tuesday, 11 February 2020 be approved as a correct record and signed by the Chairman.

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

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

Councillors S. Carlton and M. Skinner – Agenda Item No. 17 – Appointment of Representatives on Outside Bodies and Council Owned Companies — Personal Interests as Directors of Southwell Leisure Centre Trust and Active4Today.

### 65 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.

### 66 REVENUE BUDGET AND COUNCIL TAX SETTING 2020/21

The Council considered the report of the Leader of the Council relating to the Revenue Budget and Council Tax Setting for 2020/21.

The report indicated that, in setting the level of Council Tax for 2020/2021, it was necessary to consider the requirements of the Council Tax Collection Fund for 2020/2021. This incorporated the District Council's Council Tax Requirement, Parish Council Precepts and the Council Tax requirements of Nottinghamshire County Council, the Nottinghamshire Police & Crime Commissioner and the Nottinghamshire Fire & Rescue Service.

The Policy & Finance Committee, at its meeting held on 20 February 2020, recommended that the District Council's Council Tax Requirement for 2020/2021, excluding Parish Council precepts, should be £13,523,390.00 as detailed in the Council's Budget Book for 2020/2021. As part of the budget process, the views of the operational committees had been taken into account along with views of the Commercial Ratepayers through the statutory consultation.

It was reported that all Parish Council precepts had been received. Parish precepts totalled £3,108,508.79. Consequently the total Council Tax Requirement for the District Council was £16,631,898.79.

Nottinghamshire County Council had set a precept on Newark & Sherwood District Council's Collection fund for 2020/2021 of £60,215,720. The Nottinghamshire Police & Crime Commissioner has set a precept on Newark & Sherwood District Council's Collection fund for 2020/2021 of £8,996,168.56 and the Nottingham and Nottinghamshire Fire & Rescue Service had proposed a precept on Newark & Sherwood District Council's Collection fund for 2020/2021 of £3,191,733.30.

AGREED (with 27 votes for and 8 against) that the recommendations as set out in the report and attached as Appendix A to these minutes be approved.

In accordance with Procedure Rule No. 28a.1 a recorded vote was taken as follows:

Councillor	Vote
Mrs Kathleen Arnold	Against
Roger Blaney	For
Louis Brailsford	For
Lee Brazier	Against
Malcolm Brock	For
Mrs Betty Brooks	For
Mrs Irene Brown	Against
Michael Brown	For
Scott Carlton	For
Max Cope	For
Mrs Rita Crow	For
Robert Crow	For
Donna Cumberlidge	Against
Maureen Dobson	For
Keith Girling	For
Laurence Goff	Against

Peter Harris	For
Rhona Holloway	For
Mrs Lydia Hurst	For
Roger Jackson	For
Bruce Laughton	For
Johnno Lee	For
David Lloyd	For
Mrs Sylvia Michael	For
Neal Mitchell	Against
Paul Peacock	Against
Mrs Penny Rainbow	For
Mrs Sue Saddington	For
Matthew Skinner	For
Tom Smith	For
Ivor Walker	For
Keith Walker	For
Tim Wendels	For
Mrs Ronnie White	For
Mrs Yvonne Woodhead	Against

#### 67 MEDIUM TERM FINANCIAL PLAN - 2020/21 TO 2023/24

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which sought approval for the Council’s Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2020 and 31 March 2024 (2020/21 to 2023/24). A copy of the Plan was attached as an Appendix to the report.

The MTFP aimed to provide both Members and Officers with a clear financial framework for delivering the Council’s Community Plan objectives over the next four years. It set out the Council’s spending plans to support its strategic priorities over the current financial year and the following three years and detailed how that spend would be funded through grants, fees and charges, local taxation, reserves and other income. The MTFP showed that the Council was able to set a balanced budget for 2020/21, though will need to raise additional income to pay for service delivery in future years.

AGREED (unanimously) that the Medium Term Financial Plan for 2020/21 to 2023/24 be approved and the Council remind the Government of their declared intent to exempt public conveniences from business rates and request this now be adopted as policy.

#### 68 CAPITAL PROGRAMME 2020/21 - 2023/24

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which set out the proposed Capital Programme for the period 2020/21 to 2023/24. Following the Policy & Finance Committee’s consideration of the Capital Programme at its meeting on 20 February 2020 and in accordance with Financial Regulation 6.2.3, the final programme was recommended

to Council for approval. Attached as Appendix 1 to the report was the report submitted to Policy & Finance Committee held on 20 February 2020 which detailed the resources available, the Council's existing committed programme and the priority schemes identified.

The Capital Programme for 2020/21 to 2023/24 proposed investment of £96.2m over the 4 year programme, including Housing Services £56.47m (made up of Property Investment and the New Build Programme) and General Fund £39.73m (made up of various general fund projects). The expenditure was financed by a combination of Government Grants, Third Party Contributions, Capital Receipts, Revenue Support (through the HRA Major Repairs Reserve and General Fund reserves) and borrowing.

AGREED (unanimously) that:

- (a) the General Fund schemes shown in Appendix A and the housing services programme shown in Appendix B be approved as committed expenditure in the Capital Programme;
- (b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;
- (c) in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2020/21 to 2023/24 be financed to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation; and
- (d) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to the Policy & Finance Committee for consideration.

## 69 CAPITAL STRATEGY 2020/21

The Council considered the report of the Deputy Chief Executive / Director - Resources and Section 151 Officer which sought approval for the Capital Strategy 2020/21 which incorporated the Minimum Revenue Provision Policy and Capital Prudential Indicators. The Strategy had been updated in accordance with the latest guidance.

The Capital Strategy outlined the principles and framework that shaped the Council's capital decisions. The principle aim was to deliver a programme of capital investment that contributed to the achievement of the Council's priorities and objectives as set out in the Corporate Plan. The Strategy was attached as appendices to the report.

AGREED (unanimously) that the Council approved each of the following key elements:

- (a) the Capital Strategy 2020/21;

- (b) the Capital Prudential Indicators and Limits for 2020/21, contained within Appendix A to the report;
- (c) the Minimum Revenue Provision (MRP) Policy Statement as contained within Appendix C to the report, which sets out the Council's policy on MRP; and
- (d) the flexible use of the Capital Receipts Strategy as contained within Appendix D to the report.

70 TREASURY MANAGEMENT STRATEGY STATEMENT 2020/21

The Council considered the report of the Deputy Chief Executive / Director - Resources and Section 151 Officer which sought approval for the Treasury Management Strategy Statement for 2020/21. This Statement incorporated the Borrowing Strategy, Investment Strategy and Treasury Prudential Indicators updated in accordance with the latest guidance. The Statement was attached as Appendix A to the report.

AGREED (unanimously) that:

- (a) the Treasury Management Strategy 2020/21, incorporating the Borrowing Strategy and the Annual Investment Strategy be approved;
- (b) the Treasury Prudential Indicators and Limits be approved; and
- (c) the Authorised Limit Treasury Prudential Indicator be approved.

71 INVESTMENT STRATEGY 2020/21

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which sought approval for the Investment Strategy for 2020/21. This Investment Strategy met the requirements of statutory guidance issued by the Ministry of Housing, Communities and Local Government (MHCLG) Investment Guidance in January 2018. The definition of an investment covered all of the financial assets of the Council, as well as the other non-financial assets that the organisation holds, primarily or partially to generate a profit including investment property portfolios. The Strategy therefore, may include investments that were not managed as part of normal treasury management processes or under treasury management delegations. A copy of the Investment Strategy was attached as Appendix A to the report.

AGREED (unanimously) that:

- (a) the Investment Strategy 2020/21 be approved; and
- (b) the Investment Prudential Indicators and Limits be approved.

72 PAY POLICY STATEMENT 2020/21

The Council considered the report of the Director – Governance & Organisational Development which sought approval of the Pay Policy Statement for 2020/21. In accordance with Section 38(1) of the Localism Act 2011, the Council was required to produce a Pay Policy Statement for each financial year. The Pay Policy Statement set out the authority's policies for the financial year relating to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

It was noted that the Pay Policy Statement had been updated to reflect changes to the living wage; transfer of the Housing Management Service in-house on 1 February 2020; and deputising Director duties.

The Policy & Finance Committee, at their meeting held on 20 February 2020, recommended the Pay Policy Statement to the Council for adoption.

AGREED (unanimously) that the Pay Policy Statement for 2020/21 be approved.

### 73 CASTLE HOUSE CONCESSIONS POLICY

The Council considered the report of the Deputy Chief Executive / Director - Resources and S151 Officer, which sought approval for a Castle House Concessions Policy for use for the 2020/21 financial year. The proposed Policy was attached as Appendix A to the report.

The Council had developed such a Policy in order to ensure a transparent process of approving concessions on desk licence fees for partners within Castle House.

The Policy sought applicants where they were non-public sector bodies for renewal on an annual basis. Applicants would be assessed against three levels of criteria as detailed in the report. Where these criteria were met, the Section 151 Officer would have discretion to award a maximum 50% concession, with awards at 25% or 10% respectively, based on an assessment of financial information.

AGREED (unanimously) that the Castle House Concessions Policy, as set out in the appendix to the report, be approved and delegated authority to agree concessions for partners at Castle House within the scope of the policy be granted to Chief Officers in accordance with the general delegation to Chief Officers under the Council's Constitution (Part Two, Paragraph 7.2).

### 74 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES AND COUNCIL OWNED COMPANIES - SOUTHWELL LEISURE CENTRE TRUST AND ACTIVE4TODAY

The Council considered the report of the Chief Executive which sought to change appointments on the Southwell Leisure Centre Board of Trustees and the

Active4Today Board. The changes were proposed following a review of the governance and financial arrangements between the Council and Active4Today and due to a resignation from the Southwell Leisure Centre Trust.

AGREED (unanimously) that:

(a) Councillor Keith Girling, Deborah Johnson and Nick Wilson be appointed as Directors of Active4Today replacing Councillor David Lloyd, John Robinson and Sanjiv Kohli; and

(b) Councillor Bruce Laughton be appointed as a District Council representative on Southwell Leisure Centre Trust to replace Andrew Gregory.

75 BULCOTE NEIGHBOURHOOD PLAN REFERENDUM

The Council considered the report of the Director - Growth & Regeneration, which sought to approve the arrangements for the Neighbourhood Plan Referendum in Bulcote. The Plan had been subject to independent examination and had met the Basic Conditions and the other statutory requirements. It was therefore proposed that the Plan proceed to Referendum to take place on the same day as the Police & Crime Commissioner election on 7 May 2020.

AGREED that the Chief Executive as Returning Officer, be authorised to arrange the referendum for the Bulcote Neighbourhood Plan on Thursday, 7 May 2020.

76 MINUTES FOR NOTING

76a POLICY & FINANCE COMMITTEE - 20 FEBRUARY 2020

76b PLANNING COMMITTEE - 4 FEBRUARY 2020

76c AUDIT & ACCOUNTS COMMITTEE - 5 FEBRUARY 2020

Meeting closed at 7.48 pm.

Chairman



**Full Council Minutes from the meeting held on 9 March 2020****MINUTE NO. 66 – REVENUE BUDGET AND COUNCIL TAX SETTING 2020/2021**

AGREED (with 27 votes for and 8 against) that:

1. the revenue estimates for 2020/2021 and schedule of fees and charges, as submitted in the Council's Budget book be approved;
2. it be noted that the following amounts have been determined for the year 2020/2021 in accordance with regulations made under Section 31(B) of the Local Government Finance Act 1992:-
  - (a) 39,299.76 being the amount calculated by the Council in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year;
  - (b) £43,916,964 being the net business rate yield after transitional arrangements and rate retention;
  - (c) Part of the Council's Area

	PARISH	TOTAL LOCAL TAX BASE
1	Alverton	24.94
2	Averham	113.17
3	Balderton	3,039.72
4	Barnby in the Willows	105.11
5	Bathley	117.62
6	Besthorpe	80.69
7	Bilsthorpe	905.04
8	Bleasby	383.51
9	Blidworth	1,101.13
10	Bulcote	139.91
11	Carlton-on-Trent	93.27
12	Caunton	199.45
13	Caythorpe	143.07
14	Clipstone	1,456.14
15	Coddington	547.32
16	Collingham	1,153.11
17	Cotham	41.08
18	Cromwell	103.00
19	Eakring	188.99
20	East Stoke	55.85
21	Edingley	188.14
22	Edwinstowe	1,713.21
23	Egmanton	126.95

	PARISH	TOTAL LOCAL TAX BASE
24	Elston	285.35
25	Epperstone	274.63
26	Farndon	812.99
27	Farnsfield	1,318.47
28	Fiskerton-cum-Morton	412.10
29	Girton and Meering	54.47
30	Gonalston	51.29
31	Grassthorpe	25.63
32	Gunthorpe	312.97
33	Halam	192.95
34	Halloughton	39.35
35	Harby	118.52
36	Hawton	33.38
37	Hockerton	92.64
38	Holme	38.59
39	Hoveringham	168.75
40	Kelham	82.96
41	Kersall	22.25
42	Kilvington	13.71
43	Kirklington	169.05
44	Kirton	115.08
45	Kneesall	88.57
46	Langford	39.60
47	Laxton & Moorhouse	114.00
48	Lowdham	999.22
49	Lyndhurst	5.72
50	Maplebeck	46.96
51	Meering	-
52	Newark	8,482.35
53	North Clifton	72.55
54	North Muskham	395.94
55	Norwell	213.30
56	Ollerton and Boughton	2,816.02
57	Ompton	22.83
58	Ossington	39.53
59	Oxton	273.66
60	Perlethorpe-cum-Budby	68.43
61	Rainworth	1,861.67
62	Rolleston	156.46
63	Rufford	233.34
64	South Clifton	124.16
65	South Muskham	196.65
66	South Scarle	88.71
67	Southwell	2,878.90
68	Spalford	34.48
69	Staunton	27.27
70	Staythorpe	41.38

	PARISH	TOTAL LOCAL TAX BASE
71	Sutton-on-Trent	503.12
72	Syerston	90.40
73	Thorney	92.92
74	Thorpe	31.32
75	Thurgarton	235.12
76	Upton	192.39
77	Walesby	429.32
78	Wellow	186.65
79	Weston	138.35
80	Wigsley	46.34
81	Winkburn	34.34
82	Winthorpe	285.83
83	Fernwood	932.82
84	Kings Clipstone	123.79
	Total Rounded	39,299.76

**PARISHES GROUPED FOR PRECEPT PURPOSES**

	Averham, Kelham, Staythorpe	237.51
	Kneesall, Kersall, Ompton	133.65
	Winthorpe, Langford	325.43
	East Stoke, Thorpe	87.17

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate;

3. that the following amounts be now calculated by the Council for the year 2020/2021 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
  - (a) £48,187,720.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) to (4) of the Act;
  - (b) £34,664,330.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act;
  - (c) £13,523,390.00 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax requirement for the year;

- (d) £7,846,430.00 being the amount of Revenue Support Grant and Rural Services Delivery Grant (£122,130) and net retained Business Rates (£7,724,300) which the Council estimates will be payable for the year into its general fund;
- (e) £0.00 being the amount which the Council has estimated in accordance with regulations issued under Section 97(3) of the Local Government Finance Act 1988 as its proportion of the surplus on the Council Tax Collection Fund;
- (f) £1,340,740.00 being the amount that the Council has determined to contribute to usable reserves;
- (g) £7,017,700.00 being the amount at 3(c) above less the amount at 3(d) above less the amount at 3(e) above plus the amount at 3(f) above calculated by the Council as its' net Council Tax requirement for the year.
- (h) £178.57 being the amount at 3(g) divided by the amount at 2(a), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- (i) £3,108,508.79 being the aggregate amount of all special items referred to in Section 34(1) of the Act, the Council resolves there being no other special items;
- (j) £257.67 being the amount at 3(g) above plus the amount at 3(i) above divided by the amount at 2(a) above calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;
- (k)

	PARISH	BASIC TAX (£)
1	Alverton	178.57
2	Averham	*
3	Balderton	274.72
4	Barnby in the Willows	209.97
5	Bathley	191.37
6	Besthorpe	264.64
7	Bilsthorpe	254.91
8	Bleasby	224.61
9	Blidworth	248.87
10	Bulcote	228.60
11	Carlton-on-Trent	214.33
12	Caunton	208.65
13	Caythorpe	205.13

	PARISH	BASIC TAX (£)
14	Clipstone	278.05
15	Coddington	207.31
16	Collingham	215.70
17	Cotham	178.57
18	Cromwell	188.76
19	Eakring	198.53
20	East Stoke	****
21	Edingley	242.35
22	Edwinstowe	254.16
23	Egmanton	197.51
24	Elston	273.19
25	Epperstone	231.43
26	Farndon	246.12
27	Farnsfield	240.76
28	Fiskerton-cum-Morton	197.62
29	Girton and Meering	199.67
30	Gonalston	178.57
31	Grassthorpe	178.57
32	Gunthorpe	239.98
33	Halam	221.07
34	Halloughton	191.28
35	Harby	219.98
36	Hawton	216.02
37	Hockerton	216.35
38	Holme	178.57
39	Hoveringham	254.68
40	Kelham	*
41	Kersall	**
42	Kilvington	178.57
43	Kirklington	215.25
44	Kirton	230.71
45	Kneesall	**
46	Langford	***
47	Laxton & Moorhouse	218.92
48	Lowdham	256.07
49	Lyndhurst	178.57
50	Maplebeck	178.57
51	Meering	178.57
52	Newark	291.67
53	North Clifton	203.20
54	North Muskham	222.19
55	Norwell	217.95
56	Ollerton and Boughton	326.76
57	Ompton	**
58	Ossington	178.57
59	Oxton	226.07

	<b>PARISH</b>	<b>BASIC TAX (£)</b>
60	Perlethorpe-cum-Budby	<b>204.88</b>
61	Rainworth	<b>213.15</b>
62	Rolleston	<b>218.52</b>
63	Rufford	<b>195.71</b>
64	South Clifton	<b>194.68</b>
65	South Muskham	<b>243.70</b>
66	South Scarle	<b>230.87</b>
67	Southwell	<b>259.17</b>
68	Spalford	<b>178.57</b>
69	Staunton	<b>178.57</b>
70	Staythorpe	<b>*</b>
71	Sutton-on-Trent	<b>229.10</b>
72	Syerston	<b>184.65</b>
73	Thorney	<b>203.32</b>
74	Thorpe	<b>****</b>
75	Thurgarton	<b>217.38</b>
76	Upton	<b>215.45</b>
77	Walesby	<b>269.99</b>
78	Wellow	<b>209.64</b>
79	Weston	<b>209.87</b>
80	Wigsley	<b>178.57</b>
81	Winkburn	<b>178.57</b>
82	Winthorpe	<b>***</b>
83	Fernwood	<b>253.62</b>
84	Kings Clipstone	<b>255.31</b>

**PARISHES GROUPED FOR PRECEPT PURPOSES**

	<b>Parish</b>	<b>Basic Tax (£)</b>
<b>*</b>	Averham, Kelham, Staythorpe	<b>193.10</b>
<b>**</b>	Kneesall, Kersall, Ompton	<b>197.54</b>
<b>***</b>	Winthorpe, Langford	<b>204.90</b>
<b>****</b>	East Stoke, Thorpe	<b>212.98</b>

being the amounts given by adding to the amount at 3(h) above the amounts of the special item or items (if any) relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in parts of its area including those parts to which one or more special items relate.

Recommendation 3(l) shows the basic level of tax for all property Bands in each parish, including parish charges where appropriate. This is shown on the following pages.

	Part of the Council's area, being the Parishes of:-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
		£	£	£	£	£	£	£	£
1	Alverton	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
2	Averham	*	*	*	*	*	*	*	*
3	Balderton	183.15	213.67	244.20	274.72	335.77	396.82	457.87	549.44
4	Barnby in the Willows	139.98	163.31	186.64	209.97	256.63	303.29	349.95	419.94
5	Bathley	127.58	148.84	170.11	191.37	233.90	276.42	318.95	382.74
6	Besthorpe	176.43	205.83	235.24	264.64	323.45	382.26	441.07	529.28
7	Bilsthorpe	169.94	198.26	226.59	254.91	311.56	368.20	424.85	509.82
8	Bleasby	149.74	174.70	199.65	224.61	274.52	324.44	374.35	449.22
9	Blidworth	165.91	193.57	221.22	248.87	304.17	359.48	414.78	497.74
10	Bulcote	152.40	177.80	203.20	228.60	279.40	330.20	381.00	457.20
11	Carlton-on-Trent	142.89	166.70	190.52	214.33	261.96	309.59	357.22	428.66
12	Cauntton	139.10	162.28	185.47	208.65	255.02	301.38	347.75	417.30
13	Caythorpe	136.75	159.55	182.34	205.13	250.71	296.30	341.88	410.26
14	Clipstone	185.37	216.26	247.16	278.05	339.84	401.63	463.42	556.10
15	Coddington	138.21	161.24	184.28	207.31	253.38	299.45	345.52	414.62
16	Collingham	143.80	167.77	191.73	215.70	263.63	311.57	359.50	431.40
17	Cotham	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
18	Cromwell	125.84	146.81	167.79	188.76	230.71	272.65	314.60	377.52
19	Eakring	132.35	154.41	176.47	198.53	242.65	286.77	330.88	397.06
20	East Stoke	****	****	****	****	****	****	****	****
21	Edingley	161.57	188.49	215.42	242.35	296.21	350.06	403.92	484.70
22	Edwinstowe	169.44	197.68	225.92	254.16	310.64	367.12	423.60	508.32
23	Egmanton	131.67	153.62	175.56	197.51	241.40	285.29	329.18	395.02
24	Elston	182.13	212.48	242.84	273.19	333.90	394.61	455.32	546.38
25	Epperstone	154.29	180.00	205.72	231.43	282.86	334.29	385.72	462.86
26	Farndon	164.08	191.43	218.77	246.12	300.81	355.51	410.20	492.24
27	Farnsfield	160.51	187.26	214.01	240.76	294.26	347.76	401.27	481.52
28	Fiskerton-cum-Morton	131.75	153.70	175.66	197.62	241.54	285.45	329.37	395.24
29	Girton	133.11	155.30	177.48	199.67	244.04	288.41	332.78	399.34
30	Gonalston	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
31	Grassthorpe	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
32	Gunthorpe	159.99	186.65	213.32	239.98	293.31	346.64	399.97	479.96
33	Halam	147.38	171.94	196.51	221.07	270.20	319.32	368.45	442.14
34	Halloughton	127.52	148.77	170.03	191.28	233.79	276.29	318.80	382.56

35	Harby	146.65	171.10	195.54	219.98	268.86	317.75	366.63	439.96
36	Hawton	144.01	168.02	192.02	216.02	264.02	312.03	360.03	432.04
37	Hockerton	144.23	168.27	192.31	216.35	264.43	312.51	360.58	432.70
38	Holme	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
39	Hoveringham	169.79	198.08	226.38	254.68	311.28	367.87	424.47	509.36
40	Kelham	*	*	*	*	*	*	*	*
41	Kersall	**	**	**	**	**	**	**	**
42	Kilvington	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
43	Kirklington	143.50	167.42	191.33	215.25	263.08	310.92	358.75	430.50
44	Kirton	153.81	179.44	205.08	230.71	281.98	333.25	384.52	461.42
45	Kneesall	**	**	**	**	**	**	**	**
46	Langford	***	***	***	***	***	***	***	***
47	Laxton & Moorhouse	145.95	170.27	194.60	218.92	267.57	316.22	364.87	437.84
48	Lowdham	170.71	199.17	227.62	256.07	312.97	369.88	426.78	512.14
49	Lyndhurst	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
50	Maplebeck	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
51	Meering	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
52	Newark	194.45	226.85	259.26	291.67	356.49	421.30	486.12	583.34
53	North Clifton	135.47	158.04	180.62	203.20	248.36	293.51	338.67	406.40
54	North Muskham	148.13	172.81	197.50	222.19	271.57	320.94	370.32	444.38
55	Norwell	145.30	169.52	193.73	217.95	266.38	314.82	363.25	435.90
56	Ollerton and Boughton	217.84	254.15	290.45	326.76	399.37	471.99	544.60	653.52
57	Ompton	**	**	**	**	**	**	**	**
58	Ossington	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
59	Oxton	150.71	175.83	200.95	226.07	276.31	326.55	376.78	452.14
60	Perlethorpe-cum-Budby	136.59	159.35	182.12	204.88	250.41	295.94	341.47	409.76
61	Rainworth	142.10	165.78	189.47	213.15	260.52	307.88	355.25	426.30
62	Rolleston	145.68	169.96	194.24	218.52	267.08	315.64	364.2	437.04
63	Rufford	130.47	152.22	173.96	195.71	239.20	282.69	326.18	391.42
64	South Clifton	129.79	151.42	173.05	194.68	237.94	281.20	324.47	389.36
65	South Muskham	162.47	189.54	216.62	243.70	297.86	352.01	406.17	487.40
66	South Scarle	153.91	179.57	205.22	230.87	282.17	333.48	384.78	461.74
67	Southwell	172.78	201.58	230.37	259.17	316.76	374.36	431.95	518.34
68	Spalford	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
69	Staunton	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
70	Staythorpe	*	*	*	*	*	*	*	*
71	Sutton-on-Trent	152.73	178.19	203.64	229.10	280.01	330.92	381.83	458.20
72	Syerston	123.10	143.62	164.13	184.65	225.68	266.72	307.75	369.30
73	Thorney	135.55	158.14	180.73	203.32	248.50	293.68	338.87	406.64
74	Thorpe	****	****	****	****	****	****	****	****
75	Thurgarton	144.92	169.07	193.23	217.38	265.69	319.99	374.29	434.76



76	Upton	143.63	167.57	191.51	215.45	263.33	311.21	359.08	430.90
77	Walesby	179.99	209.99	239.99	269.99	329.99	389.99	449.98	539.98
78	Wellow	139.76	163.05	186.35	209.64	256.23	302.81	349.40	419.28
79	Weston	139.91	163.23	186.55	209.87	256.51	303.15	349.78	419.74
80	Wigsley	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
81	Winkburn	119.05	138.89	158.73	178.57	218.25	257.93	297.62	357.14
82	Winthorpe	***	***	***	***	***	***	***	***
83	Fernwood	169.08	197.26	225.44	253.62	309.98	366.34	422.70	507.24
84	Kings Clipstone	170.21	198.57	226.94	255.31	312.05	368.78	425.52	510.62

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	128.73	150.19	171.64	193.10	236.01	278.92	321.83	386.20
**	Kneesall, Kersall, Opton	131.69	153.64	175.59	197.54	241.44	285.34	329.23	395.08
***	Winthorpe, Langford	136.60	159.37	182.13	204.90	250.43	295.97	341.50	409.80
****	East Stoke, Thorpe	141.99	165.65	189.32	212.98	260.31	307.64	354.97	425.96

being the amounts given by multiplying the amounts at 3(i) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. it be noted for the year 2020/2021 that the Nottinghamshire County Council has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
1,023.30	1,193.85	1,364.40	1,534.95	1,876.05	2,217.15	2,558.25	3,069.90

5. it be noted for the year 2020/2021 that the Nottinghamshire Police and Crime Commissioner has stated the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
152.88	178.36	203.84	229.32	280.28	331.24	382.20	458.64

6. it be noted for the year 2020/2021 that the Nottinghamshire Fire and Rescue Service has proposed the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below; and

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
54.24	63.28	72.32	81.36	99.44	117.52	135.60	162.72

7. having calculated the aggregate in each case of the amounts at 3(i) and 4, 5 and 6 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amount of Council Tax for the year 2020/2021 for each of the categories of dwellings shown on the following pages:

Recommendation 7									
Part of the Council's area, being the Parishes of:-	Band A	Band B	Band C	<b>Band D</b>	Band E	Band F	Band G	Band H	

		£	£	£	£	£	£	£	£
1	Alverton	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
2	Averham	1,359.15	1,585.68	1,812.20	2,038.73	2,491.78	2,944.83	3,397.88	4,077.46
3	Balderton	1,413.57	1,649.16	1,884.76	2,120.35	2,591.54	3,062.73	3,533.92	4,240.70
4	Barnby in the Willows	1,370.40	1,598.80	1,827.20	2,055.60	2,512.40	2,969.20	3,426.00	4,111.20
5	Bathley	1,358.00	1,584.33	1,810.67	2,037.00	2,489.67	2,942.33	3,395.00	4,074.00
6	Besthorpe	1,406.85	1,641.32	1,875.80	2,110.27	2,579.22	3,048.17	3,517.12	4,220.54
7	Bilsthorpe	1,400.36	1,633.75	1,867.15	2,100.54	2,567.33	3,034.11	3,500.90	4,201.08
8	Bleasby	1,380.16	1,610.19	1,840.21	2,070.24	2,530.29	2,990.35	3,450.40	4,140.48
9	Blidworth	1,396.33	1,629.06	1,861.78	2,094.50	2,559.94	3,025.39	3,490.83	4,189.00
10	Bulcote	1,382.82	1,613.29	1,843.76	2,074.23	2,535.17	2,996.11	3,457.05	4,148.46
11	Carlton-on-Trent	1,373.31	1,602.19	1,831.08	2,059.96	2,517.73	2,975.50	3,433.27	4,119.92
12	Caunton	1,369.52	1,597.77	1,826.03	2,054.28	2,510.79	2,967.29	3,423.80	4,108.56
13	Caythorpe	1,367.17	1,595.04	1,822.90	2,050.76	2,506.48	2,962.21	3,417.93	4,101.52
14	Clipstone	1,415.79	1,651.75	1,887.72	2,123.68	2,595.61	3,067.54	3,539.47	4,247.36
15	Coddington	1,368.63	1,596.73	1,824.84	2,052.94	2,509.15	2,965.36	3,421.57	4,105.88
16	Collingham	1,374.22	1,603.26	1,832.29	2,061.33	2,519.40	2,977.48	3,435.55	4,122.66
17	Cotham	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
18	Cromwell	1,356.26	1,582.30	1,808.35	2,034.39	2,486.48	2,938.56	3,390.65	4,068.78
19	Eakring	1,362.77	1,589.90	1,817.03	2,044.16	2,498.42	2,952.68	3,406.93	4,088.32
20	East Stoke	1,372.41	1,601.14	1,829.88	2,058.61	2,516.08	2,973.55	3,431.02	4,117.22
21	Edingley	1,391.99	1,623.98	1,855.98	2,087.98	2,551.98	3,015.97	3,479.97	4,175.96
22	Edwinstowe	1,399.86	1,633.17	1,866.48	2,099.79	2,566.41	3,033.03	3,499.65	4,199.58
23	Egmanton	1,362.09	1,589.11	1,816.12	2,043.14	2,497.17	2,951.20	3,405.23	4,086.28
24	Elston	1,412.55	1,647.97	1,883.40	2,118.82	2,589.67	3,060.52	3,531.37	4,237.64
25	Epperstone	1,384.71	1,615.49	1,846.28	2,077.06	2,538.63	3,000.20	3,461.77	4,154.12
26	Farndon	1,394.50	1,626.92	1,859.33	2,091.75	2,556.39	3,024.42	3,486.22	4,183.50

27	Farnsfield	1,390.93	1,622.75	1,854.57	2,086.39	2,550.03	3,013.67	3,477.32	4,172.78
28	Fiskerton-cum-Morton	1,362.17	1,589.19	1,816.22	2,043.25	2,497.31	2,951.36	3,405.42	4,086.50
29	Girton	1,363.53	1,590.79	1,818.04	2,045.30	2,499.81	2,954.32	3,408.83	4,090.60
30	Gonalston	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
31	Grassthorne	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
32	Gunthorpe	1,390.41	1,622.14	1,853.88	2,085.61	2,549.08	3,012.55	3,476.02	4,171.22
33	Halam	1,377.80	1,607.43	1,837.07	2,066.70	2,525.97	2,985.23	3,444.50	4,133.40
34	Halloughton	1,357.94	1,584.26	1,810.59	2,036.91	2,489.56	2,942.20	3,394.85	4,073.82
35	Harby	1,377.07	1,606.59	1,836.10	2,065.61	2,524.63	2,983.66	3,442.68	4,131.22
36	Hawton	1,374.43	1,603.51	1,832.58	2,061.65	2,519.79	2,977.94	3,436.08	4,123.30
37	Hockerton	1,374.65	1,603.76	1,832.87	2,061.98	2,520.20	2,978.42	3,436.63	4,123.96
38	Holme	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
39	Hoveringham	1,400.21	1,633.57	1,866.94	2,100.31	2,567.05	3,033.78	3,500.52	4,200.62
40	Kelham	1,359.15	1,585.68	1,812.20	2,038.73	2,491.78	2,944.83	3,397.88	4,077.46
41	Kersall	1,362.11	1,589.13	1,816.15	2,043.17	2,497.21	2,951.25	3,405.28	4,086.34
42	Kilvington	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
43	Kirklington	1,373.92	1,602.91	1,831.89	2,060.88	2,518.85	2,976.83	3,434.80	4,121.76
44	Kirton	1,384.23	1,614.93	1,845.64	2,076.34	2,537.75	2,999.16	3,460.57	4,152.68
45	Kneesall	1,362.11	1,589.13	1,816.15	2,043.17	2,497.21	2,951.25	3,405.28	4,086.34
46	Langford	1,367.02	1,594.86	1,822.69	2,050.53	2,506.20	2,961.88	3,417.55	4,101.06
47	Laxton & Moorhouse	1,376.37	1,605.76	1,835.16	2,064.55	2,523.34	2,982.13	3,440.92	4,129.10
48	Lowdham	1,401.13	1,634.66	1,868.18	2,101.70	2,568.74	3,035.79	3,502.83	4,203.40
49	Lyndhurst	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
50	Maplebeck	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
51	Meering	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
52	Newark	1,424.87	1,662.34	1,899.82	2,137.30	2,612.26	3,087.21	3,562.17	4,274.60
53	North Clifton	1,365.89	1,593.53	1,821.18	2,048.83	2,504.13	2,959.42	3,414.72	4,097.66
54	North Muskham	1,378.55	1,608.30	1,838.06	2,067.82	2,527.34	2,986.85	3,446.37	4,135.64
55	Norwell	1,375.72	1,605.01	1,834.29	2,063.58	2,522.15	2,980.73	3,439.30	4,127.16
56	Ollerton and Boughton	1,448.26	1,689.64	1,931.01	2,172.39	2,655.14	3,137.90	3,620.65	4,344.78
57	Ompton	1,362.11	1,589.13	1,816.15	2,043.17	2,497.21	2,951.25	3,405.28	4,086.34
58	Ossington	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
59	Oxton	1,381.13	1,611.32	1,841.51	2,071.70	2,532.08	2,992.46	3,452.83	4,143.40
60	Perlethorpe-cum-Budby	1,367.01	1,594.84	1,822.68	2,050.51	2,506.18	2,961.85	3,417.52	4,101.02
61	Rainworth	1,372.52	1,601.27	1,830.03	2,058.78	2,516.29	2,973.79	3,431.30	4,117.56
62	Rolleston	1,376.10	1,605.45	1,834.80	2,064.15	2,522.85	2,981.55	3,440.25	4,128.30
63	Rufford	1,360.89	1,587.71	1,814.52	2,041.34	2,494.97	2,948.60	3,402.23	4,082.68
64	South Clifton	1,360.21	1,586.91	1,813.61	2,040.31	2,493.71	2,947.11	3,400.52	4,080.62
65	South Muskham	1,392.89	1,625.03	1,857.18	2,089.33	2,553.63	3,017.92	3,482.22	4,178.66
66	South Scarle	1,384.33	1,615.06	1,845.78	2,076.50	2,537.94	2,999.39	3,460.83	4,153.00
67	Southwell	1,403.20	1,637.07	1,870.93	2,104.80	2,572.53	3,040.27	3,508.00	4,209.60
68	Spalford	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
69	Staunton	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
70	Staythorpe	1,359.15	1,585.68	1,812.20	2,038.73	2,491.78	2,944.83	3,397.88	4,077.46

71	Sutton-on-Trent	1,383.15	1,613.68	1,844.20	2,074.73	2,535.78	2,996.83	3,457.88	4,149.46
72	Syerston	1,353.52	1,579.11	1,804.69	2,030.28	2,481.45	2,932.63	3,383.80	4,060.56
73	Thorney	1,365.97	1,593.63	1,821.29	2,048.95	2,504.27	2,959.59	3,414.92	4,097.90
74	Thorpe	1,372.41	1,601.14	1,829.88	2,058.61	2,516.08	2,973.55	3,431.02	4,117.22
75	Thurgarton	1,375.34	1,604.56	1,833.79	2,063.01	2,521.46	2,979.90	3,438.35	4,126.02
76	Upton	1,374.05	1,603.06	1,832.07	2,061.08	2,519.10	2,977.12	3,435.13	4,122.16
77	Walesby	1,410.41	1,645.48	1,880.55	2,115.62	2,585.76	3,055.90	3,526.03	4,231.24
78	Wellow	1,370.18	1,598.54	1,826.91	2,055.27	2,512.00	2,968.72	3,425.45	4,110.54
79	Weston	1,370.33	1,598.72	1,827.11	2,055.50	2,512.28	2,969.06	3,425.83	4,111.00
80	Wigsley	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
81	Winkburn	1,349.47	1,574.38	1,799.29	2,024.20	2,474.02	2,923.84	3,373.67	4,048.40
82	Winthorpe	1,367.02	1,594.86	1,822.69	2,050.53	2,506.20	2,961.88	3,417.55	4,101.06
83	Fernwood	1,399.50	1,632.75	1,866.00	2,099.25	2,565.75	3,032.25	3,498.75	4,198.50
84	Kings Clipstone	1,400.63	1,634.06	1,867.50	2,100.94	2,567.82	3,034.69	3,501.57	4,201.88

#### Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	1,359.15	1,585.68	1,812.20	2,038.73	2,491.78	2,944.83	3,397.88	4,077.46
**	Kneesall, Kersall, Ompton	1,362.11	1,589.13	1,816.15	2,043.17	2,497.21	2,951.25	3,405.28	4,086.34
***	Winthorpe, Langford	1,367.02	1,594.86	1,822.69	2,050.53	2,506.20	2,961.88	3,417.55	4,101.06
****	East Stoke, Thorpe	1,372.41	1,601.14	1,829.88	2,058.61	2,516.08	2,973.55	3,431.02	4,117.22

8. determine that the Council's basic amount of council tax for 2020/21 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and that the referendum provisions in Chapter 4ZA do not apply for 2020/21. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2020/21 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

## **COUNCIL MEETING - 13 OCTOBER 2020**

### **NEWARK & SHERWOOD DISTRICT COUNCIL – COVID-19 UPDATE**

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

- 1.1 This report provides the Council with an update on the impact of Covid-19 on the District. It covers the three months since the Covid-19 report presented to the Policy & Finance Committee in June 2020.
- 1.2 The report is divided into five sections:

#### **Section One: Council Services (3.0)**

Looking at activities and actions undertaken since June 2020 both continued 'business as usual' activities and new work streams which have been active since March 2020.

#### **Section Two: Business Support (4.0)**

This section considers the wide ranging support given to businesses during the pandemic and outlines the support given in the continued reopening of the district.

#### **Section Three: The Local Outbreak (5.0)**

The actions taken when Newark was an 'Area of Concern' due to a Local Outbreak and the actions taken to remove the area from the Government's National Watchlist

#### **Section Four: Workforce (6.0)**

A look at the way staff and Members are adapting to work with Covid-19 safe systems.

#### **Section Five: Moving Forwards (7.0)**

This section outlines some of the issues that the District is likely to experience and the tools and support in place, to help communities as we move from the Response to Recovery phases. This section of the report urges a note of caution as we move back to recovery, recognising that Covid-19 has not gone away and will be with us for some time to come. It is vital that we remain vigilant to keep our communities safe.

## 2.0 Background Information

2.1 The diagram below gives a summary update on activities:

January 2020	•The first cases of Covid-19 in China and Asia
30 January 2020	•The outbreak was declared a Public Health Emergency of International Concern
February 2020	•Nottinghamshire LRF commence preparations for a pandemic
4 March 2020	•The Council stood up their Covid-19 emergency planning teams •NSDC's Bronze, Silver & Gold teams met at least weekly
11 March 2020	•World Health Organisation characterizes Covid-19 as a pandemic
16 March 2020	•Social distancing measures put in place nationally
17 March 2020	•Leisure centres, NCWC and Palace Theatre closed
18 March 2020	•Announcement of measures to assist businesses and employees through the Covid-19 crisis including furlough scheme
20 March 2020	•The Council create the 'HART' team to help the district's residents through the pandemic
23 March 2020	•20:30 Commencement of nation wide lockdown
25 March 2020	•Nottinghamshire community support and volunteering hub contact number goes live •The Council commence new working arrangements with the majority of staff moving to working from home
31 March 2020	•First virtual Committee
April 2020	•40 members of staff furloughed •All Committees except Planning and P&F stood down
21 April 2020	•First Recovery Group meeting •Testing for key workers opened up to Council staff
28 April 2020	•NSDC in top 3% in for speed of business grant payments
May 2020	•The Council start to develop safe ways of working for entering properties/ interacting with customers
1 June 2020	•The public can exercise more than once a day •The public can be outside with up to 5 others from different households still abiding by social distancing rules •Open air markets and schools reopened with reduced capacity
15 June 2020	•Non-essential retail reopens
4 July 2020	•Social distancing rules relaxed to a "one-metre plus" as pubs, cinemas and restaurants reopen
13 July 2020	•Nail bars, salons, tanning booths, spas, massage parlours, tattoo parlours and piercing services are allowed to re-open
August 2020	•Save the High Street Campaign is launched alongside the 'Eat Out to Help Out' scheme

### **3.0 Council Services**

This section provides an overview of the Council services that have continued since June 2020, including existing services which have adapted and new services now delivered in response to community needs from the pandemic.

#### **3.1 Housing**

The responsive repairs team are delivering emergency repairs within the 24-hour target and have worked through the backlog of 850 repairs. They are now returning to delivering day-to-day repairs. The layouts and ways of working at Gladstone House and Vale View have been adapted and a robust safe system of work is in place to ensure staff and residents are safe and protected. The next steps include safely reopening communal dining and extending the reopening of Truly Beauty (which reopened its doors to residents only on 14 July).

#### **3.2 Emergency Planning**

The Council continued to use official data and guidance to inform its actions<sup>1</sup> and many employees continue to work on pandemic related activities, from making buildings Covid-Secure to ensuring that the wider district is safe. The Council also continues to contribute to the 15+ groups that sit under the LRF on a strategic, tactical and operational level. The nature and frequency of these meetings is subject to constant change and review.

#### **3.3 Homelessness**

The Council responded to the governments 'Everyone In' directive by placing 9 people into temporary accommodation. There are still 3 people that need 'move on' accommodation and the Council's Housing, Health & Community Relations team are developing a plan for these individuals. The team have also provided support to individuals in temporary accommodation including information on testing, assistance to claim benefits, food parcels, support sessions and provided funding for deposits to secure 'move on' accommodation.

#### **3.4 Council Tax Support**

The UK government provided local authorities with funding to provide additional support to residents who qualify for Council Tax support. Council Tax reductions of £150 were applied for all households of working age already in receipt of Local Council Tax Support. Awards totalling £655,491 have been made so far out of a budget of £810,844. It is expected that the whole budget will have been awarded by the end of the financial year. A temporary hold on issuing reminders and other arrears recovery was in place until 30 June. Since 1 July, notices are being issued; however, flexible payment arrangements have been made with those council taxpayers that have asked for additional support.

#### **3.5 Recycling and Waste**

On 3 August 2020 a safe system of work was put into place allowing all vehicles to return to 3 members of staff in a cab. This was enabled by a number of safeguards including; routine temperature checks, face coverings worn in cabs and crews operating in working 'bubbles' to limit interactions. Currently all services are running with minimal disruption.

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<sup>1</sup> Data from Public Health England published at [GOV.UK](https://gov.uk) has provided information about testing, cases and mortality. The Council also monitors national COVID-19 [surveillance reports](#).

### 3.6 **Parks & Open Spaces**

Play areas and parks reopened from 6 July following the easing of restrictions nationally. Adaptations were put in place to ensure parks & open spaces could be used safely including signage to remind park users to socially distance. Since July football training has restarted in parks and the Football Association risk assessments provided were reviewed by the Council before the activity resumed. Community Litter Picks and Friends Groups have also restarted in groups of 6 or less, in line with Council risk assessments.

### 3.7 **Car Parks**

Between 4 April and 30 June all car parks managed by the Council were free of charge to assist key workers and residents. This was extended to 31 August, with a reduced offer of 2 hours free parking at all Council car parks and free parking after 6pm to support the reopening of the economy. This will end on 20 September and car-parking charges will be resumed on 21 September.

### 3.8 **Committee Meetings**

Democratic Services colleagues have supported Members by providing one to one support with a dedicated officer assigned to individual Members. The democratic process has also been adapted with Committees and meetings hosted virtually and this work will continue to develop with a virtual Full Council in October. Since June the following activities have taken place:

- 4 Planning Committee Meetings
- 4 Licensing Hearings meetings
- 2 Policy & Finance Committees
- 3 Housing Advisory Group and servicing meetings
- 2 Chairs & Vice Chairs Meetings
- 2 Active4Today meetings
- 1 Councillors Commission
- 1 Shareholder Committee
- 1 Climate Change Group

### 3.9 **Planning Development**

Planning have continued to deliver their services processing applications and delivering services to their customers.

### 3.10 **Public Protection**

Public Protection have experienced a significant increase in complaints since 23 March many of which have been specifically related to Covid-19. Since the start of lockdown to 31 August these include:

- Noise complaints: as more people have been at home and outside due to the hot weather there has been a rise in neighbour complaints about noise disturbance. There have been 397 noise complaints received and investigated compared to 292 for the same period last year an increase of 107 cases (over 25% more).
- Smoke and Household Burning Complaints: there has been an increase in complaints about burning of material at domestic properties. The number of complaints received and investigated was 45 compared to 23 cases investigated for the same period last year. This is likely to have been caused by the temporary closure of the Household Waste Recycling Centres and the suspension of the recycling collection.



- Anti-social Behaviour: the Council and Police figures show that ASB has increased since the start of lockdown. The cases investigated by the Council have increased by 19 cases. However, the concern is not the number of cases, but the nature and complexity of the cases. There are many more cases involving school age children congregating in large groups. The police used Dispersal Orders in the Balderton area to resolve the issues being caused. The ASB included vandalism, harassment of the public and the fear caused by the congregating of large groups of people.
- Response to Covid-19 Complaints: a range of concerns were raised through the lockdown period. Initially these were concerns over social distancing at businesses that were able to operate through the lockdown; however as more premises reopened more concerns were raised. Concerns often regarded; queuing at premises, the wearing of PPE in hair salons and adherence to track and trace. To the end of August the Public Protection team received 270 Covid-19 specific complaints.

### 3.11 **Humanitarian Aid Response Team (HART)**

HART have continued to attend the LRF cells and sub groups, including contributing to the Incident Management Plan for the local outbreak and supporting Environmental Health and Public Health England on test and trace. HART has continued to support residents with parcels, medication pick-up and referrals, as well as other activities such as:

- Supporting private events to ensure Covid-19 compliant plans.
- Linking humanitarian support to local test and trace to ensure isolating individuals can access support and aid.
- Proactively supporting community and voluntary sector groups, such as village halls and community and voluntary sports clubs, to access Business Rate Relief support and Discretionary Grant support. This support has been critical to sustaining these groups and will hopefully reducing future financial struggles.
- Sanitisation support (the creation of a communal shower area) for family clusters on Park View.
- Assistance with exemption badges for vulnerable residents who cannot wear facemasks due to health conditions.
- Providing information on test and trace, in multiple languages, to residents.



### 3.12 **Welfare Checks**

The most significant piece of work HART has delivered since June was following up with vulnerable persons across the district. There are 3,865 Vulnerable People listed on the Nottinghamshire County Council's hub as living in Newark & Sherwood. Excluding those with dementia or aged 69 and under, 3,323 can be classified as vulnerable to Covid-19. The Council made telephone contact with all 3,323 vulnerable people. The Council made contact with 94% of people and Nottinghamshire County Council the remaining 6%, to ensure they had support in place during the pandemic. Following these 'safe and well' checks 276 (8%) were referred to HART for further welfare checks or complex needs. HART have now been successful in gaining contact with 274 of these individuals and are working with them to get them the support they need.

### 3.13 Communications

The key message moving forward is vigilance. To ensure the public remain vigilant and continue to follow the advice. A video message from the Leader of the Council, Councillor David Lloyd, which combined this need to be vigilant with informing the public about Newark's removal from the National Watchlist had over a 1,000 views within the first day. The continued social media messaging has been redesigned to reflect the public's 'message fatigue'. It acknowledges that the message has not changed but that it remains important.



### 4.0 Business Support

This section outlines the support that has been provided to businesses in Newark & Sherwood from across the Council. This has been wide reaching and wrap around support including business grants, economic growth support, guidance from Environmental Health on national regulations and promotion and resources from communications on reopening high streets safely.

#### 4.1 Business Support

The Public Protection and Economic Growth teams worked, with communications colleagues, in partnership with the Chamber of Trade and Commerce, the Nottinghamshire Business Growth Hub, Newark Business Club, Southwell Traders Group, local community groups and other partners such as Southwell Town Council, to deliver information, support and guidance on reopening. This included creating two newsletters, posters and leaflets.

Wide ranging support was provided to retail businesses reopening on 15 June. A range of interventions were implemented to provide support to the business and to give confidence to the public. These were:

- a retail advice pack was produced and distributed to over 200 businesses helping businesses understand the national guidelines and regulations.
- 25 'Ambassadors' (who volunteered themselves from across the Council) were deployed over 5 days in the main commercial areas to give advice to business and the public and refer issues.
- A Covid-19 phone-in 'ask the expert' workshop was hosted for businesses.
- The Council supported the implementation of traffic regulation orders to allow social distancing in high streets.

Wide ranging support was also given to licenced premises which reopened on 4 July. This involved two distinct activities. During the day, Covid-19 Ambassadors were present on the main high streets across the district proving advice and guidance to the public and newly opened premises. This was followed in the evening with visits to licensed premises. The Police worked with Environmental Health and Licensing staff to visit 15 licensed premises in Newark and 7 in other areas of the district to check the arrangements in place. Most premises had read and understood the guidance and this was reflected in the management of the premises.

This evening exercise was repeated on 8 August. In the daytime, visits were made to retails and none licensed premises and in the evening, premises in the night-time economy were targeted. On this occasion the checks were extended to restaurants as well as pubs. In total 27 premises were inspected. It was noted that in some premises, the standards had been relaxed and action was taken to remedy this.

#### 4.2 Business Grants

Thousands of businesses have been awarded grant support through the national schemes (see table one) and this has been complimented by the Local Discretionary Grant scheme. This grant scheme, run by the Council, is aimed at small and micro businesses who were not eligible for the Small Business Grant or the Retail, Leisure and Hospitality Grant. This fund is now closed and £1,160,666.67 was awarded across 113 businesses.

Table One: Grants Awarded in Newark and Sherwood			
Grant Name	Grant Size	No of Awards	Total Given
Discretionary grant	Up to £25k	113	£1,160,666
Business rate grant	£10-25k	2,270	£26,630,000
Small Business Grant	£10k	1,804	£18,040,000
Retail, Hospitality & Leisure Grant	Up to £25k	468	£8,610,000

#### 5.0 The Local Outbreak

This section outlines the actions taken when Newark was an 'Area of Concern' due to a Local Outbreak and the actions taken to remove the area from the Government's National Watchlist.

##### 5.1 The Situation

On 7 August a [statement](#) from Jonathan Gribbin, Director of Public Health at Nottinghamshire County Council, confirmed a number of cases at the Bakkavor factory in Newark and emphasised the importance of following social distancing guidelines to all residents and businesses in the district. The national surveillance report of 14 August placed Newark & Sherwood on the Watchlist as an area of concern.

The threshold for national interest is at least 20 cases per 100,000 people. The following timeline summarises the Newark and Sherwood Local Outbreak:

Timeline	<b>3 - 9 August</b>	• 26 cases per 100,000 population across Newark and Sherwood
	<b>10 - 16 August</b>	• 32 cases per 100,000 population across Newark and Sherwood
	<b>14 Aug</b>	• Newark designated an area of concern
	<b>17 - 23 August</b>	• 24 cases per 100,000 across Newark and Sherwood
	<b>4 September</b>	• Newark removed from the Watch List

of the outbreak was the factory run by Bakkavor with traced cases within the community, family and social networks between linked people and Bakkavor employees. There was not extensive spread in the community due to support of the Covid-19 guidelines.

## 5.2 Actions Taken

The actions taken by the Council to manage the outbreak were as follows:

### 5.2.1 Track and Trace

The national test, track and trace system is the first stage in identifying positive cases and ensuring that any contacts are followed up and advice on self-isolation provided. It became apparent during the local outbreak that there were some gaps in the national contact tracing that required local intervention. In instances where national contact could not be made, local contact was initiated using Environmental Health staff from within the Council. This allowed all positive local cases to be contacted and suitable advice provided.

As the outbreak developed, this system was further enhanced using daily positive case data provided by Bakkavor to immediately contact those testing positive and identify social, work or familial links. This work was a joint effort between County Public Health colleagues and the Council. When the Council communicated with positive or suspected cases the individual was requested to complete an online 'Investigation Survey' developed by the Council to gain an understanding of the spread and development of the outbreak. This survey was translated into 3 languages and translators also supported the investigation follow-ups to ensure a full picture of the outbreak was gathered. The survey also signposted to support that could be provided by HART for residents isolating.

The Bakkavor site was not the only place involved in the local outbreak. Staff from Public Protection followed up positive cases and their contacts from two other sites. The contact details of over 90 individuals were tabulated and assessed to ensure that any links could be identified. The analysis of this contact tracing showed links between the Bakkavor and the two other sites, suggesting that the outbreaks were linked rather than separate entities.

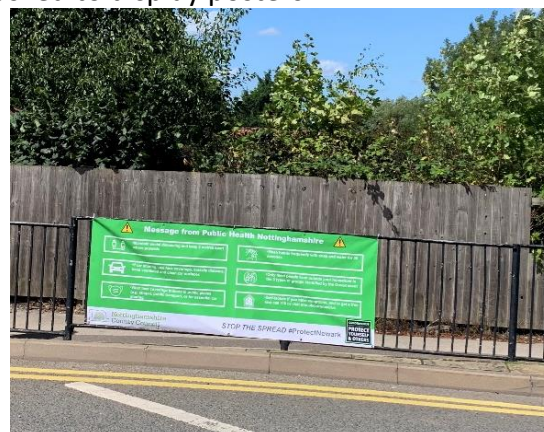
The model developed for the Newark outbreak was so effective that it is now being developed as a model for track and trace across the County.



### 5.2.2 Communications #StopTheSpread

Ensuring that the identified key messages are broadcast during a local outbreak is crucial to stopping the spread of Covid-19. Public Health determined that transmission was mostly occurring through a social or community setting with households mixing and car sharing without following the guidelines.







To address this, the communications team developed a campaign which included these key messages covering a range of channels. Social media campaigns were developed using national assets, physical signage such as banners were used in key locations to ensure maximum impact. Alternative language material was developed and displayed and all the main supermarkets were visited and asked to display posters.



Utilising window space on Stodman Street Banners at; Castle Gate, London Road crossroads, Beacon Hill Road, Bowbridge Road, Lombard Street, Queens Road, Kings Road and Brunel Drive

During the outbreak there was also an increase in 'fake news' mostly on social media and the campaign adapted to address this as demonstrated in the social media post below.

### Beware of false information

	<b>Consider the source:</b> Where did you receive the information from?		<b>Cross check:</b> Are other reliable platforms sharing the same information?
<b>Follow accurate advice from accurate sources</b>			
	<a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a>		
	<a href="http://www.newark-sherwooddc.gov.uk/coronavirus">www.newark-sherwooddc.gov.uk/coronavirus</a>		
	<a href="http://www.nottinghamshire.gov.uk/coronavirus">www.nottinghamshire.gov.uk/coronavirus</a>		
			

There were weekly briefings with the media hosted by the County Council and multiple press enquiries which were actioned. Throughout this period, a high profile Towns Fund Campaign was ran by the communications team which saw 3 consecutive weeks as the lead article in the local press, high profile videos reaching across a wide range of organisations which form the Towns Fund Board.

### 5.2.3 **Business Support**

In response to the increase in cases, a further day of activity was undertaken on Saturday 15 August. Support for this activity was provided from other authorities within Nottinghamshire who provided specialist staff to assist Environmental Health colleagues. Premises where people congregate were identified and visits were made to cafes, restaurants, coffee shops, and licensed premises. Over 80 premises were visited and reminded of the regulations.

### 5.2.4 **Council Sites**

As a precaution during the local outbreak, visitors to council run care homes were restricted and the transitional arrangements for council offices were paused, with only essential staff attending council sites.

### 5.2.5 **Emergency Plan Update Meetings**

Daily Emergency Plan Update Meetings were established in response to Newark being on the Government's National Watchlist as an Area of Concern. These meetings involved Council officers, Public Health, County Council colleagues and members of the Council's Senior Leadership Team. The group were primarily a decision making group ensuring effective management of the local outbreak. The meetings were held daily from 6 August to 4 September.

### 5.3 **Response: National Taskforce**

In August group of three representatives from central government, together with Jonathan Gribbin, Director of Public Health for Nottinghamshire, visited Castle House. The purpose of the visit was to explore how the national Covid-19 policy and practice was applied to deal with a local outbreak, providing an opportunity to share good practice from elsewhere and to raise matters with central government that the Council felt needed to be improved. The Taskforce group were positive, as was the Director of Public Health, about the leading contribution of Newark & Sherwood District Council.

## 6.0 **Workforce Adaption**

This section of the report summarises how staff and Members are adapting to work with Covid-19 safe systems of work and being supported to continue to deliver to residents

### 6.1 **Gradual Return to Work**

The original lockdown measures were partially removed and from 1 August the Government's advice for England changed giving employers discretion to allow staff back to work. The decision was taken to bring staff back to work in a phased, sensible and safe way to assist with:

- The isolation and loneliness experienced by some colleagues;
- The loss of the sense of team/togetherness that comes from face to face contact;
- The loss of a sense of common purpose and organisational culture;
- The less than ideal home working arrangements that some staff are experiencing; and
- The loss of integration between services that often comes from informal 'corridor' conversations and the impact this can have on service co-ordination.

There are some working arrangements, introduced in response to Covid-19 that will remain, such as greater use of virtual meetings and increasingly flexible working patterns.

The phased return to staff to their usual place of work commenced on Monday, 10 August 2020. This is a transitional phase so every day numbers were limited to ensure social distancing. This was controlled through a rota applied to the offices at Farrar Close, Brunel Drive and Castle House. As the offices are all different sizes and layouts it meant staff coming in once every 8 to 10 working days. Staff also have to adhere to the Temporary Ways of Working, a pack of guidance on the safe systems of work in place at the Council's offices.

However, on 13 August, Newark & Sherwood were categorised as an Area of Concern. Therefore, as a precautionary measure, the transition arrangements were paused. Following the removal of Newark from the National Watchlist the plans were restarted with effect from 14 September 2020.

## **6.2 Workplace Culture**

The workplace culture team was set up to provide a wrap-around package of support for all staff. They continue to provide this support to staff with a weekly wellbeing newsletter and other information. They have also taken specific actions to support staff with transition back into the office. This included creating two videos guiding staff through the safe systems of work and helping familiarise staff with the new office protocols before their first day back. Staff also have access to a bespoke reintegration back into work/life after lockdown pack and other mental health support resources.

## **6.3 Member Survey**

A Member Survey was undertaken by democratic services to understand how Members have found continuing to serve their communities through the pandemic. Members here adapted by moving online for meetings and committees and this was particularly important for those shielding. However, the overwhelming response from Members was that the support from Council staff meant they could still effectively deliver in their community. The main message from Members was that Covid had enabled, in some cases, more engagement with local businesses, organisations and residents. Whilst the pandemic in general and the many reactive community support groups, brought communities closer together; a legacy that the Council will look to build upon.

## **6.4 New Ways of Working**

The Council will be reviewing itself as an organisation, looking to learn lessons from how services were delivered during Covid-19. This learning is still ongoing as we enter the transition arrangements with staff starting to return and with communities entering the recovery phase. The Council will be learning and gathering information and using this to look at ways of working in the future.

## **7.0 Moving Forwards**

This section considers the future issues that are likely to impact the district moving into recovery and the future post-Covid.

### **7.1 Looking Forward**

There were 93,300 furloughed in Nottinghamshire, of which 13,900 were in Newark and Sherwood. This equates to 11.4% of the population. Projected unemployment in Newark and Sherwood after furlough is expected to rise to 11.5% to 12% from the pre-Covid 4.5% (D2N2 Study). The Projection of Gross Value Added (GVA) change by the end of 2020 is expected to be minus 41% in Newark & Sherwood and minus 35% in the UK (D2N2 Study).

This is mirrored in the support residents require. There were 3,750 JSA Claimants in Newark and Sherwood in June 2020. This is a 155% increase on June 2019.

## **7.2 Economic Recovery**

An Economic Impact and Recovery Strategy is in development and this will pull together multiple data sources to develop a picture of the issues facing Newark and Sherwood residents and businesses before outlining a strategy for economic recovery.

The Council will also undertake a number of promotional campaigns to support the safe reopening of high streets in each town, including messaging on safety, guidance on reopening and social distancing. The local outbreak that put the district on the Government's National Watchlist delayed the visitor 'staycation' campaign that was due to run in August and September. This campaign will now run in October and will focus on promoting the tourism destinations in Newark and Sherwood as safe places to visit for a 'change of scenery' with opportunities to enjoy the outdoors and open spaces.

## **7.3 Community Resilience**

HART was put in place at the onset of the pandemic to provide immediate and dedicated support to the community as a result of the impacts of Covid-19. However, it is recognised that HART has a continuing role to play in providing support to business, communities and identified vulnerable people and target groups. Therefore, HART will continue to deliver this community focused support. The principles for this are currently in development.

## **7.4 Additional Information (most up to date position)**

Since the report has been written the prime minister has reacted to the nationwide increase in the spread of Covid and further measures have been announced.

Work is ongoing to understand all of these and what it is we need to do to facilitate and support everyone to comply and ensure we help to keep residents safe. We have immediately suspended the transition rota, which was the managed process of allowing staff to attend council offices (Castle House, Brunel Drive and Farrar Close). We are currently looking at how we can support staff, our greatest resource, to ensure that they thrive as they continue to deliver for our residents and businesses

Regular updates continue to be provided for staff and Members in relation to a rise in cases in the district and we continue to work closely with Public Health to consider any actions we need to take. The situation locally and nationally is changing rapidly and we are reacting to these changes as they occur and will ensure Members remain informed.

## **8.0 Summary**

- 8.1 Colleagues have acted exceptionally to quickly set up support services for the district's most vulnerable residents, provide much needed financial relief to businesses and to develop and implement new ways of working in order to maintain the Council's unique and valuable "one team" ethos. Staff have embodied the Council's values tackling the local outbreak quickly and effectively.



## **9.0 Proposals**

- 9.1 It is proposed that the content of this report, most notably the breadth of the response and work undertaken to remove Newark from the Government's National Watchlist, be considered as a context for future working.

## **9.0 Equalities Implications**

- 9.1 The disproportionate impact of Covid-19 upon persons with protected characteristics in terms of age, ethnicity, occupation, and deprivation has regrettably been observed in the national statistics. Due consideration of these and equalities implications will be necessary as the pandemic recovery continues to evolve. For each new activity referenced an equalities assessment was made and adaptations made as required.

## **10.0 Financial Implications (FIN20-21/9412)**

### **10.1 Revenue Current Year**

- 10.1.1 The Council has received £1,483,053 of funding from central government to-date to mitigate additional cost pressures as a result of COVID-19. This can be used across both the General Fund and the Housing Revenue Account. Details of how this £1.483m is currently allocated can be found in Appendix B of the General Fund, Housing Revenue Account and Capital Projected Outturn Report to 31 March 2021 as at 31 July 2020 report which was presented to the Policy & Finance Committee at their meeting held on 24 September 2020.
- 10.1.2 The Council will also be able to claim partial compensation for lost sales, fees and charges income due to Government COVID-19 related interventions. Based on initial estimates, the Council projects that this will be between £0.400m and £0.600m for 2020/21.
- 10.1.3 As at the end of July 2020, the Council is projecting a £1.174m shortfall on the General Fund in 2020/21 or between £0.574m and 0.774m if it includes initial estimates of compensation receivable for lost sales, fees and charges income.

### **10.2 Revenue Future Years**

- 10.2.1 As part of the 2021/22 budget-setting process, officers are working to understand the impacts that COVID-19 and other changes may have on expenditure and income in 2021/22 and future years.

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

- 11.1 The Council has a responsibility to plan and prepare for emergencies. This is a key responsibly and feeds into all objectives within the Community Plan. It is important to note that the Community Plan has been reviewed and reshaped in response to Covid-19 and is being brought before Members at this Committee for consideration.

## **12.0     RECOMMENDATION**

**That the report be noted as a summary of the pandemic response and recovery activities since June 2020.**

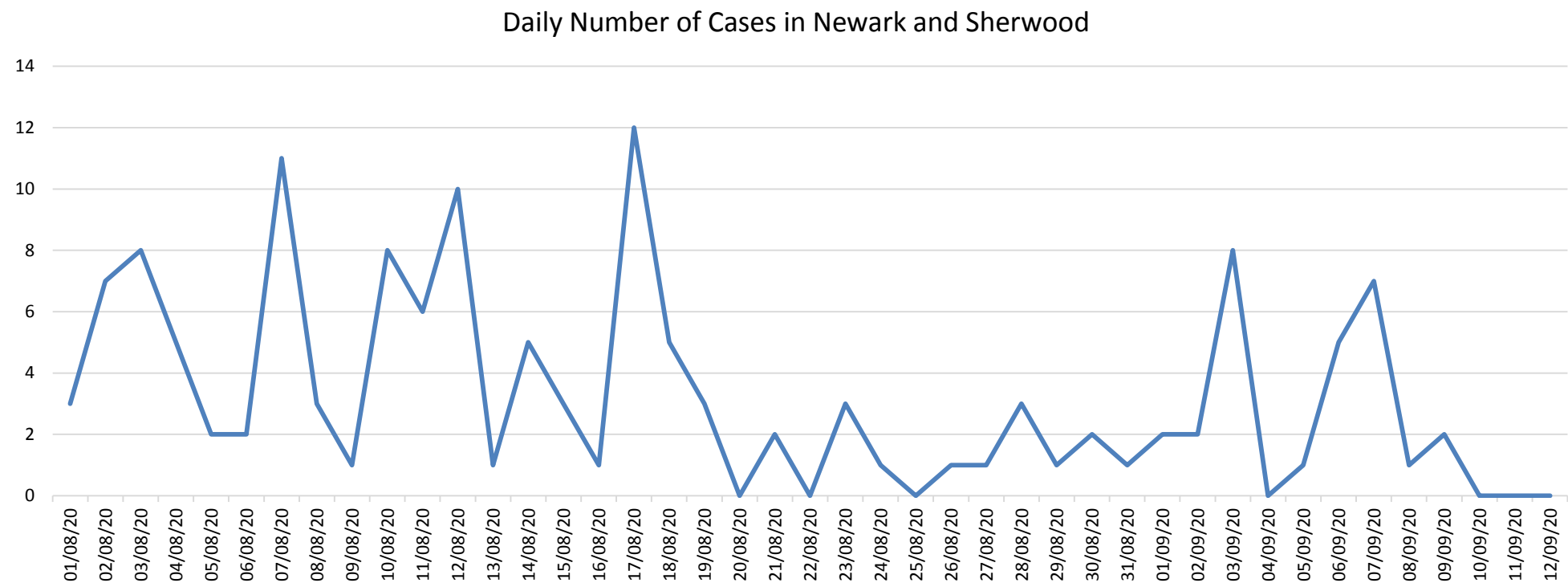
### Background Papers

Nil.

For further information, please contact Sharon Watret on Ext.5717 and Ella Brady on Ext.5279.

Deborah Johnson  
Assistant Director - Transformation & Communication

Appendix: Cases during the Newark and Sherwood Outbreak



## COUNCIL MEETING - 13 OCTOBER 2020

### COMMUNITY PLAN 2020 - 2023

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

- 1.1 To present the refreshed Community Plan 2020-2023 for approval.

#### **2.0 Background Information**

- 2.1 The Community Plan has been updated to reflect our communities and our priorities during the Covid-19 pandemic. There have been numerous examples of community spirit and communities coming together to support one another which have been reflected in the refreshed document.
- 2.2 The continuation of the Council's Humanitarian Assistance Response Team's (HART) approach which was established during Covid-19 to support households in need has also been included in the document.
- 2.3 The refresh of the Community Plan was considered by the Policy & Finance Committee, at their meeting held on 24 September 2020 and recommended for approval.

#### **3.0 Proposals**

- 3.1 The refreshed Community plan, attached as an **Appendix**, covers the same current plan period (up until 2023) and includes the following objectives:



Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area



Deliver inclusive and sustainable economic growth



Create more and better quality homes through our roles as landlord, developer and planning authority



Continue to maintain the high standard of cleanliness and appearance of the local environment



Enhance and protect the district's natural environment



Reduce crime and anti-social behaviour and increase feelings of safety in our communities



Improve the health and wellbeing of local residents

- 3.2 The design of the document has been updated and each objective covers the same three sections:-
- How will we achieve this – includes the activities that the Council will deliver to meet the objective
  - How will we measure our success - includes the performance measures that will identify if the Council has achieved the objective

- What we have achieved so far – includes details of activities that the Council have already delivered to meet the objective

3.3 The community plan also includes sections on our people and our place, our vision and our values, our funding and includes ways that residents can engage with the Council through our resident panel, consultations and for those residents who are also tenants, via the newly formed tenant scrutiny panel.

#### **4.0 Equalities Implications**

4.1 When developing the Community Plan we have had regard to the Equality Objectives contained within our Equality Strategy to ensure as far as possible that our plan furthers these objectives. In particular our plan makes a clear link between how we will work with others to improve the life chances of different groups by pooling information, resources and action planning. We also make reference to how we will better understand our communities through the collection and analysis of information and engaging with partners as appropriate. When reviewing our services we will also ensure that they are accessible and meet the needs of our citizens.

#### **5.0 Financial Implications (FIN20-21/771)**

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

##### Revenue Current Year

5.2 The Council's 2020/21 revenue budgets seek to deliver the objectives of the refreshed Community Plan 2020-2023.

##### Revenue Future Years

5.3 A key aim of the Council's medium-term financial plan is to deliver the Community Plan objectives. The Council's budgets for 2021/22 and future years will be set with plans to deliver these, matched against the expected resources available to fund this spend.

##### Capital Implications

5.4 Officers will present separate reports to Committees as appropriate regarding prospective and agreed capital projects to deliver the Council's Community Plan objectives.

#### **6.0 RECOMMENDATION**

**That the refresh of the Community Plan 2020-2023 be approved.**

Background Papers - Nil

For further information please contact Natalie Cook, Transformation Manager on ext 5275.

Deborah Johnson  
Assistant Director – Transformation & Communications

# Newark and Sherwood District Council Community Plan 2020-2023

*Serving People, Improving Lives*



(Updated in September 2020)



**NEWARK &  
SHERWOOD**  
DISTRICT COUNCIL

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Introduction

Our community plan (2020 - 2023) has been re-examined to take into account the changing landscape of our district post covid-19. We have seen how our sense of togetherness and community spirit has defined the district and we want to continue to support this. We have also recognised the economic impacts that have resulted from the global pandemic. We have committed to an ambitious programme of activity to engage in recovery which will strengthen our district.

Our plan sets out the Council’s objectives over the next three years, building on previous published plans for the same time period. Our plan ensures the district continues to be a place where people choose to live, work, invest and spend their recreational time. The plan seeks to maintain many of the Council’s objectives that you told us were important in previous resident consultation exercises, such as continuing with the high standard of cleanliness and appearance of the local environment. Enhancing and protecting our natural environment also features in our plan acknowledging the Council’s declaration of a Climate Emergency in July 2019.

We acknowledge that we cannot deliver all of the elements of the community plan alone. We will continue to play a key role in strengthening our partnerships with residents, businesses, agencies and other organisations in the public sector to ensure that we fulfil our objectives within our community plan.

We are also being faced with challenges such as the EU exit, the long-term effects of a global pandemic and restraint on public expenditure which will continue to underwrite the landscape within which we are delivering our community plan. We have responded positively to these challenges so far with improving service delivery, seeking new commercial activity and innovation in generating efficiencies.

Our Community Plan is a confident statement of our purpose, vision, values and objectives as we enter a new landscape post covid-19. We are committed to ensuring we are continually serving people, improving lives.



John Robinson  
Chief Executive



David Lloyd  
Leader

# Our people and our place



55,232 homes in Newark and Sherwood

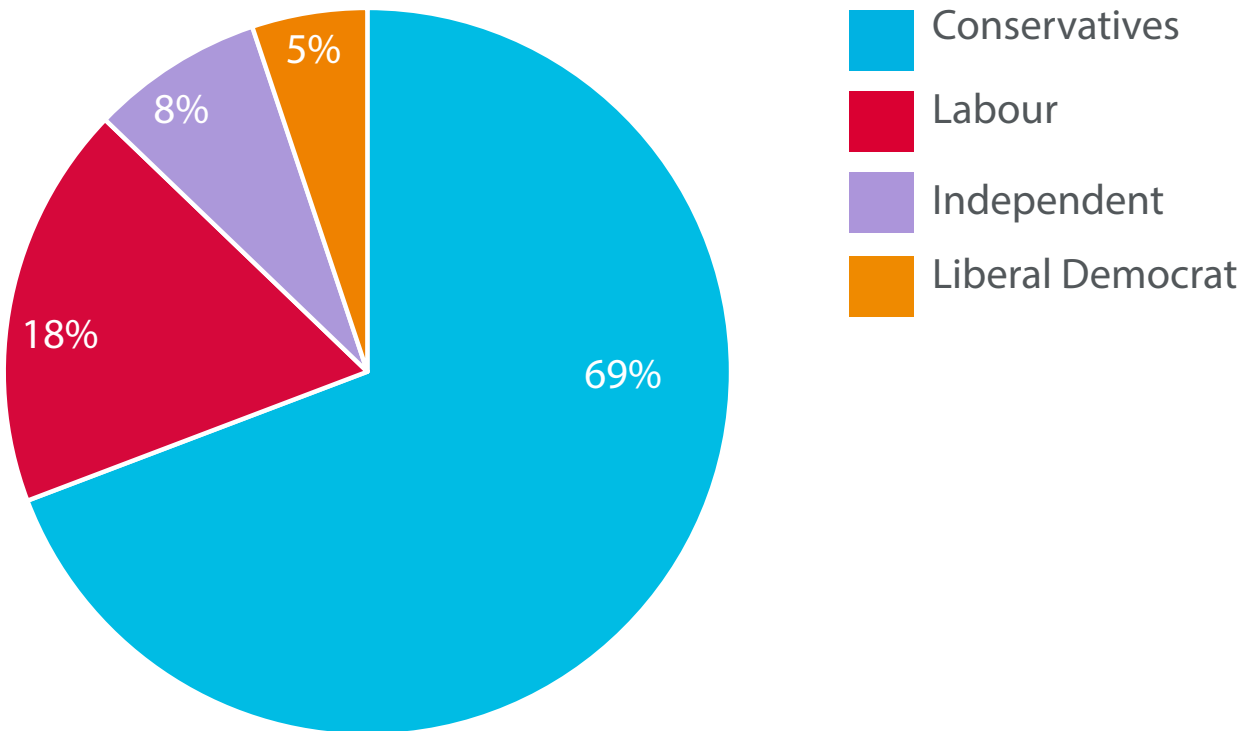


121,566 population of Newark and Sherwood

5,526 Council houses owned by Newark and Sherwood District Council

# How the Council works

Residents of Newark and Sherwood are represented by 39 elected members. The political make-up of the Council from May 2019 is shown below.



Councillors are elected by the community to decide how the Council should carry out its various activities. They represent public interest as well as individuals living within the ward in which he or she has been elected to serve a term of office. They have regular contact with the general public through Council meetings, telephone calls or surgeries. Surgeries provide an opportunity for any ward resident to go and talk to their councillor face to face and these take place on a regular basis.

Councillors appoint a Leader and Deputy Leader to provide political leadership and direction for the Council as a whole.

Each year, Councillors also appoint a Chairman to undertake civic responsibilities on behalf of the whole Council.

Find out more about our Councillors here: <https://bit.ly/2ZJqZ9L>

Find the Member representative for each ward here: <https://bit.ly/2XzSUpe>

All Councillors meet together as the Full Council and these meetings are open to the public.

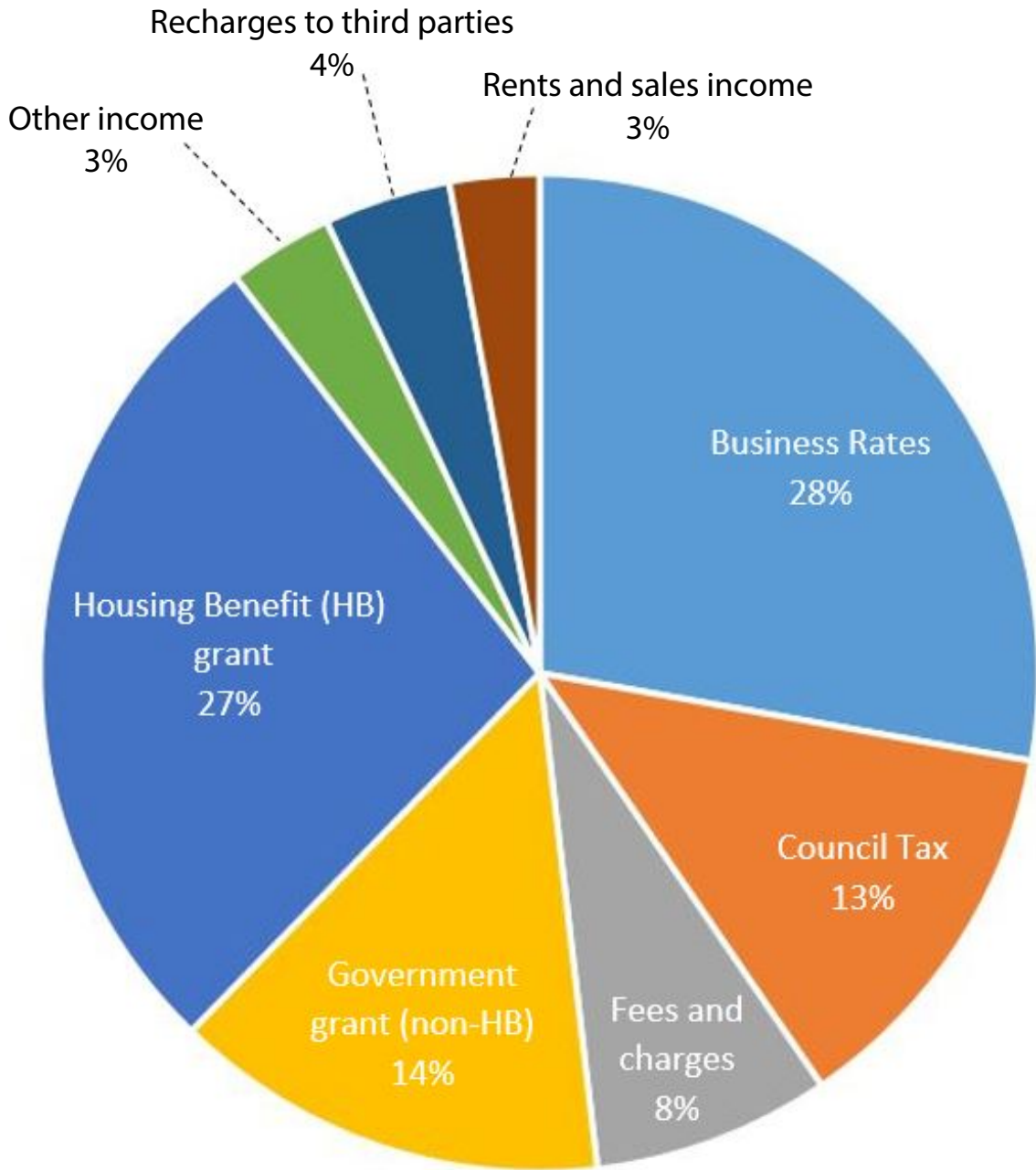


# Our funding

Over the past decade, the amount of funding available to Newark and Sherwood District Council has reduced significantly. Central Government funding for Newark and Sherwood District Council has reduced from £7.5 million in 2014/15 to £4.1 million in 2019/2020 representing a 45% reduction in core funding.

Therefore, in order to continue to deliver high-quality services, the Council has re-organised its operations in order to reduce expenditure and increase its income. Further details of our plans to generate additional income can be found in the Commercial Strategy and Investment Plan. Further information on service expenditure can be found in [Newark and Sherwood District Council's annual Statement of Accounts](#).

The diagram below provides a breakdown of how Newark and Sherwood District Council activities were funded for 2019/2020.



# Our vision

Newark and Sherwood already has much to be proud of. With its captivating history, beautiful countryside, characterful market towns, world renowned businesses and an enviable location at the crossroads of the country's transport network. We want to do all we can to enable local residents and businesses to flourish and fulfil their potential as well as encouraging more visitors to enjoy all that Newark and Sherwood has to offer. In order to achieve these, we will be locally focused and nationally connected - driven by what matters most to the people we serve and with a perspective and relationships stretching well beyond our boundaries.

# Our purpose and our values

We want to serve our local community the best way we possibly can. As public servants we place a great emphasis on adopting a public sector ethos and seek to embody this in the way that we interact with you and with each other. The Council's purpose and values make it clear what we are here to do and how we will go about it.

'Serving people, Improving lives'

## Ambitious and forward thinking

Focused on achieving the very best and always looking to improve and innovate.

## Caring and compassionate

Sensitive to the different needs and circumstances of others; seeks to empower people to fulfil their potential.

## Commercial and business-like

Careful and creative with resources; securing value for money.

## Professional and trustworthy

Consistently delivering on promises; providing good quality and demonstrating integrity.

## Welcoming and responsive

Approachable, open to feedback and challenge and swift to act.

Our objectives



Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area



Deliver inclusive and sustainable economic growth



Create more and better quality homes through our roles as landlord, developer and planning authority



Continue to maintain the high standard of cleanliness and appearance of the local environment



Enhance and protect the district's natural environment



Reduce crime and anti-social behaviour and increase feelings of safety in our communities



Improve the health and wellbeing of local residents

Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to the local area

How will we achieve this?

- Support households in need by continuing with the Humanitarian Assistance Response Team's (HART) flexible approach (established during Covid-19) and by encouraging the establishment of local community support groups.
- Increase the resilience of local communities to floods by providing refresher training to all local flood wardens and undertake a review of all community flood resilience stores.
- Encourage residents to actively contribute to resolving issues relating to speeding by developing the community speedwatch scheme in areas where speeding is raised as a public concern.
- Encourage the use of our digital services by piloting a range of appropriate courses led by local residents.
- Create income for local causes by establishing a Community Lottery Fund.
- Ensure our communities are self sufficient by reviewing the effectiveness and impact of the Parish and Town Council Initiative Fund.
- Improve opportunities for tenant involvement by completing a review and implement the agreed actions of tenant participation and engagement.



How will we measure our success?

% of residents who felt they belong to their immediate neighbourhood.

% of funding allocated to local causes.

% of residents attending a digital skills course who now feel more confident in using our services online.

Examples of Achievements

Assisted with over 750 requests including delivery of food parcels and collections of medical prescriptions for the vulnerable during the Covid -19 outbreak.

Established the Housing Advisory Group.

Supported the 2019 Parish Conference

Live Streaming of Council Committees on the internet for residents to view meetings online



# Deliver inclusive and sustainable economic growth

## How will we achieve this?

- Adopt and implement a revised Economic Growth and Visitor Economy Strategy
- Maximise grant opportunities by growing and developing relationships with potential funding partners, including all levels of government, and maintaining a pipeline of development projects.
- Create a better skilled, higher wage, and diverse economy that provides opportunities for residents and businesses to maximise their potential and creates a destination of choice to live, work, visit, and play by seeking to secure up to £25m for the Newark Town Investment Plan with central Government.
- Support students and those seeking employment or redeployment by growing and maintaining relationships with educators, trainers, employment agencies, and businesses to service ongoing employability advice and highlighting of career aspirations.
- Pro-actively support identified priorities through a combination of developer delivery (junction improvements), direct delivery (A1 overbridge), developer funding (Section 106 Agreements/Community Infrastructure Levy), grant funding (Southern Link Road, Ollerton Roundabout), and lobbying (A46 Newark Northern Bypass) by developing and adopting an Infrastructure Funding Statement.
- Enable sustainable economic growth by supporting 50 businesses per annum with advice, mentoring, skills and financial help.



# Create more and better quality homes through our roles as landlord, developer and planning authority

## How will we achieve this?

- Meet the identified housing needs of the District by continuing to provide a positive, proactive, and timely planning service which identifies land for development and secures good quality homes.
- Meet the housing needs of our district by providing 500 homes directly through the Council's development company, Arkwood Developments.
- Provide suitable and cost effective accommodation that meets our statutory duties by undertaking a comprehensive review of temporary accommodation in the district.
- Meet the existing and future needs of the Gypsy and Traveller community by evidencing and identifying current and future provision.
- Prevent rough sleepers returning to the streets and support a pathway into sustainable housing by delivering a new winter night shelter provision which meets Public Health guidelines relating to covid-19.
- Encourage tenancy success in a home by developing and delivering the first phase of the 'Healthy Start' project.
- Create improvements in responsiveness and tenant satisfaction relating to housing repairs by reviewing the housing repairs service and implementing the necessary actions.
- Offer support, learning and guidance on maintaining a healthy home by delivering a handy person service.
- Meet the demand for housing through the delivery of 335 homes from our own Housing Revenue Account in addition to 200 homes in Ollerton and Boughton from developers.
- Enhance the quality of our homes based on current and future tenants priorities by reviewing and implementing a new Empty Homes Standard.



### Examples of Achievements

- Number of council owned commercial units currently let
- Number of businesses supported through advice, mentoring or financial help
- Monitoring of unemployment rates and number of supported persons finding employment
- Monitoring annual value of the district's visitor economy through independent national data.

- Submitted transformative plans for Newark as part of the Newark Town Investment Plan. The Plan includes a bid for up to £25 million of funding from Government as part of its Towns Fund initiative.
- Named in the top 10% for paying out over £26 million business support grants to over 2,000 businesses affected by Covid-19 in nationwide league table of local authorities.
- Supported schools to host their own career and job skill events with local businesses

### How will we measure our success?

- Number of homes delivered by the Council's development Company.
- Number of dwellings completed through our role as a landlord, developer and planning authority.

### Examples of Achievements

- Exceeded targets for market and affordable house building.
- Allowed a start on-site on the second and third Strategic Urban Extension Sites at Greater Fernwood (Fernwood North) and the former Thoresby Colliery (Thoresby Vale).
- 100% of emergency repairs on Council properties attended to with 24 Hours.

# Continue to maintain the high standard of cleanliness and appearance of the local environment

## How will we achieve this?

- Reduce the environmental impact and the cost of clean up of a fly tip by delivering the 'Not in Newark and Sherwood' anti-fly tipping campaign.
- Facilitate and support cleaner and greener activities by developing a cohort of Green Champions.
- Increase levels of resident satisfaction with their local area and street scene by proactively deploying the new Action Day Team to targeted communities who currently have the lowest levels of satisfaction with their local area and street scene.
- Address repeated environmental neglect such as untidy gardens, broken fencing, abandoned vehicles by carrying out proactive enforcement action and deliver a thank you note to those residents who make a positive impact.
- Improve the appearance of the environment and recycling rates in targeted communities by delivering at least 3 school or community projects per annum aligned with the future Days of Action programme.
- Integrate the management of green spaces within the public realm by identifying and implementing opportunities for example exploring grounds maintenance provision on housing revenue account and public land.



How will we measure our success?	Examples of Achievements
<p>% of fly tipping incidents removed within 24 hours of reporting.</p> <p>% of graffiti reports removed within 24 hours.</p> <p>% of residents satisfied with the cleanliness of their local area</p>	<p>Removed 1,438 fly-tips with a combined weight of 361.89 tonnes in 2018-19.</p> <p>56 community litter picks carried out in 2019/2020.</p> <p>Established an Action Team who undertake cleansing duties, such as litter picking alongside grounds maintenance work such as grass cutting and hedge trimming.</p> <p>Carried out 5 Cleaner, Safer, Greener Days of Action.</p> <p>2 successful fly-tip prosecutions with fines totalling £3,645.</p>

# Enhance and protect the district's natural environment

## How will we achieve this?

- Contribute to the Emergency Tree Plan for the UK by identifying sites and plant at least 10,000 trees.
- Reduce the Council's carbon emissions by implementing an environmental strategy and carbon reduction action plan to achieve carbon neutrality.
- Build on the behaviour changes that have been made through greater home working and the use of technology through supporting the County Council in the implementation of the local transport plan and associated projects, focusing on reducing car usage and getting more people cycling and walking.
- Improve recycling levels by promoting positive behavioural changes.
- Provide accessible means of valuing our natural environment by developing a riverside nature walk to the west of Newark Town Lock.
- Develop and deliver education programmes to Schools by utilising our landscape on the River Trent, Newark Castle and our built environment.
- Connect residents and visitors with the nature, landscape and wildlife of Sherwood Forest by developing a master plan for Forest Corner.



How will we measure our success?	Examples of Achievements
<p>% of our parks maintaining green flag status</p> <p>% of residents satisfied with green spaces in the district</p>	<p>Maintained 7 green flag green heritage and green pennant awards for our parks and open spaces.</p> <p>Working with Nottinghamshire Wildlife Trust and Natural England to identify wildlife sites which are not under positive management.</p> <p>Launched the Greening Newark and Sherwood campaign</p> <p>13,970 households have signed up to the garden waste scheme since its full rollout across the district.</p>



# Reduce crime and anti-social behaviour, and increase feelings of safety in our communities

## How will we achieve this?

- Ensure alignment and investment in new technology to improve imaging and support enforcement actions by the Council and partners by assessing crime locations against CCTV sites.
- Improve the feelings of safety by training and developing our front-line staff to act as 'eyes and ears' in support of Public Protection colleagues and adopt a 'don't walk by' approach to issues that affect communities.
- Improve the safety of the district's town centres by undertaking at least two Nights of Action per annum with partners targeting the night time economy.
- Reduce the number of environmental crimes committed by increasing visibility and enforcement activity in targeted areas.
- Identify and implement opportunities for service development arising from co-location with Nottinghamshire Police at Castle House.
- Ensure key locations are safer through 'target hardening' and other interventions by leading a partnership bid with the Office of Police and Crime Commissioner, Nottinghamshire Police and Nottinghamshire County Council to the Home Offices' Safer Streets Fund.
- Educate young people engaged or at risk of engaging in anti social behaviour by delivering at least 2 diversionary activities per annum in key locations and if necessary, use enforcement activity to guide their future behaviour through Criminal Behaviour Orders or similar.



# Improve the health and wellbeing of local residents

## How will we achieve this?

- Improve the health and wellbeing of local residents by working collaboratively with partners to develop and integrate housing, health and social care linking to wider County strategies.
- Improve opportunities for health and wellbeing by providing a new swimming pool at the Dukeries Leisure Centre.
- Improve the facilities on offer by working with Southwell Leisure Centre Trust in the co-development of a business case for a new fitness suite extension and an alternative management arrangement.
- Improve the facilities on offer by supporting the YMCA to deliver their flagship project, the Community and Activity Village in Newark and its ambitious outcomes.
- Prevent homelessness through the development of a Targeted Arrears Support project to support residents at risk of financial crisis, with particular focus on those financially affected by Covid-19.
- Support the regeneration of a new sports pavilion with an enhanced quality of pitch provision and variety of tenure opportunities through the delivery of phase 1 of the Yorke Drive Regeneration Project.
- Help reduce fuel poverty in the district by creating and delivering a portfolio of innovative fuel poverty alleviation/affordable warmth initiatives targeted at private sector residents.



How will we measure our success?	Examples of Achievements
<ul style="list-style-type: none"> <li>Number of enforcement actions undertaken.</li> <li>% reduction in level of all crime.</li> <li>% of residents satisfied with their local area as a place to live.</li> <li>% residents with improved feelings of safety</li> <li>% reduction in number of ASB incidents</li> </ul>	<ul style="list-style-type: none"> <li>100% of all council run pay and display and pay on foot car parks have achieved safer parking Park Mark status.</li> <li>192 proactive joint Police activities were carried out in 19/20.</li> <li>Increased the number of enforcement actions publicised on our media platforms.</li> </ul>

## How will we measure our success?

- Develop and provide opportunities for inactive people' to increase levels of physical activity and sport
- Number of residents provided and supported with general energy advice
- Number of private sector residents participating in the Council's fuel poverty alleviation schemes in the district.

## Examples of Achievements

- Active4Today launched the first junior parkrun in Ollerton.
- Led the co-ordination of the Rainworth project which provided full first time gas central heating to 98 properties which previously had electric storage heaters.
- Provided energy advice to 369 requests from residents.

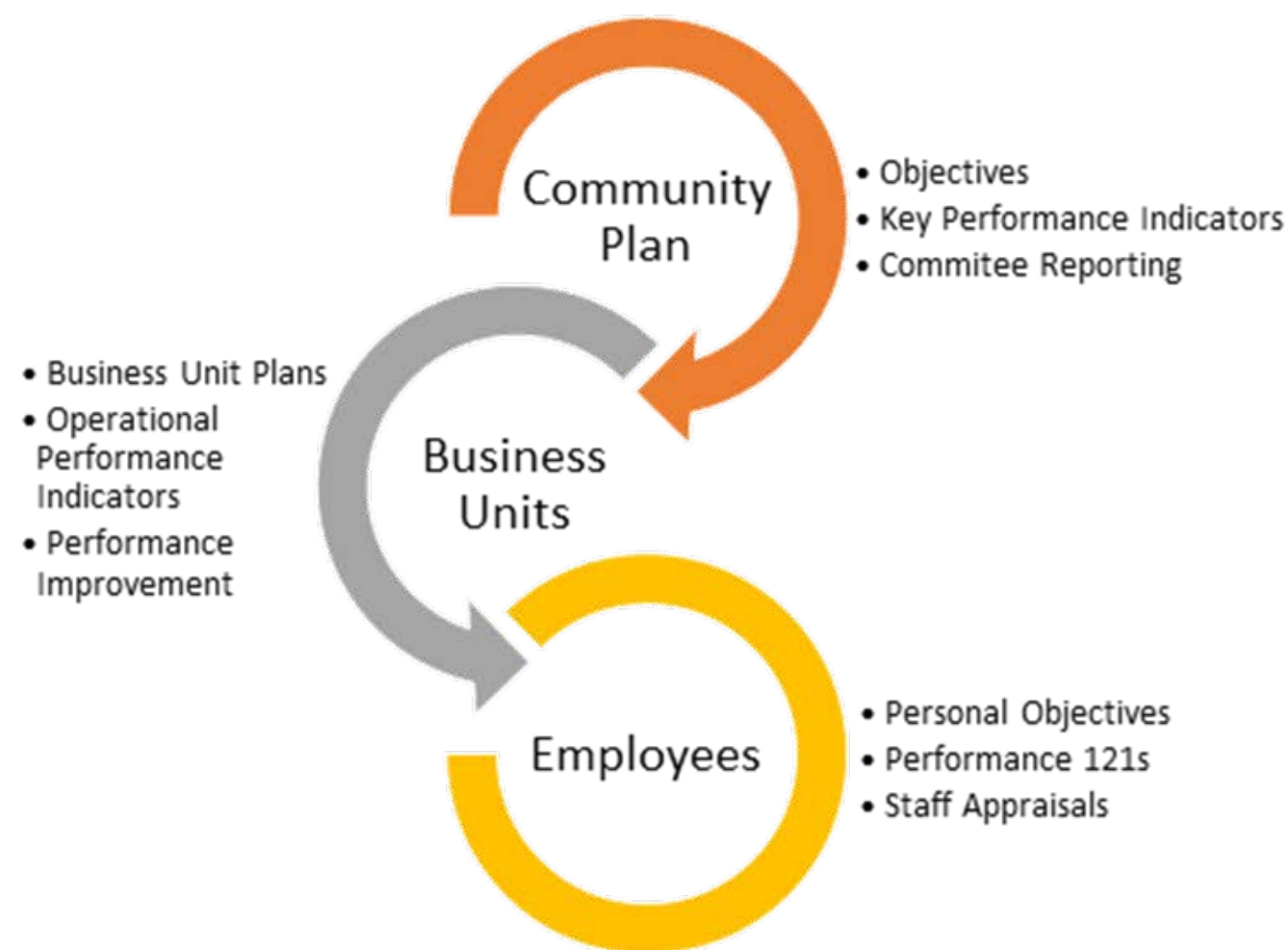
# Our performance

Performance Management is a set of processes that measures, analyses and aims to improve performance to enable us to deliver our objectives and meet the needs of our customers and our district.

We measure performance at a variety of levels including corporate (whole council), service (specific business units) and individual (employee). Targets are agreed for each level and are incorporated into our performance management system.

Regular reports demonstrating how we are performing against our Community Plan are presented at Committee and published on our website.

The following diagram represents how the three levels of performance management interlink.



# Have your say

## Resident Panel

The Resident Panel is a group of people from across the district who would like to share their views on the area they live in and help shape the future of Newark and Sherwood. The panel has been created because we wish to understand the views and experiences of residents of the district and use this understanding to ensure that council services are the best they can be.

Any resident of the district over the age of 18 can join the panel to have their say on the Council's services, plans, proposals and development of their local area.

If you are interested in being part of the panel please contact [customerservices@newark-sherwooddc.gov.uk](mailto:customerservices@newark-sherwooddc.gov.uk)

## Tenant Scrutiny Panel

The Tenant Scrutiny Panel are a group of Council tenants who review and scrutinise the Council's delivery and performance in relation to housing. The Panel are also involved in the Council's appeals process relating to housing complaints. We will work with you so you can improve your knowledge, learn new skills and meet new people.

If you are interested in being part of the Tenant Scrutiny Panel please contact [customerservices@newark-sherwooddc.gov.uk](mailto:customerservices@newark-sherwooddc.gov.uk)

## Consultations

We also regularly consult on council services, plans and decisions. Visit our consultations page to have your say [www.newark-sherwooddc.gov.uk/consultation](http://www.newark-sherwooddc.gov.uk/consultation)



## Contact us

01636 650000

[customerservices@newark-sherwooddc.gov.uk](mailto:customerservices@newark-sherwooddc.gov.uk)

Castle House  
Great North Road  
Newark  
NG24 1BY

Most of our services are available online:  
[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)



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## COUNCIL MEETING - 13 OCTOBER 2020

### MEDIUM TERM FINANCIAL PLAN - 2020/21 TO 2023/24

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

- 1.1 To update Members on the Council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2020 and 31 March 2024 (2020/21 to 2023/24).

#### **2.0 Background Information**

- 2.1 The MTFP aims to provide members and officers with a clear financial framework for delivering the Council's Community Plan objectives over the next four financial years.
- 2.2 Updating the council's MTFP is an essential pre-requisite to the annual budget setting process for future years.
- 2.3 The Council approved the MTFP for the period 1 April 2020 to 31 March 2024 on the 9 March 2020. Since that point in time, the COVID-19 pandemic has affected all Councils in relation to additional costs and shortfalls in budgeted income. Due to this, it is appropriate to revise the MTFP for that period and update Members with the anticipated position.
- 2.4 The current position from the MTFP approved on 9 March 2020 is shown at table 1 below.

TABLE 1	2020/21 (£m)	2021/22 (£m)	2022/23 (£m)	2023/24 (£m)
<b>Contribution (to) or from reserves</b>	<b>(1.341)</b>	<b>1.173</b>	<b>0.988</b>	<b>1.403</b>
(Use of MTFP reserve)/contribution to reserves to offset contributions from reserves in future years	1.341	(1.173)	(0.168)	-
Dividends from Arkwood Developments Ltd	-	-	(0.500)	(0.500)
Savings from service reviews	-	-	(0.100)	(0.100)
Savings/efficiencies from making business processes more efficient	-	-	-	(0.100)
Increased income from the council becoming more commercial	-	-	(0.100)	(0.100)
<b>Contribution (to) or from reserves, after proposed mitigations above</b>	<b>0.000</b>	<b>0.000</b>	<b>0.120</b>	<b>0.603</b>

- 2.5 The position on 9 March 2020, anticipated utilising the MTFP reserve in order to smooth out the impact of shortfalls in budgets in future years. At that time, however, it was anticipated that the reserve would retain a balance of £0.630m in order to contribute to future shortfalls.

- 2.6 There are a number of additional pressures that have now affected this position:

- **Potential for current year unfavourable variance** – currently the Council is forecasting an unfavourable variance against the General Fund. This is mainly due to shortfalls in income



generation as a direct result of Covid-19. The Council is anticipating being able to claim a proportion of this lost income back from the Government through the Income Compensation Scheme. This scheme however, specifically excludes the recovery of items such as rental income at industrial estates/the Beacon/the Buttermarket or any commercial income such as interest on investments. It is forecast that the outturn position may require a contribution from reserves of circa £0.600m.

- **Erosion of fees and charges base**– As a result of the reduction in fees and charges seen during this financial year consumers' habits may have permanently changed, for instance shoppers may have moved to an online mode of purchase, removing the requirement to park within the Councils' car park. This will potentially reduce income budgets for the foreseeable future. It is estimated that this could result in a reduction in income of around £0.500m during the first year ( 2021/22) and £0.300m in subsequent years.
- **Additional Covid related costs** – As further announcements come from Central Government regarding restrictions due to Covid, it is anticipated that there will be a requirement for additional costs of running services in future years. Certainly there will be requirements for additional cleaning regimes compared with the original budget that was proposed. An additional £0.200m has been added to the MTFP for the 2021/22 to allow for this.
- **Future pay awards** – The previous MTFP assumed a 2% increase year on year for annual pay awards for staff. The pay award for the 20/21 financial year was finalised during August 2020 at 2.75%. By applying this revised increase year on year, adds another £0.140m annually into the MTFP.
- **Arkwood Dividends** – COVID and the delay in obtaining planning approval for development of the company's first site has resulted in a delay in the timeline for the development. The date of the forecast dividend receipts from the company has therefore been moved back by a year for both 2022/23 and 2023/24. This has the effect of moving £0.500m out of the original MTFP window.

2.7 Compounding the issues identified above there are a number of known unknowns that the Council must consider as these will have an influence on the MTFP, but at this stage the impact is unknown:

- **Impact on the Collection Fund in the current financial year** – The impact of this is difficult to quantify until the end of the Governments furlough scheme. Should job losses occur based on commentators' predictions, this will affect the collection rate of both Council Tax and Business Rates. Rises in unemployment will bring increases in Local Council Tax Support (LCTS) for which this reduces the overall Council Tax collectible.
- **Impact on both Council Tax and Business Rates baseline** – As above in that, the Council Tax base will be eroded by increases in LCTS. Where business unfortunately have to close, this will erode the base of businesses for which business rates are chargeable.
- **Future level of support for Business Rates** – There are a number of reliefs now that businesses can receive as part of the Business Rates system. With the extended retail relief announced for the current financial year 63.4% of the Councils' Business Rates baseline is now funded through s31 grant. This leaves £26.9m of collectable debt after all reliefs have

been applied, of which 53.7% is attributable to 5 hereditaments. The length of time that social distancing is needed within communities will impact businesses ability to trade, and therefore support through reliefs for Business Rates will play an important role in the survival of businesses over the medium term.

- **Overall level of support within the Local Government Finance Settlement (LGFS)** – It is anticipated that the LGFS will be a one year only settlement for the coming year due to the current uncertainty around public spending. With local government bearing a large brunt of the front facing services dealing with the pandemic through additional expenditure and the indirect consequence of the pandemic in lost income, Government support through the next financial year will be imperative for the sector through the LGFS.
- **Trigger level for Council Tax referendum** – Each year through the LGFS Government publish a set of principles regarding the level of Council Tax increase prior to a referendum. Increasing this beyond the average levels seen previously could be a mechanism that the Government utilise in order for local decisions to be made to mitigate any shortfall in budget.
- **Size and shape of the economic recovery** – The way in which the economy recovers from this will impact on the funding of public services through a variety of means. Taxation through Business Rates yield will be affected should the base erode, but also should consumer habits change, the infrastructure around the economy may also need to change.

### 3.0 Proposals

- 3.1 Taking all of the above issues into account, the MTFP has been revised, to include all quantifiable amounts, in order to assess the potential impact on the Council's budget over the medium term:

	2020/21 (£m)	2021/22 (£m)	2022/23 (£m)	2023/24 (£m)
Identified (contribution)/shortfall	(1.341)	1.173	0.287	0.603
Usage of other reserves	(0.343)	(0.142)	(0.110)	(0.095)
Anticipated 2020/21 budget shortfall	0.600			
Additional COVID related costs		0.200		
Pay award	0.100	0.140	0.140	0.140
Reduction in Fees and Charges		0.500	0.300	0.300
Additional investment in ICT		0.050	0.050	0.050
Use of Council Tax Collection fund surplus		(0.475)		
Profile Arkwood Dividend into 2024/25			0.500	
Contribution (to)/from MTFP Reserve	(0.984)	1.446	1.167	0.998
Balance on MTFP Reserve	(2.343)	(0.898)	0.270	1.268

- 3.2 As can be seen from the table above, there are potential shortfalls in each of the financial years that must be funded by the MTFP Reserve. By the end of the 2022/23 year, currently the reserve will be exhausted and funding will need to be sourced via other means.
- 3.3 It needs to be emphasised that this revised position for 2020/21 does assume an overall unfavourable variance of £0.600m with a zero return from the Nottinghamshire Business Rates Pool for the 2020/21 financial year. Should this variance reduce, then this will have a positive impact on the MTFP.
- 3.4 The Council does have further reserves, but these have been earmarked for other strategic purposes. A schedule of these reserves and the commitments against them are attached at appendix A.

#### **4.0 Equalities Implications**

- 4.1 Equalities implications will be identified within specific schemes and projects included in the revenue budget and Capital Programme.

#### **5.0 Financial Implications (FIN20-21/3862)**

- 5.1 The MTFP sets out a framework to support budget and policy decisions. The impact of individual schemes will be detailed in supporting business cases.

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

- 6.1 One of the main aims of the MTFP is to deliver the Council's Community Plan objectives through the allocation appropriate allocation of resources and to ensure that funding is aligned in order to deliver this.

#### **7.0 RECOMMENDATION**

**That the revised Medium Term Financial Plan for 2020/21 to 2023/24 be approved.**

#### **Background Papers**

Revenue Budget and Council Tax Setting for 2020/21  
Capital Programme 2020/21 to 2023/24  
Statement of Accounts 2019/20

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  
Deputy Chief Executive / Director - Resources and S151 Officer

<b>Fund or Reserve Name</b>	<b>Balance as at 31/03/2020</b>	<b>Budgeted 2020/21 movements</b>	<b>Projected commitments between 2020/21 - 2023/24</b>	<b>Projected balance at end of 2023/24</b>
Investment Realisation Fund	(90,935)	0	0	(90,935)
Election Expenses Fund	(33,440)	0	0	(33,440)
Insurance Fund Excesses & Self Insured	(204,158)	0	0	(204,158)
Insurance Risk Management Fund	(101,237)	0	0	(101,237)
Repairs And Renewals Fund	(2,362,467)	0	354,185	(2,008,282)
Building Control Surplus	(33,305)	19,943	0	(13,362)
Museum Purchases Fund	(22,524)	0	0	(22,524)
Training Provision	(127,132)	65,369	61,763	0
Community Safety Fund	(166,163)	0	143,638	(22,525)
Restructuring And Pay	(214,927)	0	127,904	(87,023)
Court Costs	(58,959)	0	0	(58,959)
Change Management/Capital Fund	(13,333,541)	(870,496)	9,169,472	(5,034,565)
Planning Costs Fund	(201,140)	0	57,751	(143,389)
Homelessness Fund	(576,018)	0	500,000	(76,018)
Revenue Grants Unapplied	(430,526)	232,239	0	(198,287)
Fuel And Energy Reserve	(70,142)	0	0	(70,142)
Refuse Bin Purchase	(15,000)	0	0	(15,000)
Energy & Home Support Reserve	(103,171)	25,366	77,805	0
Growth And Prosperity Fund	(127,366)	0	0	(127,366)
Emergency Planning Reserve	(50,000)	0	0	(50,000)
Other Earmarked Reserves	(25,774)	0	0	(25,774)
CSG/Enforcement Reserve	(95,200)	0	43,840	(51,360)
Management Carry Forwards	(675,823)	0	611,229	(64,594)
Flood Defence Reserve	(250,000)	0	0	(250,000)
NNDR Volatility Reserve	(793,348)	0	0	(793,348)
Community Initiative Fund	(200,000)	0	4,386	(195,614)
MTFP Reserve	(1,359,784)	(1,683,659)	3,043,443	0
Asset Maintenance Fund	(250,000)	0	14,000	(236,000)
Capital Project Feasibility Fund	(250,000)	0	114,040	(135,960)
Community Engagement	(300,000)	0	40,000	(260,000)
Gen Fund Bal Bfwd	(1,500,000)	0	0	(1,500,000)
<b>General Fund (GF) Revenue Total</b>	<b>(24,022,081)</b>	<b>(2,211,238)</b>	<b>14,363,457</b>	<b>(11,869,862)</b>

## **COUNCIL MEETING – 13 OCTOBER 2020**

### **TREASURY MANAGEMENT OUTTURN REPORT 2019/20**

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

- 1.1. The purpose of this report is to give the Council the opportunity to review the Annual Treasury Outturn report, copy attached at **Appendix**.

#### **2.0 Introduction**

- 2.1. In January 2010 the Council formally adopted the CIPFA Code of Practice on Treasury Management which requires that the Council receives regular reports on its treasury management activities including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close.
- 2.2. The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Audit & Accounts Committee and for the execution and administration of treasury management decisions to the Section 151 Officer, who will act in accordance with the Council's policies and practices.
- 2.3. The Treasury Management Strategy Statement for 2019/20 was approved by the Council on 7 March 2019, and the Outturn report is the last report for the financial year, as required by the Code.

#### **3.0 RECOMMENDATION**

**That the Treasury Outturn position for 2019/20 be noted.**

#### **Background Papers**

Nil.

For further information please contact Andrew Snape on Ext 5523.

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

**ANNUAL TREASURY REPORT 2019/20**

**1. Background**

- 1.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2019/20. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).
- 1.2 Treasury management is defined as: 'The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.'
- 1.3 Overall responsibility for treasury management remains with the Council. No treasury management activity is without risk; the effective identification and management of risk are integral to the Council's treasury management strategy.

**2 Economic Background**

- 2.1 **UK Brexit.** The main issue in 2019 was the repeated battles in the House of Commons to agree on one way forward for the UK over the issue of Brexit. This resulted in the resignation of Theresa May as the leader of the Conservative minority Government and the election of Boris Johnson as the new leader, on a platform of taking the UK out of the EU on 31 October 2019. The House of Commons duly frustrated that renewed effort and so a general election in December settled the matter once and for all by a decisive victory for the Conservative Party; that then enabled the UK to leave the EU on 31 January 2020. However, this still leaves much uncertainty as to whether there will be a reasonable trade deal achieved by the target deadline of the end of 2020. It is also unclear as to whether the coronavirus outbreak may yet impact on this deadline; however, the second and third rounds of negotiations have already had to be cancelled due to the virus.
- 2.2 **Economic growth** in 2019 has been very volatile with quarter 1 unexpectedly strong at 0.5%, quarter 2 dire at -0.2%, quarter 3 bouncing back up to +0.5% and quarter 4 flat at 0.0%, +1.1% y/y. 2020 started with optimistic business surveys pointing to an upswing in growth after the ending of political uncertainty as a result of the decisive result of the general election in December settled the Brexit issue. However, the three monthly GDP statistics in January were disappointing, being stuck at 0.0% growth. Since then, the whole world has changed as a result of the coronavirus outbreak. It now looks likely that the closedown of whole sections of the economy will result in a fall in GDP of at least 15% in quarter two. What is uncertain, however, is the extent of the damage that will be done to businesses by the end of the lock down period, when the end of the lock down will occur, whether there could be a second wave of the outbreak, how soon a vaccine will be created and then how quickly it can be administered to the population. This leaves huge uncertainties as to how quickly the economy will recover.

- 2.3 After the Monetary Policy Committee raised **Bank Rate** from 0.5% to 0.75% in August 2018, Brexit uncertainty caused the MPC to sit on its hands and to do nothing until March 2020; at this point it was abundantly clear that the coronavirus outbreak posed a huge threat to the economy of the UK. Two emergency cuts in Bank Rate from 0.75% occurred in March, first to 0.25% and then to 0.10%. These cuts were accompanied by an increase in **quantitative easing (QE)**, essentially the purchases of gilts (mainly) by the Bank of England of £200bn. The Government and the Bank were also very concerned to stop people losing their jobs during this lock down period. Accordingly, the Government introduced various schemes to subsidise both employed and self-employed jobs for three months while the country is locked down. It also put in place a raft of other measures to help businesses access loans from their banks, (with the Government providing guarantees to the banks against losses), to tide them over the lock down period when some firms may have little or no income. However, at the time of writing, this leaves open a question as to whether some firms will be solvent, even if they take out such loans, and some may also choose to close as there is, and will be, insufficient demand for their services. At the time of writing, this is a rapidly evolving situation so there may be further measures to come from the Bank and the Government in April and beyond. The measures to support jobs and businesses already taken by the Government will result in a huge increase in the annual budget deficit in 2020/21 from 2%, to nearly 11%. The ratio of debt to GDP is also likely to increase from 80% to around 105%. In the Budget in March, the Government also announced a large increase in spending on infrastructure; this will also help the economy to recover once the lock down is ended. Provided the coronavirus outbreak is brought under control relatively swiftly, and the lock down is eased, then it is hoped that there would be a sharp recovery, but one that would take a prolonged time to fully recover previous lost momentum.
- 2.4 **Inflation** has posed little concern for the MPC during the last year, being mainly between 1.5 – 2.0%. It is also not going to be an issue for the near future as the world economy will be heading into a recession which is already causing a glut in the supply of oil which has fallen sharply in price. Other prices will also be under downward pressure while wage inflation has also been on a downward path over the last half year and is likely to continue that trend in the current environment. While inflation could even turn negative in the Eurozone, this is currently not likely in the UK.
- 2.5 **Employment** had been growing healthily through the last year but it is obviously heading for a big hit in March – April 2020. The good news over the last year is that wage inflation has been significantly higher than CPI inflation which means that consumer real spending power had been increasing and so will have provided support to GDP growth. However, while people cannot leave their homes to do non-food shopping, retail sales will also take a big hit.
- 2.6 **WORLD GROWTH.** The trade war between the US and China on tariffs was a major concern to financial markets and was depressing worldwide growth during 2019, as any downturn in China would spill over into impacting countries supplying raw materials to China. Concerns were particularly focused on the synchronised general weakening of growth in the major economies of the world. These concerns resulted in government bond yields in the developed world falling significantly during 2019. In 2020, coronavirus is the big issue which is going to sweep around the world and have a major impact in causing a world recession in growth in 2020.

### 3.0 Local Context

- 3.1 During 2019-20, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt, as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as investment returns were low and minimising counterparty risk on placing investments also needed to be considered.
- 3.2 A cost of carry remained during the year on any new long-term borrowing that was not immediately used to finance capital expenditure, as it would have caused a temporary increase in cash balances; this would have incurred a revenue cost – the difference between (higher) borrowing costs and (lower) investment returns.
- 3.3 The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this was kept under review to avoid incurring higher borrowing costs in the future when this authority may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.
- 3.4 The Council's Capital Financing Requirement (CFR) at 31 March 2020 was £133m, while usable reserves and working capital which are the underlying resources available for investment were £58.028m.
- 3.5 The Council has an increasing CFR over the next 2 years of £25m, due to the borrowing requirement of £33.4m (GF £18.6m / HRA £14.7m) for financing the capital programme over the forecast period, if reserve levels permit internal borrowing will be considered. The CFR reduces when Minimum Revenue Provision (MRP) are made and the repayment of debt, over the forecast period there are two loans due for repayment with a combined total value of £4m.

## 4 Borrowing Strategy

### 4.1 Borrowing Activity in 2019/20

	<b>Balance 1/4/19 £000</b>	<b>New Borrowing £000</b>	<b>Debt Maturing £000</b>	<b>Balance 31/3/20 £000</b>
CFR	131,627			132,900
Short Term Borrowing	4,983	12,787	16,700	8,597
Long Term Borrowing	90,081	3,300	2,024	83,830
<b>Total Borrowing</b>	<b>95,064</b>	<b>16,087</b>	<b>18,724</b>	<b>92,427</b>
Other Long Term Liabilities	224	0	0	224
<b>Total External Debt</b>	<b>95,288</b>	<b>16,088</b>	<b>18,724</b>	<b>92,651</b>
Increase/(Decrease) in Borrowing £000				(2,637)

- 4.2 The Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.



- 4.3 The Council has an increasing CFR due to the capital programme and an estimated borrowing requirement as determined by the Liability Benchmark which also takes into account usable reserves and working capital. Having considered the appropriate duration and structure of the Council's borrowing need based on realistic projections, it was decided to take a combination of medium-term borrowing maturity loan during the year, details of which are below.

<b>Long-dated Loans borrowed</b>	<b>Amount £000</b>	<b>Rate %</b>	<b>Period (Years)</b>
Other Local Authority Loan	3,300	1.5	3

- 4.4 **LOBOs:** The Council holds £3.5m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of the £3.5m of LOBOs had options during the year, none of which were exercised by the lender.
- 4.5 **Debt Rescheduling:** The premium charge for early repayment of PWLB debt remained relatively expensive for the loans in the Council's portfolio and therefore unattractive for debt rescheduling activity. No rescheduling activity was undertaken as a consequence.

## 5 **Investment Activity**

- 5.1 The Council's investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by the Council on 7 March 2019. The policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.). During 2019/20 the Council's investment balances have ranged between £37.9 and £64.2 million.

	<b>Balance 1/4/19 £000</b>	<b>New Investments £000</b>	<b>Investments Redeemed £000</b>	<b>Balance 31/3/20 £000</b>
Short Term Investments	41,370	170,441	180,852	30,459
Long Term Investments	0	7,500	0	7,500
<b>Total Investments</b>	<b>41,370</b>	<b>177,941</b>	<b>180,852</b>	<b>38,459</b>
Increase/(Decrease) in Investments £000				(2,911)

- 5.2 Security of capital remained the Council's main objective. This was maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2019/20.
- 5.3 Counterparty credit quality is assessed and monitored by Link, the Council's treasury advisors, with reference to credit ratings; credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. Link provide recommendations for suitable counterparties and maximum investment periods.

## 6 Compliance with Prudential Indicators

6.1 The Council can confirm that it has complied with its Prudential Indicators for 2019/20, which were set on 7 March 2019 as part of the Council's Treasury Management Strategy Statement.

6.2 **Interest Rate Exposure:** These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates for both borrowing and investments. The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.

	<b>Approved Limit for 2019/20 %</b>	<b>Maximum during 2019/20 £m</b>
<b><u>Fixed Rate</u></b>		
Borrowing	100%	99%
Investments	75%	21%
<i>Compliance with Limit</i>		Yes
<b><u>Variable Rate</u></b>		
Borrowing	20%	1%
Investments	100%	79%
<i>Compliance with Limit</i>		Yes

6.3 **Maturity Structure of Fixed Rate Borrowing.** This indicator is to limit large concentrations of fixed rate debt and control the Council's exposure to refinancing risk.

	<b>Upper Limit %</b>	<b>Fixed Rate Borrowing 31/03/20 £m</b>	<b>Fixed Rate Borrowing 31/3/20 %</b>	<b>Compliance?</b>
Under 12 months	15%	16.009	17%	Yes
12 months to 2 years	15%	3.029	3%	Yes
2 years to 5 years	30%	18.403	19%	Yes
5 years to 10 years	100%	24.336	25%	Yes
10 years and above	100%	35.040	36%	Yes

6.4 **Principal Sums Invested for over 364 Days.** All investments were made on a short-term basis and there were no investments for more than 364 days.

6.5 **Authorised Limit and Operational Boundary for External Debt.** The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached. The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit. The s151 Officer confirms that there were no breaches to the Authorised Limit and the Operational Boundary during 2019/20; borrowing at its peak was £93.3m.

	<b>Approved Operational Boundary 2019/20 £m</b>	<b>Authorised Limit 2019/20 £m</b>	<b>Actual External Debt 31/03/20 £m</b>
Borrowing	137.6	142.6	92.4
Other Long Term Liabilities	0.4	0.6	0.2
<b>Total</b>	<b>138.0</b>	<b>143.2</b>	<b>92.6</b>

- 6.6 In compliance with the requirements of the CIPFA Code of Practice this report provides members with a summary of the treasury management activity during 2019/20. A prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.
- 6.7 The Council also confirms that during 2019/20 it complied with its Treasury Management Policy Statement and Treasury Management Practices.

## **COUNCIL MEETING – 13 OCTOBER 2020**

### **AUDIT & ACCOUNTS COMMITTEE ANNUAL REPORT**

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

- 1.1 To inform the Council of the activity undertaken by the Audit & Accounts Committee during the 2019/20 financial year.

#### **2.0 Introduction**

- 2.1 As part of the bi-annual review of the effectiveness of the Audit Committee which was undertaken during July 2019, an action plan was presented to the Audit and Accounts Committee at the meeting in November 2019. One of the actions identified within that plan was to produce an annual report of the activity of the Audit and Accounts Committee. This report was then to be tabled at Council in order to demonstrate how the Committee has discharged its responsibilities as described within the Constitution.
- 2.2 The report attached details the activity undertaken by the Committee throughout the financial year 2019/20. The report concludes that the Committee has discharged its responsibilities as per the Constitution together with adding value to the organisation through proactively requiring officers to attend Committee where internal audit reports are limited or low. This allows assurance that where management actions are required in order to improve the control environment, members of the Committee are kept abreast with updates to ensure these actions are completed. This process had previously not been in place and hence it was down to the Committee members requests that this process began.

#### **3.0 RECOMMENDATION**

**That Council note the activity undertaken by the Audit & Accounts Committee during financial year 2019/20.**

#### **Background Papers**

Nil.

For further information please contact Nick Wilson, Business Manager – Financial Services on extn. 5317.

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

## **AUDIT & ACCOUNTS COMMITTEE ANNUAL REPORT**

*(As presented to the Audit & Accounts Committee at their meeting held On 30 September 2020)*

### **1.0 Purpose of Report**

- 1.1 To inform Members of the activity undertaken by the Audit and Accounts Committee during the 2019/20 financial year.

### **2.0 Background Information**

- 2.1 As part of the bi-annual review of the effectiveness of the Audit Committee which was undertaken during July 2019, an action plan was presented to the Audit and Accounts Committee at the meeting in November 2019. One of the actions identified within that plan was to produce an annual report of the activity of the Audit and Accounts Committee.

- 2.2 Part 2 of the constitution sets out the remit of the Committee which is:

- To approve the Authority's statement of accounts
- To review the Council's corporate governance arrangements
- To receive reports/presentations from the Council's internal audit manager
- To receive and consider the external auditor's opinion and reports
- To ensure that there are effective relationships between external and internal audit
- Consider the effectiveness and adequacy of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements
- Be satisfied that the authority's assurance statements properly reflect the risk environment and any controls in place to manage it
- Ensure effective scrutiny of the Council's Treasury Management Strategy and Policies.

### **3.0 Activity undertaken during the year**

- 3.1 During the year, the Committee discharged its responsibilities as described within the Constitution by:

#### **24<sup>th</sup> July 2019**

- 3.2 The Council approved its Statement of Accounts for the 2018/19 financial year together with the Annual Governance Statement for the same period. This was accompanied by the external auditors audit completion report; their report on the financial statements that were approved.
- 3.3 The external auditors report detailed that the financial statements gave a true and fair view of the financial position of the Authority as at 31<sup>st</sup> March 2019 and therefore an unqualified opinion on the financial statements.
- 3.4 This Committee also saw the Annual report of the Head of Internal Audit for the 2018/19 financial year. The report detailed that 99% of the revised audit plan had been completed

which gave rise to a 14% increase in high and substantial assurance reports compared with 2017/18.

- 3.5 Despite this, there had been a 17% increase in high priority recommendations. As such the report described that the areas of Internal Control and Governance were to decrease from “Performing well” to “Performing Adequately”. The areas of Financial Control and Risk continued to be assessed as “Performing Well”. The Director – Resources provided Members with information as to what actions had been taken following the adequate audit findings for Governance and Internal Control.
- 3.6 A further report regarding the internal audit process was tabled, which set out the internal process regarding Internal Audit reports. This report described how reports that are given limited or low assurance, Business Managers would be asked to attend future Audit and Account Committee meetings to update on progress against management actions. This is in order to give the Committee assurance that areas where management actions have been agreed are being implemented. This report had been requested by the Committee in order to set a process of gaining assurance from Business Managers that actions are being implemented. Before this report was tabled, where reports were limited, the Committee would not gain any assurance on that area until the next time the activity was audited, which may be in the next Committee membership cycle.

#### **13<sup>th</sup> November 2019**

- 3.7 As part of the annual cycle the Committee received training from Link Asset Services in relation to its responsibilities regarding Treasury Management. Assurance Lincolnshire also facilitated a training session with members of the Committee regarding the roles and responsibilities of the Committee.

#### **27<sup>th</sup> November 2019**

- 3.8 The Committee was presented with a report by Director Governance and Organisational Development on a Values and Culture Health Check. The recommendation was that the Committee support the commissioning of the health check and that the Chairman of the Committee be selected to be the Member champion and oversee the review work.
- 3.9 This work was to review the ethical culture within the authority to test out how well its rules, procedures and behaviours around good ethical governance are embedded within the organisation. Member surveys had been sent out, but a limited response was received prior to the current pandemic. It was therefore put on hold and will be rescheduled for later in the current year.
- 3.10 The Committee also received a report regarding the self-assessment of the Internal Audit function by Assurance Lincolnshire, and also a self-assessment of the Audit and Accounts Committee. The assessment of the Audit and Accounts Committee was facilitated using CIPFA’s Practical Guidance for Audit Committees questionnaire. An action plan was created from this and 11 actions were identified. Seven of those actions have been completed to date. The below table shows the four actions that are yet to be completed, and gives an update against them:

Self-Assessment area of good practice	Concern	Action	Update
Do the Committee's terms of reference clearly set out the purpose of the Committee in accordance with CIPFA's Position Statement	It was felt that the areas of Partnerships and Collaboration arrangements and supporting the ethical framework were not covered within the TOR for the Committee. Members also were not aware of any specific reports tabled at other Committees, which would give the Council assurance these Partnerships and collaboration arrangements were working effectively	The TOR within the constitution to be updated to include a statement referring to the review of partnership and collaboration arrangements and to review the ethical framework and consider the local code of governance. An annual partnership register report on would be tabled each July considering all Partnerships and Collaborative arrangements. The annual Standards report (that is currently tabled at Policy & Finance Committee) would also be tabled at this Committee for review. Further to this, a review into the current Governance arrangements is due to take place during Q4 of 2019/20 by Assurance Lincolnshire, which will identify any further areas of improvement	<p>This is currently outstanding. In order to update the Constitution, this will need to be tabled at Councillors Commission prior to adoption in the Constitution.</p> <p>Additionally the work around the Governance review referenced in paragraph 3.9 above is anticipated to be rescheduled for later in the year.</p> <p><b>Anticipated resolution: Q2 2021</b></p>
Is the role and purpose of the Audit and Accounts Committee understood and accepted across the authority	It was felt that it is understood by officers and in essence understood by Members	When updating the constitution for the items above, this will be re-iterated to Members regarding the roles and responsibilities of the Committee.	<p>See item above</p> <p><b>Anticipated resolution: Q2 2021</b></p>
Do the Committee's terms of reference explicitly address all	It was felt that the areas of Partnerships and Collaboration arrangements and supporting	The TOR within the constitution to be updated to include a	<p>See item above</p> <p><b>Anticipated resolution: Q2 2021</b></p>

the core areas identified in CIPFA's Position Statement (areas relating to: a) Assurance framework, including partnerships and collaboration arrangements and b) supporting the ethical framework)	the ethical framework were not covered within the TOR for the Committee. Members also were not aware of any specific reports tabled at other Committees, which would give the Council assurance these Partnerships and collaboration arrangements were working effectively	statement referring to the review of partnership and collaboration arrangements and to review the ethical framework and consider the local code of governance. An annual partnership register report on would be tabled each July considering all Partnerships and Collaborative arrangements. The annual Standards report (that is currently tabled at Policy & Finance Committee) would also be tabled at this Committee for review. Further to this, a review into the current Governance arrangements is due to take place during Q4 of 2019/20 by Assurance Lincolnshire, which will identify any further areas of improvement. It is proposed for this Committee to own this piece of work	
Has the membership of the Committee been assessed against the core knowledge and skills framework and found to be satisfactory	As the Committee received new members for the current financial year, it was felt that this activity is currently outstanding	As the members of the Committee have not yet had any formal training on their responsibilities (see previous item) it is proposed that during July 2020 this assessment would take place. This would then allow members to evaluate themselves against the skills framework, based on a years' experience of	A workshop with members of the Committee is currently being created in order to assess skills of the members. Once this has been built, a date will be set for this session. <b>Anticipated resolution: Q1 2021</b>



		being a member of the Committee	
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3.11 The Committee also received reports on:

- Midyear treasury management update report
- External Auditors annual audit letter
- Counter fraud activity report
- Internal Audit progress report

3.12 The Business Manager – Administrative Services was in attendance for the meeting to update Members on the Procurement Cards audit which had received limited assurance. The Committee heard that 11 actions had been put in place to address issues highlighted within the report. There had been no action in relation to two of the risks due to restrictions from the external provider.

#### **5<sup>th</sup> February 2020**

3.13 The Committee received a report reviewing the impact of an independent member appointment to the Committee. This was prompted from the action plan as part of the self-assessment process. After a debate which included inputs from internal and external audit members agreed that the proposal to co-opt an independent member was not to be agreed at that time.

3.14 The Committee noted a report which updated members on progress against significant governance issues that had been identified within the Annual Governance Statement as approved in July 2019.

3.15 The Committee also noted a report from the Council's Safety and Risk Management Officer regarding the current status of the Council's Strategic Risks.

3.16 The Committee also received reports regarding Treasury Management for the 2020/21 financial year. Three reports were tabled relating to: Treasury Management Strategy 2020/21, Capital Strategy 2020/21 and Investment Strategy 2020/21. All three reports are intrinsically linked in relation to the Council's treasury activities. They set out the prudential indicators that the Council must set and monitor against, the Minimum Revenue Provision (MRP) policy, the borrowing strategy and the investment strategy. These reports were all approved and recommended to Council for adoption and use during 2020/21.

3.17 The Committee received the Combined Assurance Report, which demonstrates the level of assurance the Council has in its activities at a set point in time. This therefore identifies gaps and assists in the production of the Internal Audit Plan for the following year. This report was considered and noted by the Committee.

3.18 The Internal Audit Plan for the 2020/21 year was tabled for the Committees approval. This plan was developed by Assurance Lincolnshire to demonstrate how assurance could be given on:

- Financial Governance
- Governance and Risk
- Critical Activities
- Projects
- ICT

The Internal Audit Plan, as presented, was approved.

3.19 The Committee also received reports on:

- Internal Audit progress report

#### **4.0 Conclusion**

- 4.1 As can be seen from the account of the year, the Committee has discharged its responsibilities as per the Constitution.
- 4.2 It has also assessed itself against the CIPFA Practical Guidance for Audit Committees questionnaire and drawn up an action plan for areas that did not conform to best practice.
- 4.3 The Committee has added value to the organisation, as it requested the Internal Audit Process report to clearly set out when Officers will attend the Committee in order for the Committee to gain the assurance that areas of identified weakness are being resolved.

## **COUNCIL MEETING – 13 OCTOBER 2020**

### **CHANGES IN COMMITTEE MEMBERSHIP**

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

- 1.1 To consider changes in Committee membership.

#### **2.0 Background Information**

- 2.1 As Members will be aware, the Annual Council Meeting scheduled for 12 May 2020, was cancelled due to the Covid-19 pandemic. This meeting would have given all the political groups on the Council the opportunity to make any changes in their committee memberships.
- 2.2 The Conservative Group have indicated that they wish to change two of their representatives on the Planning Committee.

#### **3.0 Proposals**

- 3.1 The Conservative Group wish to appoint Councillor Mrs S. Saddington in replacement for Councillor M. Brown and Councillor Robert Crowe to replace Councillor J. Lee.

#### **4.0 RECOMMENDATION**

**That the Council approve the changes in Committee membership with Councillors Mrs S. Saddington and Robert Crowe replacing Councillors M. Brown and J. Lee on the Planning Committee.**

#### **Background Papers**

Nil.

For further information contact Nigel Hill on ext 5243.

J. Robinson  
Chief Executive

## **COUNCIL MEETING – 13 OCTOBER 2020**

### **PROPOSED CHANGES TO COMMITTEE REMITS AND DELEGATION TO AFFIX THE COUNCIL'S SEAL TO DOCUMENTS**

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

- 1.1 To consider proposals for changes to Committee remits, and delegation to chief officers to affix the Council's seal to documents.

#### **2.0 Homes & Communities Committee**

- 2.1 The Homes & Communities Committee is currently responsible for policy development and operational decision-making in respect of ICT. However, during the Covid-19 Pandemic and subsequent responses to measures such as the lockdown, it has become clear that the role of ICT is of strategic importance and has a major impact and significance across all Council services.
- 2.2 It is therefore proposed that the responsibility for ICT be placed within the remit of the Policy & Finance Committee, to oversee the direction of travel for the Council as a whole as it moves towards becoming a 'Digital Council'.

#### **3.0 Audit & Accounts Committee**

- 3.1 The Audit and Accounts Committee conducted a self-assessment during 2019, benchmarking itself against the questionnaire provided within the "CIPFA Audit Committees: Practical Guidance for Local Authorities and Police 2018". As part of this process it was identified that scrutiny of the Council's external partnerships and collaboration arrangements was not specifically mentioned within the remit of the Committee. This is at odds with the CIPFA Guidance.
- 3.2 Having reviewed the Council's Constitution, the role of ensuring overview of the Council's collaboration with its external partnerships is not included within the remit of any of its committees, and it is therefore suggested that this role could be delegated to the Audit and Accounts Committee. It is proposed that the delegation would be:- *"To receive an annual report detailing the Council's current external partnership arrangements to give assurance that the partnerships are working effectively."*

#### **4.0 Shareholder Committee**

- 4.1 The Shareholder Committee has the strategic oversight of the Council's Development Company – Arkwood Developments Ltd. This includes its performance, management of the relationship between the Council and its Company, compliance with the Governance Agreement, and 'health check' of the Company.
- 4.2 A recent audit by the Council's internal auditor recommended that the Shareholder Committee's remit be amended to include: *"To regularly receive and review the Company's Risk Management Strategy"*.

#### **4.0 Delegated Authority to Affix Council's Seal**

- 5.1 Currently, the Council's Constitution delegates specific power to the Chief Executive, Monitoring Officer, Deputy Monitoring Officer, and Section 151 Officer to affix the Council's seal to any document on behalf of the Authority. The impact of the Pandemic and consequential arrangements for officers to work from home where they can, has meant that on occasion this has caused some challenges in ensuring that we have the relevant officers available at Castle House to undertake sealing of legal documents. It is therefore recommended that this scheme of delegation be extended to provide that any Chief Officer (as defined by the Local Government and housing Act 1989 and as described in the Constitution - i.e. Chief Executive, Deputy Chief Executive, Directors and Assistant Director) be given delegated powers to affix the Council's seal to any document.

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

- (a) the remits of the Homes & Communities and Policy & Finance Committees be revised as set out in paragraph 2.2 of the report;**
- (b) the remit of the Audit & Accounts Committee be amended as set out in paragraph 3.2 of the report;**
- (c) the remit of the Shareholder Committee be amended as set out in paragraph 4.2 of the report; and**
- (d) the general scheme of delegation to Chief Officers within the Council's Constitution be amended, to give specific delegated power to all chief officers (as defined by the Local Government and housing Act 1989 and as described in the Constitution - i.e. Chief Executive, Deputy Chief Executive, Directors and Assistant Director) to affix the Council's seal to any document.**

#### **Background Papers**

Nil.

For further information please contact Nigel Hill on Ext 5243 or Karen White on Ext 5240.

John Robinson  
Chief Executive

## **COUNCIL MEETING – 13 OCTOBER 2020**

### **PLANNING WHITE PAPER: PLANNING FOR THE FUTURE**

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

- 1.1 To allow all Members of the Council opportunity to comment on the Government's Planning White Paper reforms and consider the Council's proposed response.

#### **2.0 Background Information**

- 2.1 On 6 August 2020 the Government published two sets of consultations in relation to the planning system;
- The Planning White Paper: Planning for the future sets out a fundamental change to the Planning system.
  - Proposed Changes to the current system proposes interim changes to address immediate issues.
- 2.2 These consultations were considered at the Economic Development Committee on 9 September 2020 along with proposed District Council responses. The minutes of the Committee meeting appear for noting later on this Agenda. The response to the Proposed Changes to the Current System was agreed and subsequently submitted before 1 October 2020 deadline. Consultation on the Planning White Paper concludes on 29 October 2020.
- 2.3 The Economic Development Committee AGREED (unanimously) that:
- (a) the proposed consultation responses be approved for submission in response to the consultations, subject to any additional comments;
  - (b) a report be taken to the October Meeting of Full Council to offer all Members the opportunity of debating the proposed planning reforms arising from the White Paper; and
  - (c) a letter be written to the Secretary of State setting out the Council's views on the White Paper.

#### **3.0 White Paper Proposals**

- 3.1 The White Paper (<https://www.gov.uk/government/consultations/planning-for-the-future>) proposes the complete remodelling of the planning system based on the following approach:
- Replacing the current Local Plan system with a 'simplified' version. It is that Local Plans should identify only three types of land – *Growth* areas suitable for substantial development, *Renewal* areas suitable for development, and areas that are *Protected*. The Government has stated that it is prepared to consider other 'binary' approaches to planning for development.

- Development Management policies for determining planning applications set at National Level.
- Enhanced consultation via online platforms including interactive mapping.
- Areas identified as Growth areas (suitable for substantial development) would automatically be granted outline planning permission for the principle of development.
- Automatic approvals would be available for pre-established development types in other areas suitable for building.
- To make design expectations more visual and predictable, it will be expected that design guidance and codes to be prepared locally with community involvement, and ensure that codes are more binding on decisions about development.
- The Community Infrastructure Levy should be reformed to be charged as a fixed proportion of the development value above a threshold, with a mandatory nationally-set rate or rates and the current system of planning obligations abolished.

#### **4.0 District Council Response**

- 4.1 The Planning White Paper identifies a number of issues and problems with the planning system which it is argued cannot be addressed by further incremental changes to the existing system. The Government therefore proposes a series of fundamental changes to the Planning System, ones which will have a significant impact on the built environment of Newark and Sherwood, the development industry, local communities and District Council's planning service.
- 4.2 The White Paper contains 37 consultation questions and the Council's proposed detailed response is included at **Appendix A**. Those questions highlighted in grey are not particularly aimed at Local Planning Authorities (LPA) and 4 of the proposals do not have consultation questions. The proposed response was considered and agreed at Economic Development Committee having been drawn up by officers following discussions with the Local Development Framework Task Group. In considering the District Council response it was felt the following key issues needed to be highlighted to the Committee:
1. Whilst the document is titled as a 'White Paper,' and it is intended that legislative and regulatory changes required will follow shortly afterwards, the proposals lack a significant amount of detail which makes it challenging to properly judge the impact of many of the proposals.
  2. Whilst focusing on continuing to find ways to address the housing crisis is welcomed, unfortunately this appears to be in many places to the exclusion of all other concerns which need to be addressed. Matters in relation to specialist housing such as Gypsies and Traveller provision and type and tenure of housing are little discussed. Issues such as a climate change, town centres, sustainable economic growth are raised but then not discussed in any particular detail, nor are the impact of the proposed changes on these subject areas.
  3. Place making is confused with design of place; this may seem to be a matter of semantics and clearly good design is at the heart of place making but in order for the Local Planning Authority or anybody else to create positive change intervention in the built environment needs to occur. If the current planning policy tools to do this are no longer available how will this occur? Similarly good design is confused with 'beautiful' design and it is proposed to reward beauty in development proposals.

4. Shifting of costs, risks and responsibilities to Local Planning Authorities; whilst simultaneously removing local discretion and decision making powers. Examples include:
  - a. Given the requirement to frontload the Local Plan process by effectively granting outline consent through allocating sites for growth this means that a significant proportion of the cost of technical work required to support consent will likely have to be shouldered by the LPA. It also seems unlikely that such a process could be completed in 30 months.
  - b. The new Infrastructure Levy will be payable upon completion which could result in no contributions being secured in the event of a developer collapsing leaving the District Council to pick up the responsibility for mitigating the impact of the development. Equally, there is an issue with the definition of 'completion' with development sites perhaps not reflecting the total numbers approved, often due to various re-plans and site constraints. The levy will also remove the direct link between development and the contributions that mitigate its impact; making it harder to demonstrate to the public the positive benefits of new development.
  - c. With development management policies nationalised and many forms of development having deemed consent local involvement will be restricted to matters of design and without the certainty of a planning consent the LPA may well become involved in many more enforcement matters.

## **5.0 RECOMMENDATION**

**That the proposed consultation responses attached at Appendix A be approved for submission in response to the White Paper consultation; subject to any additional comments the Council may have on the consultation proposals.**

### Background Papers

#### Planning White Paper

For further information contact Matt Lamb on ext 5842 or Matthew Norton on ext 5852.

Matt Lamb  
Director – Planning & Growth



**PROPOSED DISTRICT COUNCIL RESPONSE TO THE PLANNING WHITE PAPER**

**Questions**

**1. What three words do you associate most with the planning system in England?**

**2. Do you get involved with planning decisions in your local area?**

*[Yes / No]*

**2(a). If no, why not?**

*[Don't know how to / It takes too long / It's too complicated / I don't care / Other – please specify]*

**3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?**

*[Social media / Online news / Newspaper / By post / Other – please specify]*

Careful consideration would need to be given to the response to this question and who has responded. If the majority of respondents are developers and local authorities, the target audience for this question will have been missed. This Council, as well as others where planners have been employed, have received numerous complaints that people are unaware of a proposal notwithstanding site notices, neighbour letters and press notices being utilised. It is acknowledged social media has a very important role in today's life. However, each Council would need to be sure that the communities where a proposal is, are aware they need to check social media (as well as have the facility to do so). They would also need to be aware of the frequency that they would need to check in order to not miss out on a consultation.

**4. What are your top three priorities for planning in your local area?**

*[Building homes for young people / building homes for the homeless / Protection of green spaces / The environment, biodiversity and action on climate change / Increasing the affordability of housing / The design of new homes and places / Supporting the high street / Supporting the local economy / More or better local infrastructure / Protection of existing heritage buildings or areas / Other – please specify]*

- Sustainable places and growth – with quality homes and an enhanced environment
- More or better local infrastructure
- Supporting the local economy including our Town Centres

**Proposal 1: The role of land use plans should be simplified. We propose that Local Plans should identify three types of land – Growth areas suitable for substantial development, Renewal areas suitable for development, and areas that are Protected.**

**5. Do you agree that Local Plans should be simplified in line with our proposals?**

Newark & Sherwood District Council does not in principle object to a zoning system replacing the current planning policy framework, the proposed approach is not a proper zoned system. Labelling all land as one of three (or even two) types is too simplistic to reflect the mix of land uses that exist in most English urban areas. For example the white paper suggests that existing urban areas will most likely be in the Renewal areas and that Conservation Areas will most likely be in Protected. Conservation Areas tend to cover the historic core of most settlements and this is certainly the case in Newark & Sherwood. If we want to promote appropriate redevelopment in Newark town centre that sympathetically respects the build heritage and delivers real change, it is not clear that this would fit into one of the three categories proposed – particularly as the proposals are not explicit about the ability of the Local Plan to resist permission in principle in locations where this might not be appropriate.

The Council strongly supports the alternative option that would limit automatic permission in principle to land identified for substantial development in Local Plans (*Growth* areas); other areas of land would, as now, be identified for different forms of development in ways determined by the local planning authority (and taking into account policy in the National Planning Policy Framework), and subject to the existing development management process.

The Plan Making reforms effectively diminish Local Planning Authorities ability to design and deliver a locally based strategy beyond the location of new development. It curtails the ability of authorities to be spatial – that is integrate plans and programmes that local authorities have to improve their areas. Place making is effectively redefined as design, rather than intervention to deliver change.

There is no mention of the Minerals and Waste Planning framework in these proposals.

**Proposal 2: Development management policies established at national scale and an altered role for Local Plans.**

**6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?**

The setting of some national development management policies is a welcome step in situations where national policy has a clear requirement to be consistent, e.g. Green Belt Development Management policy in many instances are directly related to the strategy and overall aims of a plan.

For many other policies LPAs will seek to shape their policies to reflect local concern and issues, going beyond design. For instance policies which direct development away from areas of nature conservation or seek to diversify housing stock.

It is not clear how development proposals will be able to demonstrate compliance with planning policy using automatic machine readable technology.

The District Council strongly supports the alternative that local authorities should have a similar level of flexibility to set development management policies as under the current Local Plans system, with the exception that policies which duplicate the National Planning Policy Framework would not be allowed.

**Proposal 3: Local Plans should be subject to a single statutory “sustainable development” test, replacing the existing tests of soundness.**

**7(a). Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of “sustainable development”, which would include consideration of environmental impact?**

A simplification of process of establishing a plan’s acceptability is welcomed however the tool of sustainability appraisals is an important one in establishing not just environmental but social and economic acceptability of a plan’s proposed approach. If the principals of Sustainability Appraisal could be retained in the proposed statutory test then the Council would support this approach.

**7(b). How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?**

There needs to be a mechanism or arrangement for proper consideration of more than local issues, the duty has only been partially effective given that some authorities have failed to resolve such issues which has resulted in delays to plan making. Removing the duty will not however remove the problem. This is particularly an issue were Local Planning Authorities cover parts of larger urban areas. The white paper proposes a significant removal of local discretion resulting in a mostly nationalised planning system however it does not propose a definite method or solution for effective planning at geographies above local planning authority level in all circumstances.

**Proposal 4: A standard method for establishing housing requirement figures which ensures enough land is released in the areas where affordability is worst, to stop land supply being a barrier to enough homes being built. The housing requirement would factor in land constraints and opportunities to more effectively use land, including through densification where appropriate, to ensure that the land is identified in the most appropriate areas and housing targets are met.**

**8(a). Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?**

Any assessment of housing need should take into account both projected demand and the ability and desirability for an area to accommodate new development. Statistical and data based approaches to establishing housing numbers can attempt to accommodate concepts of constraint; but this is only part of the picture in establishing if the figure is deliverable.

The standard methodology which simply dials up housing figures that are not actually deliverable because developers are not going to precipitate market saturation or ignores the availability of deliverable sites will not deliver additional houses, just additional housing figures.

**8(b). Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?**

As set out in 8(a) the inclusion of constraints within the calculation is not adequate to appropriately indicate that the quantity of development that can be accommodated. Affordability and the extent of existing urban areas alone will not provide a robust basis for calculation.

**Proposal 5: Areas identified as Growth areas (suitable for substantial development) would automatically be granted outline planning permission for the principle of development, while automatic approvals would also be available for pre-established development types in other areas suitable for building.**

**9(a). Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?**

There is very limited information as to how this process is to work in practice. Prior to outline permission being granted under current legislation, there is a need where necessary for certain assessments to be undertaken such as Flood Risk, Noise, Contamination, Archaeology, Transport etc. to understand the constraints a specific site might have. Would the automatic permission be on the basis the applicant/developer will undertake these or is this the role of the planning authority prior to allocation? If the latter, this has a significant impact in terms of resources, both financial and professional, before the land is allocated. If this is not a requirement (as is the case for Permission in Principle), these constraints, if they exist, could mean the principle of development is unacceptable or the amount of development that can be provided will be significantly hindered.

**9(b). Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?**

Unsure – without a greater level of detail it is not clear if the District Council can support these proposals. They would need significant resource given to planning authorities in order to achieve this aim as well as a change in skills from current practice for all three suggestions. Without this resource, the propositions put forward are unlikely to be realised. As referred to within these responses, it is not known/understood how a programme can be set-up to determine beauty as is suggested.

The principle of having Local Development Orders is supported, but this has significant resource implications, are lengthy to complete, a need for land owners to be fully engaged with the process amongst other matters, as evidenced by pilots that were undertaken by PAS a few years ago. The resources are not available within planning authorities to undertake this task and land owners, particularly when there are a number, will likely make this extremely challenging.

**9(c). Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?**

Not sure – without a greater level of detail it is not clear if the District Council can support these proposals.

This response is provided subject to the following:

- That appropriate engagement with all interested parties in the process is undertaken and taken account of. This role would need to ensure that the communities most affected by the proposed settlement are able to shape and design its impact.
- New settlements are likely to lead to a need for significant infrastructure to be provided to mitigate the impacts of the scheme. By having such developments considered under the NSIP route, there should be greater ability for this to be provided cohesively.

**Proposal 6: Decision-making should be faster and more certain, with firm deadlines, and make greater use of digital technology**

**10. Do you agree with our proposals to make decision-making faster and more certain?**

Not sure – without a greater level of detail it is not clear if the District Council can support these proposals.

The principle of developers knowing whether a development is going to be supported or not is agreed in principle. This adds certainty for all and could enable appropriate infrastructure to be provided when it is needed.

The proposal to have machine readable plans will discriminate against many householders (for example) who draw their own plans, which are likely to not meet the standards required.

Detail is not provided regarding the digital template for planning notices. Engagement is key and whilst it is agreed press notices are somewhat obsolete, most people engaging in the system do so as a result of site notices and/or neighbour letters. To remove these without communities knowing how/where to engage will be a step backwards.

The amount of information indicated would need to be supplied for major developments, indicates that these would only ever come forwards as a result of being defined within a growth area. This then means the necessary considerations – flood risk, contamination etc - could likely not be supplied within the 50 page limit, leading to unintended consequences of refusals on the basis of lack of information. This section for major developments coming forward as a result of being allocated appears to suggest the assessments, flooding, drainage, noise, contamination etc. will have been undertaken by the planning authority prior to allocation. If this is what is suggested this will put greater pressure on the proposals to shorten the local plan process. The knowledge for these assessments is not held within planning authorities, therefore the procurement of the necessary expertise will add significant expense to planning authorities.

It is not understood how a design code is able to be made digital enabling assessment of plans against this code. Very often, it is the detail that makes or breaks a proposal. It is also not understood how a neighbourhood plan would fit in with this automated process, which appear to relate to subjective matters.

Automatic approval of applications if not determined within certain timescales will likely lead to a greater number of refusals if negotiation is required in order to make the development acceptable. This will ultimately lead to a longer period for development to come forwards. Fault is laid with the planning authorities, but very often it is the developer who does not respond in a timely manner, or does not apply for pre-application advice in order to submit a satisfactory application.

**Proposal 7: Local Plans should be visual and map-based, standardised, based on the latest digital technology, and supported by a new template.**

**11. Do you agree with our proposals for accessible, web-based Local Plans?**

Yes – however the Council is concerned that any proposals do not exclude those that do not have access to digital services.

**Proposal 8: Local authorities and the Planning Inspectorate will be required through legislation to meet a statutory timetable for key stages of the process, and we will consider what sanctions there would be for those who fail to do so.**

**12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans?**

No – given the need to prepare design codes, masterplans for large sites, a diminished but still significant evidence base, and front load elements which allow for permission in principle it seems unrealistically optimistic. Furthermore if Council's have strategic cross boundary issues to address then it may not be possible to meet the timetable nor necessarily the authority's fault that it cannot meet it.

The District Council is particular concerned that the draft Local Plan will be submitted to the Planning Inspectorate without an opportunity to amend the plan in response to consultation responses from the community and other stakeholders. This will often address concerns raised and speeds up the examination process. To remove this will have a detrimental impact on the LPA being able to submit a plan with as wide a support as possible and will make the Inspectors job harder.

An arbitrary word limit on consultation responses whilst superficially attractive to those who have to review the comments seems unnecessarily restrictive for consultees.

**Proposal 9: Neighbourhood Plans should be retained as an important means of community input, and we will support communities to make better use of digital tools**

**13(a). Do you agree that Neighbourhood Plans should be retained in the reformed planning system?**

Not sure. It's hard to see how Neighbourhood Plans could fit into the proposed new Local Plan system. The way the new system is designed attempts to nationalise and standardise as many elements as possible. It is hard to avoid the conclusion that this will diminish the role of Neighbourhood Plans to promote community priorities other than as introducing local design codes.

Hyper Neighbourhood Plans at street level will not reduce complexity in the planning system and risk creating anomalies in how development in adjoining streets would be treated.

**13(b). How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?**

Not sure – The Neighbourhood Planning process relies on local volunteers giving up their own time to develop community specific plans. They rely on the grant scheme and LPAs to assist them with technical aspects of the work. Developing design codes could be a costly exercise. Similarly given that 'growth' areas in the new system will grant permission in principle this would be a potentially costly exercise to ensure that an allocation is appropriate.

**Proposal 10: A stronger emphasis on build out through planning**

**14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?**

Yes

This question again implies that planning authorities are solely responsible for delaying development and as the Letwin Review has demonstrated that this is clearly not the case. House builders are known to only build a certain number of units within a given area. Phasing of developments with different developers is already undertaken by planning authorities.

**15. What do you think about the design of new development that has happened recently in your area?**

[Not sure or indifferent / Beautiful and/or well-designed / Ugly and/or poorly-designed / There hasn't been any / Other – please specify]

**16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?**

[Less reliance on cars / More green and open spaces / Energy efficiency of new buildings / More trees / Other – please specify]

**Proposal 11: To make design expectations more visual and predictable, we will expect design guidance and codes to be prepared locally with community involvement, and ensure that codes are more binding on decisions about development.**

**17. Do you agree with our proposals for improving the production and use of design guides and codes?**

Yes – the Council is currently exploring the development of a design guide and support for the importance of design in the system is welcomed.

However, such design codes should respond to the place in order that we do not end up with the same types of developments everywhere. Each town/village within an area will often have a different identity to its neighbour and it is important that this quality is not lost through inappropriate design codes through lack of time/skill in producing them especially if the design assessment is going to be based on computerised algorithms. This is currently an issue, for example with many house builders having a book of designs that is replicated across the country.

**Proposal 12: To support the transition to a planning system which is more visual and rooted in local preferences and character, we will set up a body to support the delivery of provably locally-popular design codes, and propose that each authority should have a chief officer for design and place-making.**

**18. Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?**

Yes – we believe that this is a positive move that will support Council's to deliver good design. Alongside the requirement for a chief officer it may also be appropriate for Councils to appoint a senior Councillor as a Design Champion.

**Proposal 13: To further embed national leadership on delivering better places, we will consider how Homes England's strategic objectives can give greater emphasis to delivering beautiful places.**

**19. Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?**

Yes – however place making is about more than design and as a concept should be key to the work of Homes England. Homes England could equally be required to provide all of the evidence base work upon which LPA's will need to rely for plan allocation (eg. Viability appraisals, SI's), all in a timely manner given the need to have a whole plan produced within 30 months.

**Proposal 14: We intend to introduce a fast-track for beauty through changes to national policy and legislation, to incentivise and accelerate high quality development which reflects local character and preferences.**

**20. Do you agree with our proposals for implementing a fast-track for beauty?**

No. Surely the reforms will fast track all development that meets design codes, the issue will be if development isn't acceptable for other reasons.

The principle of masterplans for growth areas is agreed with. However, there is a skills and resource shortage to enable this to occur. Additionally, the cost of preparing such plans will be significant for a planning authority, it would appear the landowner/developer is absolved



of these costs. Where a promoter prepares the masterplan or code for their area, this needs to be with engagement from the planning authority and community it will affect and an ability for it to not be accepted if it is not appropriate.

Beauty is in eye of the beholder. As well as being subjective, beauty is beyond the physical environment but includes the areas around e.g. paths, open space. Having a code could prevent relaxation, where applicable, in order to encourage development particularly where viability issues are present.

The work involved with preparing these plans where Neighbourhood Plans do not exist is extensive when there is already a shortage of staff across planning authorities. The skills needed also do not exist. The skills and preparation of the plans would need to be undertaken whilst still dealing with applications under the current regime.

Regrettably many of the homes that have been created as a result of the widening of permitted development rights are inappropriate, are not beautiful and do not create communities. Progressing and expanding these rights will run counter to the 'beautiful' aim.

## **22. When new development happens in your area, what is your priority for what comes with it?**

[More affordable housing / More or better infrastructure (such as transport, schools, health provision) / Design of new buildings / More shops and/or employment space / Green space / Don't know / Other – please specify]

**Note proposals 15 to 18 have no consultation questions** – The District Council wonder if this is an oversight? These are important issues relating to the environment.

**Proposal 19: The Community Infrastructure Levy should be reformed to be charged as a fixed proportion of the development value above a threshold, with a mandatory nationally-set rate or rates and the current system of planning obligations abolished.**

**23(a). Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?**

No - The current system enables negotiation to take place to ensure that community benefits are secured alongside consideration of viability. Having a set threshold is likely to lead to viability issues in many instances and thus prevent development as opposed to encouraging it.

The timing of the payment, being of the development value, will only be known once the development is constructed and sold. This would likely lead to the delay of many monies which will have impact upon infrastructure provision and in the event of a developer collapsing leaving the District Council to pick up the responsibility for mitigating the impact of the development. It will also not provide certainty for developers regarding the amount of money which they are required to pay as part of the development and could impact on the level of finance required to fund schemes.

**23(b). Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?**

Locally – rate setting will require a detailed consideration of local viability. Our experience in setting CIL has shown that even in a single LPA area many different level of viability exists. A nationally set rate (either single or area specific) would not be able to adequately reflect this. It would be impossible to have a single rate as it would incentivise development in the South/South-East and East of England where land values are higher and thus developers will get more profit.

**23(c). Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?**

It should aim to capture the amount of contributions required to deliver infrastructure to support new development.

**23(d). Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?**

Yes – however at the time money is borrowed, it would be on an anticipated amount of levy being received sometime in the future. If the value of the development goes down or the developer collapses, the local authority could be responsible for repaying a debt they are unable to afford.

**Proposal 20: The scope of the Infrastructure Levy could be extended to capture changes of use through permitted development rights**

**24. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?**

Yes. However without the requirement for seeking consent how will this be enforced? It will add considerable work to LPAs and likely lead to the need for additional staff to support this.

**Proposal 21: The reformed Infrastructure Levy should deliver affordable housing provision**

No – it will ensure that Affordable Housing is not the subject of negotiation in the sense of whether or not it will be provided, however inclusion within the levy may make the setting of a levy rate difficult.

**25(a). Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?**

No – it should seek to secure the identified need and should require onsite provision in all but exceptional circumstances.

**25(b). Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?**

An in-kind payment will ensure that the cost of the affordable housing is reflected in the final payment made under the levy, however rates will have to be set to ensure that the affordable housing contribution does not subsume all the levy receipts. It may be that a minimum affordable housing contribution of 10% similar to the current NPPF is introduced.

**25(c). If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?**

Yes - it should be required that if the value secured through in-kind units is greater than the final levy liability, then the developer has no right to reclaim overpayments.

**25(d). If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?**

Require that the scheme meets national standards for affordable homes.

**Proposal 22: More freedom could be given to local authorities over how they spend the Infrastructure Levy**

**26. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?**

No - the levy is being charged to fund infrastructure and affordable housing it should not be used to reduce Council Tax or as revenue funding. Local Authorities should be properly funded by central government through general taxation for the provision of public services.

Careful consideration will need to be given to the levels of funding passed to Town & Parish Council's 15% or 25% of the proposed infrastructure levy is significantly more than the current amount passed on through CIL. The District Council would like it to be explicitly set out that the portion the Infrastructure Levy passed to Town and Parish Council's is spent on local infrastructure and facilities as this is what the monies have been collected for.

**26(a). If yes, should an affordable housing 'ring-fence' be developed?**

N/a

## URGENCY ITEMS - MINUTE OF DECISION

### Delegation arrangements for dealing with matters of urgency

Paragraph 7.3.1 of the Council's Constitution provides that the Chief Executive has delegated powers to take all such actions he considers appropriate in an emergency (as defined by the Chief Executive), including power to make or approve any necessary and urgent arrangements within the powers of the Council for the protection of persons or property in any civil or other emergency.

**Subject: Coronavirus Pandemic Emergency**

**Appropriate Committee: Full Council**

**Details of Item** (including reason(s) for use of urgency procedure):

This note sets out how the District Council will take forward various aspects of its decision making for the period that social distancing applies during the coronavirus outbreak.

The Government has made Regulations (The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) relaxing the legal provisions around council meetings, which currently require them to take place at a particular place and with people attending in person. These new regulations allow all meetings to take place remotely by electronic means. The Regulations provide for the conduct of local authority meetings held between 4 April 2020 and 7 May 2021, and for public and press access to these meetings. The Regulations apply to all tiers of local authorities, from parish and town councils to districts and county councils.

### ANNUAL GENERAL MEETING – 12 MAY 2020

The Regulations specifically allow councils to postpone Annual General Meetings (AGM) in 2020 and allow any appointments normally made at that meeting to continue until the next AGM or until such earlier time the council decides. Whilst it would be technically possible to conduct a full council meeting remotely using electronic means, it would be very challenging and cumbersome to run a meeting of 39 Members at the same time ensuring a fair and inclusive debate, recording votes in an open and publicly transparent way, and facilitate questions by the public.

The decision has therefore been taken, that the AGM scheduled for 12 May 2020 will be cancelled and all existing appointments will continue until the following AGM to be held in May 2021. In addition, full council meetings will not be held whilst the social distancing requirements associated with the coronavirus pandemic are in place, but clearly this will require regular review.

### COMMITTEE MEETINGS

It has also been decided not to hold committee meetings unless there are specific pressing items of business that need to be determined. Although the Regulations allowing remote meetings are now in place, at a time when council resources are increasingly stretched there is the need to avoid the emergency legislation adding to and not reducing the burden. Currently significant officer resource

has been diverted to supporting the community during the health crisis and it would be extremely difficult to service the normal committee cycle. However, it is considered that the Planning Committee and any required Licensing Hearings meetings should continue to be held remotely via electronic means in order to facilitate decision making on applications received by the Authority. During regular briefings with the Secretary of State, he has emphasised the need for local authorities to continue to facilitate the planning and licensing processes in order to sustain economic activity within their areas.

The decision not to hold committee meetings (with the exceptions as indicated) will cover the June cycle of meetings as a minimum. This decision will be kept under review to ensure it is still warranted and will be revisited following the end of the June committee cycle.

### **OFFICER DECISIONS**

Under the Council's Constitution, (Part Two, Paragraph 7.2.1) Chief Officers have delegated powers to take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken prior to the time when such action could be approved through normal council procedures. Where they do so they should first consult with the Leader, and Chairman, and the Opposition Spokesperson of the appropriate committee. During the current health crisis, when it is likely that chief officers may have to utilise these delegated powers more frequently than under normal circumstances, the Group Leaders of the Labour, Independent and Liberal Democrat Groups will also be consulted.

Written records of decisions taken under these delegated powers will be kept by Democratic Services Business Unit in accordance with current practice. These will be circulated periodically to the members of relevant committees for information and will also be available for other members to access via the Member Extranet and published on the website.

### **MINOR VARIATIONS TO THE CONSTITUTION TO REFLECT REGULATIONS**

The Monitoring Officer has delegated powers to make minor variations to the Council's Constitution, which are required to reflect legislative changes. She will therefore ensure that changes are made to the Constitution, albeit temporarily, to reflect the changes brought in by The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

### **Summary of Decisions**

In the current health emergency (and for the reasons given above) the Chief Executive has taken the decision using his delegated powers under Paragraph 7.3.1 of the Constitution, to:

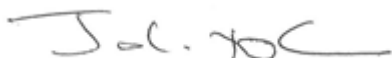
- Cancel the Council's AGM on 12 May 2020 (with all Member appointments being carried forward to May 2021);
- Subject to regular review, to suspend all scheduled full council meetings during the period that the Government's social distancing requirements continue;
- Suspend all scheduled committee meetings in the June committee cycle unless there is pressing business to be determined by a specific committee – with the exception of Planning Committee and Licensing Hearings, which will be held as necessary remotely using electronic means. This decision to be kept under review and revisited following the June committee cycle; and

- Temporarily broaden the provision contained within Paragraph 7.2.1 of the Constitution requiring Chief Officers to consult with the Leaders of the other groups on the Council in relation to urgent decisions.

**Members Consulted:**

This decision was taken following consultation with and the agreement of: the Leader of the Council; Deputy Leader of the Council; Chairman and Vice-Chairman of the Council; Group Leaders of the Labour, Independent, and Liberal Democrat Groups; and the Chairmen and Vice-Chairmen of all committees [during week commencing 6 April 2020].

Signed:

A handwritten signature in black ink, appearing to be 'J.C. JOE'.

Chief Executive  
Newark & Sherwood District Council

Dated: 14 April 2020

## **URGENCY ITEMS - MINUTE OF DECISION**

### **Delegation arrangements for dealing with matters of urgency**

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice Chairman) and the Opposition Spokesperson of the appropriate committee (Constitution incorporating a scheme of delegation approved by the Council on 14<sup>th</sup> May 2013)

Given the current emergency in respect of the Covid-19 pandemic and the decision taken to suspend committee meetings while social distancing measures continue, the urgency decision provision under Paragraph 7.2.1 of the Council's Constitution has been widened to extend the consultation to include the Leaders of all the political groups on the Council.

### **Subject: Remote Committee Meetings – Amendments to the Council's Constitution**

#### **Appropriate Committee: Full Council**

#### **Details of Item** (including reason(s) for use of urgency procedure):

The urgency procedure has been used due to the Covid-19 pandemic. The Council's Monitoring Officer has delegated authority under the Council's Constitution to make minor variations to the Constitution which are required to remove any inconsistency or ambiguity or reflect legislative change. The urgency procedure has been used for transparency and for the avoidance of doubt.

Regulations made under the Coronavirus Act 2020 (2020/392) make provision for local authority meetings held before 7 May 2021 to be conducted remotely. This is to enable committee meetings to be held while social distancing measures are in effect. The Regulations have an automatic amending effect on local authorities' existing meeting procedure rules; nonetheless it is considered good practice to formally adopt the provisions.

#### **New Procedure Rule – Remote Meetings Held by Virtue of the Coronavirus Act 2020**

A new procedure rule, setting out the requirements for remote meetings, is attached at **Appendix A**.

The content is based on the protocol and model procedure rules published by Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO).

The new procedure rule is based on the information available at this time. As practice develops the rule may need to be updated.

### **Decision**

That the Council's Constitution is amended to include the Procedure Rule attached at Appendix A to this urgency decision.

That it is noted the Monitoring Officer may make minor amendments to the Procedure Rule as practice develops.

### **Remote Meeting Protocol**

To accompany the new Procedure Rule, a Remote Meeting Protocol is attached at **Appendix B**. This Protocol provides guidance regarding meeting preparation and etiquette, to ensure meetings are properly conducted and run smoothly. The Protocol will be incorporated into Part 4 of the Council's Constitution, Codes and Protocols.

The Protocol is based on experience to date and information available at this time. As practice develops it may need to be updated.

### **Decision**

That the Council's Constitution is amended to include the Remote Meeting Protocol attached at Appendix B to this urgency decision.

That it is noted the Monitoring Officer may make minor amendments to the Protocol as practice develops.

### **Members Consulted**

Councillor David Lloyd  
Councillor Paul Peacock  
Councillor Gill Dawn  
Councillor Peter Harris  
Councillor Rob Crowe, Chairman of the Council

Signed



Date: 15 July 2020

Karen White  
Director - Governance & Organisational Development and Monitoring Officer



**RULE NO.38 – REMOTE MEETINGS HELD BY VIRTUE OF THE CORONAVIRUS ACT 2020**

- 38.1 Wherever there is a conflict between this Rule and another Council Procedure Rule this Rule takes precedence in relation to any remote meeting. This Rule will have effect until 7<sup>th</sup> May 2021 subject to any amendments to legislation. This Rule should be read in conjunction with the Remote Meeting Protocol.
- 38.2 The requirement to hold an Annual Meeting is to be disregarded prior to 7<sup>th</sup> May 2021.
- 38.3 For all purposes of the Constitution, the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:
- (i) “open to inspection” shall include for these and all other purposes as being published on the website of the council; and
  - (ii) to be published, posted or made available at offices of the Authority shall include publication on the website of the Authority.
- 38.4 For all purposes of the Constitution the term “meeting” is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place, for which purposes any reference to:
- (i) “place” is to be interpreted as where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers; and
  - (ii) “open to the public” includes access to the meeting being through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
- 38.5 If the Chairman is made aware that the meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chairman shall adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 38.6 A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting’s quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:
- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance;
  - (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and

- (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

38.7 A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in 38.6 above are not met. In such circumstance the Chairman may, as they deem appropriate;

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in 38.6 above to be re-established; or
- (ii) count the number of Members in attendance for the purposes of the quorum and continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.
- (iii) In relation to meetings of Planning Committee, the provisions of paragraph 14 of the Protocol for Members on Dealing with Planning Matters shall apply; any Member who is not present throughout the whole of the presentation and debate on any item shall not be entitled to vote on the matter.

38.8 A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;
- (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

38.9 A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in 38.8 above are not met. In such circumstance the Chairman may, as he or she deems appropriate:

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in 38.8 above to be re-established;
- (ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or
- (iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

38.10 Unless a recorded vote is demanded, the Chairman will take the vote

- (i) through the use of an electronic voting system and voting in the Chamber or;
- (ii) by the affirmation of the meeting if there is no dissent; or
- (iii) the Chairman will take the vote by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.

38.11 Where a Member is required to leave the meeting for any reason such as having a disclosable pecuniary interest, the Member will be required to disable their microphone and video whilst any discussion or vote takes place in respect of the item or items of business.

**NEWARK & SHERWOOD DISTRICT COUNCIL**  
**Remote Meeting Protocol**  
**May 2020**

**Introduction**

This document has been prepared to assist Members when attending remote or virtual committee or council meetings.

These meetings are held in accordance with 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020' or 'Coronavirus Act 2020'.

Members should refer to *Council Procedure Rule No. 38 of the Constitution – Remote Meetings Held by Virtue of the Coronavirus Act 2020* when reading this protocol.

**Remote Meeting Software**

Remote meetings will be undertaken using Microsoft Teams. The ICT or Democratic Services Business Units are available to give advice on using Microsoft Teams. You must ensure for a remote meeting, that your camera is switched on and you know how to mute and unmute your microphone.

ICT and Democratic Services will be able to offer assistance at any time prior to the meeting so please ensure you have understood how to access the meeting before the day of the scheduled event.

ICT will 'open' the remote meeting at least 30 minutes before the formal start time of the meeting, to ensure that everyone is logged into the meeting and are confident in using the software.

The Chairman of the meeting will give Members a one minute warning prior to the start of the meeting, which for public meetings will be streamed live on the Council's social media channels.

**Identity Presentation**

You must ensure that your 'identity presentation' on Microsoft Teams clearly identifies you as a Councillor, for example Councillor Brian Smith, as you will be taking part in the formal decision making process. Consistent identification helps the general public, who may be watching the webcast of the meeting, identify you as a Councillor.

When you 'join' the meeting and are prompted to enter your name please record in this manner, as per the example above, i.e. Councillor *followed by your name*.

**Surroundings**

Consider where you are planning to 'access' the meeting from. The environment should be quiet with no interruptions, for example by other people in your household. There should be a plain background free from any political artwork or slogans. We recommend setting the background to

a blurred effect, which ICT and Democratic Services can provide instruction on. Do not use any pre-set virtual backgrounds that are available on Teams as this can affect the quality of the overall image.

You may wish to use headphones to reduce the background noise from within your household. Headphones can also improve the sound quality. If you are not able to use headphones please familiarise yourself with how to adjust the volume levels on your device.

### **Appearance**

You will be able to see yourself as you appear to others in the meeting or to those viewing the live stream. You should ensure that you can be seen clearly without glare from windows etc. Please remember that public meetings will be livestreamed as required by the legislation so wear appropriate clothing.

### **Eating and Drinking**

It would not be appropriate to eat during a traditional Committee meeting so this convention should be observed for a remote meeting. However, please ensure that you have a drink available during the meeting.

If you need to take a short break from the remote meeting please remember to switch your camera off and ensure your microphone is muted. Switch your camera back on when you return. For meetings of the Planning Committee, Members will need to be mindful of the provision of Paragraph 14 of the Protocol for Members on Dealing with Planning Matters which requires that any member who is not present throughout the whole of the presentation and debate on any item shall not be entitled to vote on the matter.

### **Behaviour**

As a councillor you are bound by the Member Code of Conduct, and this form of meeting doesn't change that requirement. Your actions, as a representative of the Council, could be observed by a public audience who are not visible to you and may be recorded by some, so please maintain the standards of behaviour required by the Code of Conduct at all times. The Council will also maintain a formal recording of the meeting, which will be available following the meeting.

### **Speaking During a Remote Meeting**

Please indicate your wish to speak at a meeting, but wait until the Chairman has indicated that you may speak. It is very difficult for the public, and other Members and Officers listening, to hear what is being said when people talk over each other. The meeting should not be interrupted unless it is your turn to engage in the process when invited by the Chairman.

To reduce background noise and feedback, you should mute your microphone, and only unmute when you wish to speak or vote.

**Disclosable Pecuniary Interests**

If you have a disclosable pecuniary interest in an item which prevents you from participating in the debate and the voting, Members are requested to turn off their cameras and mute their microphones while the particular item is being discussed.

**Voting**

Voting in a remote meeting will be managed by the Chairman or the Democratic Services Officer in attendance, usually by taking the vote from each Member on the Committee in alphabetical order.

**Exclusion of the Press and Public**

When a Committee resolves to exclude the press and public by virtue of Schedule 12A of the Local Government Act 1972, Members will be required to confirm that there are no other persons present with them who are not entitled to hear or see the proceedings.

**What Happens if Something Goes Wrong?**

If your connection drops away from the event, you can resume by going back to the original invitation to the meeting and click to re-join. All remote meetings will also have the option to 'dial in' if for any reason you cannot access through Microsoft Teams. Please keep the meeting link and the dial-in instructions readily available in case you need to refer back to these.

Please do not attend Castle House in person. Facilities are not currently available for you to join a remote meeting from Castle House.

For meetings of the Planning Committee, Members will need to be mindful of the provision of Paragraph 14 of the Protocol for Members on Dealing with Planning Matters which requires that any member who is not present throughout the whole of the presentation and debate on any item shall not be entitled to vote on the matter. This will apply if a Member does temporarily lose connection to the meeting.

If you have issues with your laptop/iPad please contact ICT before the day of the meeting where possible.

Appropriate images will be presented on the livestream broadcast should a remote meeting need to be adjourned for any reason such as a failure in the technology. Members of the public viewing the livestream will be given suitable messages such as the ones pictured in the screenshots below.

## Planning Committee

The meeting is about to start



## Planning Committee

The meeting is temporarily adjourned and will recommence soon



## **URGENCY ITEMS - MINUTE OF DECISION**

### **Delegation arrangements for dealing with matters of urgency**

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Given the current emergency in respect of the Covid 19 pandemic and the decision taken to suspend committee meetings while social distancing measures continue, the urgency decision provision under Paragraph 7.2.1 of the Council's Constitution has been widened to extend the consultation to include the Leaders of all the political groups on the Council.

**Subject:**                                      **Review of June Committee Cycle Suspension**

**Appropriate Committee:**      **Full Council**

**Details of Item** (including reason(s) for use of urgency procedure):

### **Reinstatement of Committee Meetings**

This note sets out the decision for reinstating committee meetings following the summer recess. Meetings will need to be held in the virtual format using Microsoft Teams with no attendance by Members of the Council (other than the Chairman if they wish to have officer support) or the public at Castle House. This is in accordance with the Government's social distancing measures but this will again be subject to ongoing review in line with any fresh guidance issued by the Government.

The meetings to be reinstated are set out below:

<b>Committee</b>	<b>Date</b>	<b>Start Time</b>
Licensing & General Purposes	3 September	6pm
Planning	8 September	2pm
Economic Development	9 September	6pm
Homes & Communities	14 September	6pm
Shareholder	15 September	5.30pm
Leisure & Environment	22 September	6pm
Policy & Finance	24 September	6pm
Audit & Accounts	30 September	10am
Planning	6 October	2pm

The table above gives the start times for the reinstated committees. The Councillors' Commission at their virtual meeting held on 8 July 2020 supported the reinstatement of the committees but raised the issue of start times for meetings given those meetings held in a



virtual manner to date all started at 2pm. Therefore, a canvass of all Members was undertaken and a small majority favoured the 6pm start. The reinstated committees are therefore, being held at their regular start times as indicated above with the exception of Planning Committee as the majority of Planning Committee Members expressed the view that they wished to retain a 2pm start time.

The public part of the meetings will all be broadcast live on the Council's social media platforms to enable public access and parish representatives will be able to 'join' the Planning Committee to address the Members in accordance with the usual practice. Conducting meetings in this manner has been made possible by virtue of the Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) England & Wales Regulations 2020.

The holding of Full Council Meetings will be kept under review.

### **Members Attendance at Meetings**

This note also sets out the position in respect of Members attendance at meetings. Given the June cycle of meetings was cancelled, a large number of Members will not have attended a formal Council meeting since the last Full Council held on 9 March 2020. Section 85 of the Local Government Act 1972 requires that "if a Member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a Member of the authority."

It is therefore necessary to use the urgency provision to authorise a blanket extended period of absence for all Members in order to capture all Members to whom this applies.

### **Decisions**

**To reinstate the September cycle of Committee meetings as set out above.**

**The Chief Executive keep the provision of Committee Meetings and Full Council Meetings under review in line with Government guidance in respect of social distancing.**

**A blanket authorisation be given to all Members to approve any continued absence due to the Covid-19 pandemic, if they had failed to attend a Council meeting for six months in accordance with Section 85 of the Local Government Act 1985.**

### **Reason for Decision**

**To re-start Council business and authorise the non-attendance of those Members who may not have been able to attend a formal Council Meeting for a six-month period.**

### **Members Consulted:**

Councillor D.J. Lloyd – Leader of the Council – 24.08.20

Councillor P. Peacock – Leader of the Labour Group – 21.08.20

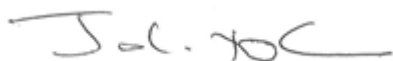
Councillor Mrs G.E. Dawn – Leader of the Independent Group – no response by deadline but Mrs Dawn supported in the Councillors' Commission)

Councillor P.R.B. Harris – Leader of the Liberal Democrat Group – 22.08.20

Councillor R. Crowe – Chairman of the Council – 22.08.20

(Note – this decision was supported by the Councillors' Commission at their meeting held on 8 July 2020).

Signed:

A handwritten signature in black ink, appearing to read 'J.C. Croxall', written in a cursive style.

Date: 26.08.20

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Thursday, 2 April 2020 at 2.00 pm. Attendance at this meeting and public access to it were by remote means due to the Covid-19 pandemic.

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

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

Prior to consideration of the items on the agenda, Members were advised that the Government had passed legislation enabling regulations to be made for Councils to undertake committee meetings remotely. However, the regulations setting out the detailed provisions and the procedures to be followed were not yet published. Therefore, to ensure that the Council complied with proper decision-making requirements during this interim period, the Chief Officer Urgent Decision Making Powers provided for in the Council's Constitution would be utilised. This Committee would therefore make recommendations to the Council's Chief Executive who would effectively determine each item relying on his delegated powers as set out in the Constitution.

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

Councillor T Wendels and Sanjiv Kohli declared conflicts of interest in respect of Agenda Item Nos. 5 and 13 – Arkwood Developments Limited – Bowbridge Road Development, Newark – as Directors of Arkwood Developments Limited.

Sanjiv Kohli declared an interest in respect of Agenda Item No. 16 – Funding Proposal for the Robin Hood Hotel as the Council's Representative on the Board of RHH Ltd.

### 94 DECLARATIONS OF INTENTION TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded and live streamed on social media by the Council.

### 95 MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2020

The minutes of the meeting held on 20 February 2020 were approved as a correct record, to be signed by the Chairman.

Prior to consideration of the items on the agenda, Members were advised that the Government had passed legislation enabling regulations to be made for Councils to undertake committee meetings remotely. However, the regulations setting out the detailed provisions and the procedures to be followed were not yet published. Therefore, to ensure that the Council complied with proper decision-making requirements during this interim period, the Chief Officer Urgent Decision Making Powers provided for in the Council's Constitution would be utilised. This Committee would therefore make recommendations to the Council's Chief Executive who would

effectively determine each item relying on his delegated powers as set out in the Constitution.

96     ARKWOOD DEVELOPMENTS - BOWBRIDGE ROAD DEVELOPMENT, NEWARK

The Director – Governance & Organisational Development presented a report which updated Members on the progress of the proposed Bowbridge Road development by Arkwood Developments. The proposal was for a residential development of 87 dwellings for which a revised planning application was to be considered by the Council's Planning Committee on 31 March 2020.

It was reported that the legal work in relation to the land transfer was progressing well and that parties were likely to be in a position to proceed immediately should planning permission be granted. A ground investigation report had indicated limited areas that would require remediation attention, details of which were contained in the exempt report attached to the agenda. It was anticipated that related planning and highways matters would need to be agreed before the land transfer was finalised.

In relation to the loan agreement, it was reported that the Bowbridge Road development was to be financed partly by a loan from the Council. Once established, the funding model could then be used for future developments. Further details were contained in the exempt report. Specialist advice was being sought to ensure the arrangement complied with State Aid rules. Specialist legal advice was also being sought for the structure of the loan model arrangement to ensure that the Council had adequate security for the loan and to consider the most appropriate mechanisms for both interest and capital repayments.

AGREED (by 6 votes for with 1 abstention) that the progress made with the development and associated loan agreement and land transfer be noted.

(Councillor T. Wendels abstained from voting given his conflict of interest).

Reason for Decision

To ensure the Policy & Finance Committee was kept up to date regarding Arkwood's first housing development at Bowbridge Road and to progress the land transfer and associated matters.

97     POSSIBLE PURCHASE OF LAND - BOWBRIDGE ROAD, NEWARK

The Director – Growth & Regeneration presented a report which provided an update on the opportunity to purchase land adjacent to the Newark Hospital on land off Bowbridge Road, Newark. Further details in relation to this matter were contained in the exempt report on the agenda.

It was reported that following a period of negotiation with the sole land agent representing the owners of both parcels of land, the Council presented the 'maximum offer' as permitted by Members at the 28 November 2019 meeting. However, this offer was declined. Subsequently the land agent asked the Council to consider a lease arrangement for the land, with a sub-lease being offered to the NHS Foundation Trust

in return but that option was not advocated. Officers had confirmed that the maximum offer previously presented was the Council's final offer. The land agent then requested that the Council consider buying solely parcel 1, the value for which exceeded the officer valuation. Members were advised that both parcels remained available for significantly higher price than the previously agreed maximum offer.

The report proposed that it be made clear to the land agent that the Council's maximum offer would shortly expire, after which time it would be formally withdrawn.

AGREED (unanimously) to recommend to the Chief Executive that the Director - Growth & Regeneration be given delegated authority to:

a) confirm to the land agent representing both landowners that the Maximum Offer is the full and final offer from this Council to purchase the two freehold interests detailed at Appendix A, subject also to the agreement of the Trust to lease the land; and

b) confirm to the land agent representing both landowners that the maximum offer will be withdrawn at 5pm on 18 April 2020.

#### Reason for Decision

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

#### 98 YORKE DRIVE REGENERATION

The Director – Governance & Organisational Development presented a report which provided an update on progress within the Yorke Drive Regeneration Project including: procurement of a development partner; resident engagement; and preparation for start on site/next steps. The report sought to secure the necessary approvals to move to the next phase of the project, the selection of a preferred bidder and onsite enabling works.

The Director – Governance & Organisational Development reported on the procurement of a Development Partner. An evaluation and analysis of the tender submissions made across both quality and cost elements and anonymised scoring was set out in the report. Tender A was the recommended preferred developer following the analysis, further details of which were contained in the later exempt report.

Following the approval of a preferred developer and the ten day stand still period, the Council would begin detailed negotiations with the preferred developer. Running in parallel to the contract negotiations the developer would progress with detailed design work and obtaining reserved matters permission through the planning system.

The report provided further information in respect of resident engagement; decant and demolition; funding; and developing for the future. The Director – Governance & Organisational Development also referred to the comprehensive risk register and highlighted two key risks - market conditions and construction costs. In addition, there

were the emerging impacts from Covid-19.

AGREED (unanimously) to recommend to the Chief Executive that:

- (a) the selection of developer A as preferred development partner be approved with delegated authority being given to officers to progress negotiations and discussion on the terms of the contract;
- (b) delegated authority be given to the Director - Governance & Organisational Development to enter into contract with the preferred developer, after consultation with the Chairman, Vice Chairman and Opposition Spokesperson of the Committee, where costs remain within the pre-approved cost envelope and there was no material change to the project's risk profile; and
- (c) the option of a lump sum payment for disturbance payment for those residents being decanted from their homes be approved, as set out in paragraphs 4.3.1/4.3.2 and Appendix 1 to the report presented to the Committee.

#### Reason for Decision

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

#### 99 FOOTPATH AND ACCESS REALIGNMENT AND LEVELLING AT EPPERSTONE MANOR

The Director – Growth & Regeneration presented a report which updated Members on the progress of securing the transfer of 'recreational' land and a footpath from a developer to the Council (and in turn to Epperstone Parish Council) following a previous breach of a legal planning obligation under S106 of the Town and Country Planning Act 1990. The report also sought approval for additional funds to relocate fencing erected by the developer erroneously on land outside of their control.

The report provided Members with details of the background to the matter which had commenced following the approval of planning permission for the construction of twelve new dwellings in December 2008. The site was subject of a S106 Agreement with obligations which included the construction of a footpath in a location and to a specification agreed by the Council and that such footpath be transferred to the Council.

The Council's intention had always been to transfer the 'recreational land' and footpath to the parish council as soon as the matter was resolved. The parish council reasonably wished to have the land transferred to them when the legal titles were correct and formalised. For both the footpath and maintenance access strip, this included their provision on site in their correct alignment. It was also reported that the land required levelling so that it was fit for purpose in advance of the parish council accepting the transfer, quotes for which, together with associated fencing, had been sought and detailed in the report.

AGREED (unanimously) to recommend to the Chief Executive that:

- (a) the Business Manager - Legal Services ask Epperstone Developments Limited's solicitor to enter into a land swap in respect of the land detailed at paragraph 2.4 of the report [shown with red marker/red hatched area in Figure 2] and that completion be concluded as soon as is practicable;
- (b) delegated authority be given to Director – Growth & Regeneration to commission contractors to install a fence along an appropriate route, having regard to ownership issues as set out in the report presented to the Committee and confirmation from the Business Manager - Legal Services that such issues have been legally resolved to mitigate risk to the Council;
- (c) a budget of up to £12,212 + VAT be set up in 2020/21 to cover the cost of the works to implement (b) above; and
- (d) authorisation be granted to the Business Manager - Legal Services to recover all such reasonable costs from the developer.

#### Reason for Decision

To enable the future transfer of the land and footpath to Epperstone Parish Council and to ensure that the community can continue to use the footpath and recreational land.

#### 100 WARM HOMES FUND BID OUTCOME

The Director – Resources/Deputy Chief Executive/Section 151 Officer presented a report which informed Members of the Council's recent successful bid to the Warm Homes Fund for £97,488 to enable mains gas connections and fully fund the conversion of existing solid fuel/liquid propane gas heating systems and cooking appliances in up to 43 park homes in Ollerton. The report therefore recommended that a budget be set up in the Capital Programme in 2020/2021 to enable delivery.

The report provided information on the Energy Company Obligation, a Government energy efficient scheme which aimed to tackle fuel poverty and reduce carbon emissions. The scheme was delivered through energy suppliers and their agents. Information was also provided about the Warm Homes Fund provided by the National Grid and administered by Affordable Warmth Solutions across England, Scotland and Wales.

AGREED (unanimously) to recommend to the Chief Executive that:

- a) the outcome of the Warm Homes Bid be noted; and
- b) the budget to be set up in the Capital Programme in 2020/21 for £97,488, financed by the grant from the Warm Homes Fund be

approved.

Reason for Decision

To enable the Park Homes project to proceed.

101 ALLOCATION AND APPROVAL OF SAVINGS ACCRUED AS PART OF THE HOUSING MANAGEMENT IMPLEMENTATION PROJECT

The Director – Governance & Organisational Development presented a report which sought approval for delegated authority to be given to the Homes & Communities Committee to approve the allocation of savings which had accrued as part of the Housing Management Implementation Project.

The report set out the background to the decision to bring the housing management service back in-house, which included the dissolution of the Council's housing management company, Newark and Sherwood Homes Ltd. The decision was taken in order to deliver significant efficiencies identified for the Housing Revenue Account (HRA) of £0.950m. It was reported that the savings would directly accrue to the HRA with the Council having made a commitment that they would be reinvested back into housing services for tenants.

A report written for the Homes & Communities Committee was attached as an appendix to the report which provided a detailed framework of how the savings and efficiencies would be utilised to meet tenant priorities and how they would improve the housing service. It was noted that the aforementioned meeting had been cancelled due to the Coronavirus situation but that the Chairman and Vice-Chairman of the Committee supported the proposals and recommendations detailed in the report.

AGREED (unanimously) to recommend to the Chief Executive that delegated authority be given to the Homes & Communities Committee to approve the allocation of savings to the Housing Revenue Account that have accrued as part of the Housing Management Implementation project, in line with the framework approach as set out in Appendix A to the report presented to the Committee.

Reason for Decision

To give delegated authority to the Homes & Communities Committee to approve the allocation of HRA savings as part of the housing management transfer to the Council.

102 URGENCY ITEM - CASTLE HOUSE CONCESSIONS POLICY

The Committee noted the decision to approve the deferral of the use of the Castle House Concessions Policy, as approved by the Full Council on 9 March 2020, for the period of one financial year.

AGREED (unanimously) that the urgency item be noted.



103 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.

104 ARKWOOD DEVELOPMENTS - BOWBRIDGE ROAD DEVELOPMENT, NEWARK

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

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

105 POSSIBLE PURCHASE OF LAND - BOWBRIDGE ROAD, NEWARK

The Committee considered the exempt report of the Director – Growth & Regeneration concerning the opportunity to purchase land adjacent to Newark Hospital, on land off Bowbridge Road.

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

106 ESTATE REGENERATION - YORKE DRIVE ESTATE AND LINCOLN ROAD PLAYING FIELDS

The Committee considered the exempt report of the Director – Governance & Organisational Development concerning the Yorke Drive Estate and Lincoln Road playing field regeneration project.

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

107 FUNDING PROPOSAL FOR THE ROBIN HOOD HOTEL

The Committee considered the exempt report of the Director – Resources/Deputy Chief Executive/Section 151 Officer concerning a funding proposal for the former Robin Hood Hotel.

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

Meeting closed at 3.35 pm.

Chairman

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

Document is Restricted

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 25 June 2020 at 2.00 pm.

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

Councillor R Jackson, Councillor P Peacock, Councillor T Wendels and  
Councillor R White

APOLOGIES FOR Councillor B Clarke-Smith  
ABSENCE:

### 108 REMOTE MEETING LEGISLATION

The meeting was held remotely, in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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

Councillor Keith Girling declared a Personal Interest in Agenda Item No. 8 - Newark and Sherwood Homes Voluntary Winding Up and Dissolution as a Director of Newark and Sherwood Homes and also in Agenda Item No 15 (i) Payment of Management Fees to Active For Today, as a Director of Active4Today.

### 110 DECLARATIONS OF INTENTION TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council and that the meeting was being broadcast from the Civic Suite.

### 111 MINUTES OF THE MEETING HELD ON 2 APRIL 2020

The minutes from the meeting held on 2 April 2020 were agreed as a correct record and signed by the Chairman.

### 112 URGENCY ITEM - REPORT OF DECISIONS TAKEN ON 2 APRIL 2020

The Committee noted the urgency item which reported the decisions taken following their meeting on 2 April 2020. The Government passed legislation enabling Regulations to be made for Councils to undertake committee meetings remotely. However, the Regulations setting out the detailed provisions and the procedures to be followed were not published by the date of the 2 April 2020 meeting. Therefore, the Committee was asked to make recommendations to the Council's Chief Executive to determine each item of business under the urgency provisions set out in paragraph 7.2.1 of the Council's Constitution, taking into account the Committee's recommendations.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To effect the decisions of the 2 April Policy & Finance Committee.

113 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

114 ANNUAL REVIEW OF EXEMPT ITEMS

The Committee considered the report of the Chief Executive regarding the exempt items considered by the Committee during the period 21 May 2019 to date. The report listed the exempt items considered and it was reported that it was the view of the report authors that all items remained confidential.

AGREED (unanimously) that the report be noted with no items being released into the public domain.

Reason for Decision

To advise Members of the exempt business considered by the Policy & Finance Committee for the period 21 May 2019 to date and those items which can now be released into the public domain.

115 NEWARK AND SHERWOOD HOMES LTD - VOLUNTARY WINDING-UP AND DISSOLUTION

The Director – Governance & Organisational Development presented a report which sought to give delegated authority to the Chief Executive and/or the Director - Governance and Organisational Development to act on behalf of the Council as sole shareholder to authorise all documentation necessary to effect the voluntary winding-up and dissolution of Newark and Sherwood Homes Limited (the Company).

At its meeting of 26 September 2019, the Policy & Finance Committee agreed to transfer the Council's housing management service back in-house for direct service provision, and to commence the necessary processes for the subsequent wind-up and dissolution of the Company. The housing management service, including all its assets and liabilities, transferred to the Council on 1 February 2020.

The Newark and Sherwood Homes' Board was due to meet shortly to agree to commence the process to voluntarily wind-up and dissolve the Company. As the Council was sole shareholder of the Company, it was necessary for the Council to approve the voluntary dissolution of the Company before an application was made to Companies House as part of the dissolution process. Delegated authority to act on behalf of the Council would enable officers to attend the Newark and Sherwood Homes Board/Shareholder meeting and give the necessary approvals.

AGREED (unanimously) that delegated authority be given to the Chief Executive

and/or the Director - Governance & Organisational Development to attend the necessary Newark and Sherwood Homes Board/Shareholder meetings on behalf of the Council in its capacity as sole shareholder, and authorise all documentation necessary to effect the voluntary winding-up and dissolution of Newark and Sherwood Homes Limited.

#### Reason for Decision

To progress the decision of the Council to dissolve Newark and Sherwood Homes Ltd, given that assets and liabilities transferred to the Council on 1 February 2020.

### 116 NEWARK SOUTHERN LINK ROAD UPDATE

The Director – Planning & Growth presented a report which updated Members on the importance of completing the currently part constructed (phase 1) Newark Southern Link Road (SLR) and progress on securing a funding package for delivery. It was noted that Phase 1 of the SLR was complete, save for the A1 roundabout, which would allow for the construction of up to 599 dwellings.

The ‘master’ developers Urban&Civic, secured a conditional £11.2million loan agreement from the Homes & Communities Agency (now Homes England) to fund delivery of Phase 1 of the SLR. Whilst the costs involved outstripped this loan, work on the SLR commenced in 2017, allowing the current house builders to start delivering new homes. Funding for the remainder of the SLR remained a significant obstacle to its delivery, with overall costs going beyond what was reasonably manageable by a developer.

Current calculations for the cost of delivering the SLR stood at £62.1 million. Homes England and Urban&Civic were working on an intervention package which would likely comprise loan and grant to significantly close this funding gap. It was expected that a final agreement would be reached between Homes England and Urban&Civic before the end of the calendar year. Working closely with the County Council and the Highways Authority, ongoing dialogue had led to an agreement in principle to provide additional grant with District Council and County Council capital funds. It was recommended that the District Council contribution be increased by £2.5m to £5m in total.

The report to Members outlined the economic benefits of completion of the SRL, and implications should the project fail.

AGREED (unanimously) that:

- a) the Council commits an overall capital contribution of £5,019,215 (funded by existing resources) towards the delivery of the SLR, subject to the following:
  - i. Agreement from NCC to match the Council’s contribution towards the SLR of up to £5m;
  - ii. Confirmation from Homes England and Urban&Civic that an

intervention package has been agreed between them that will allow for full delivery of the SLR, subject to the funding already committed by NSDC and the LEP, and to the maximum collective contributions from NCC and NSDC of £10m (split 50%/50%); and

- b) the Director – Planning & Growth, in consultation with the Business Manager - Legal Services, be given delegated authority to enter into an agreement with Urban&Civic, subject to satisfaction of a) above to agree appropriate milestones for the release of monies to deliver the full SLR.

#### Reason for Decision

To secure the full delivery of the Newark Southern Link Road and unlock significant benefits of reduce congestion, accelerated housing delivery, employment, recreation, and education provision. In doing so, delivery of the SLR will prevent service consequences in terms of financial, community, and highway impacts.

### 117 FUNDING NEW INFRASTRUCTURE

The Director – Planning & Growth presented a report detailing a proposed approach for the implementation of government directed changes to the reporting of the Council's developer contributions (both Section 106 contributions and Community Infrastructure Levy receipts) collection, allocation and spending on new infrastructure associated with new development.

The report set out the proposed figures for expected population growth and anticipated infrastructure needs associated with this level of growth which were set out in the Infrastructure Delivery Plan. The proposed Infrastructure Finance Statement would set out the legislative context, planned growth, CIL collected, S106 and expected developer contributions and a review of the Councils spending priorities.

The report set out the current position in respect of Section 106 contributions as at the end of March 2020, a summary of CIL receipts and a proposed hierarchical approach to spending priorities. In addition, the report detailed the governance arrangements, considerations for developing the infrastructure funding statement and the scheduling of spending and emerging requests.

AGREED (unanimously) that:

- a) the proposed approach to defining spending priorities for developer contributions set out at paragraph 4.4 of the report be agreed;
- b) the Infrastructure Funding Statement be developed in line with paragraphs 4.5 and 4.6 of the report; and
- c) subject to confirmation of the appropriate request from Nottinghamshire County Council being received, a £620,000 Capital Budget be approved, financed by CIL receipts as set out in paragraph 4.11 of the report.

### Reason for Decision

So that a proposed approach for defining spending priorities for development contributions can be agreed; to enable officers to prepare an Infrastructure Funding Statement to be prepared to meet the requirements of Community Infrastructure Regulations; and to enable officers to investigate consideration of funding additional facilities through CIL at Joseph Whitaker School.

#### 118 NATIONAL CIVIL WAR CENTRE ADMISSION POLICY POST COVID-19 LOCKDOWN

The Business Manager - Heritage, Culture and Visitors presented a report which proposed an amendment to the Admission Policy for the National Civil War Centre (NCWC) as part of the recovery plan following the COVID-19 lockdown.

In preparing to re-open, it had become clear that COVID-secure measures would have an impact on the NCWC offer. Entry would need to be limited to a fixed number at periods throughout the day, and visitors would be expected to follow a pre-determined route through the NCWC to avoid cross-over which would not comply with social distancing. Aspects of the NCWC would need alteration – from closure of the cinema and top floor galleries and removal of the dressing up area, to removal of interactives. Therefore, to support and encourage as wide a range of residents as possible to visit the NCWC and engage with a positive, cultural experience in a safe, controlled environment, whilst acknowledging the limitations of this revised offer, it was proposed to remove the admission fee for Newark and Sherwood residents and introduce a reduced admission fee for external (tourism) visitors until the end of August. It was noted that the proposed two month period of free entry would mean a loss of income equating to £5,833.

AGREED (unanimously) that:

- (a) the NCWC offers free admission to residents for a maximum two month period (covering July and August 2020) to support the rebuilding of our local community, increase footfall to the town in a controlled manner to support the local economy and to offer cultural services which are proven to be of benefit in supporting residents' mental health and well-being;
- (b) the NCWC offers a reduced admission price to external (tourism) visitors which reflects the reduced and altered offer whilst still providing a valuable visit and supports the longer term rebuilding of the visitor economy; and
- (c) a further report be brought to the Economic Development Committee in due course relating to the findings from the Audience Research report and the measured outcomes of this policy change through the summer, to support strategic future planning for the sustainable delivery of Heritage and Cultural services.

#### Reason for Decision

To support the recovery of the Heritage and Culture business unit by encouraging footfall and new audiences and to support recovery of the Town Centre economy and tourism.

#### 119 NEWARK & SHERWOOD DISTRICT COUNCIL'S COVID-19 RESPONSE TO DATE

The Assistant Director - Transformation & Communications presented a report which set out an overview of the impact of Covid-19 on Newark & Sherwood District Council's services to date including a summary of how the Council had responded to the challenge of Covid-19 by working differently to continue to deliver for its residents, businesses and communities; and an outline of how the Council may adapt as a result of Covid-19.

The comprehensive report detailed an overview of the Council's emergency planning, impact on existing services, the additional work that the Council had undertaken during the period, support available for staff and a high level summary of the plan for transitioning out of Covid-19.

The Committee thanked Council officers for their efforts to date in respect of the Covid-19 response and the Chief Executive referred to the important community leadership now being carried out by Members.

AGREED (unanimously) that the report be noted as a summary of the pandemic response, and that the context be considered for future working.

#### Reason for Decision

To provide context for future working and decision making.

#### 120 COMMUNITY PLAN - ANNUAL YEAR END PERFORMANCE REPORT

The Assistant Director - Transformation & Communications presented a report which provided a summary of the position against actions and Key Performance Indicators (KPIs) in the Council's Community Plan 2019/23 at the end of the financial year 2019/20 including information on customer contact, complaints and requests for information.

It was noted that the performance for key performance indicators at the end of 2019/20 showed that of the 85 indicators, 17 were green, 3 were amber and 4 were red. One completed indicator was the implementation of the preferred option for management of the Council's housing stock which was completed two months ahead of schedule.

AGREED (unanimously) that the report be noted.

#### Reason for Decision



To enable Members to proactively monitor and manage achievement of the Council's objectives as set out in the Community Plan.

121 URGENCY ITEMS TAKEN DURING COVID-19 PANDEMIC

The Committee noted the urgency item decisions which had been taken to date during the Covid 19 Pandemic. It was noted that the urgency decision provision under paragraph 7.2.1 of the Council's Constitution had been widened to extend the consultation to include the Leaders of all the political groups of the Council.

The urgency items reported were as follows:

Payment of Management Fees to Active4Today for 2019/20 and 2020/21  
Reinstatement of Garden Recycling Services  
Local Discretionary Business Grants Fund  
Car Parking Charges Review – Covid-19

AGREED (unanimously) that the urgency items be noted.

122 ENVIRONMENTAL SERVICES PROJECT UPDATE

The Projects Officer - Transformation and Communications presented a report which updated the Committee on the project to realign and invest in Environmental Services to facilitate effective delivery of the Community Plan.

As part of the report, it was noted that the Environment Strategy was due to be presented to this Committee alongside the project update report, however, due to the dramatic impact of the pandemic the strategy needed to be reviewed and realigned. This Strategy would cover the period 2020-2023 and summarise the strategic direction for refuse, recycling and green spaces and would be presented later in the year. The project itself was expected to close in May 2020 however Environmental Services had to redirect their primary focus to keeping essential services running through the Covid-19 crisis, meaning that some project work streams had been scaled back and others, paused in recognition of the changing local and national picture. The report summarised the work done and planned, and highlighted where Covid-19 had impacted project outputs.

AGREED (unanimously) that the progress made in the development of Environmental Services be noted.

Reason for Decision

To ensure Members are informed on the progress made to deliver the improvement required to ensure delivery of the Community Plans' objectives.

123 COUNCIL'S ANNUAL BUDGET 2021/22 - OVERALL CORPORATE BUDGET STRATEGY

The Business Manager – Financial Services presented a report which set out the Budget Strategy for 2021/2022 prior to detailed work commencing on preparation of the budget. The Council's Constitution required that the Council's Section 151 Officer present a report on the overall Budget Strategy to the Policy & Finance Committee for approval. The budget process would result in the setting of the budget and the Council Tax for 2021/22.

The Strategy took into consideration agreed financial policies on Budgeting and Council Tax, Reserves and Provisions, Value for Money and also a set of budget principles which set out the approach to be taken to the budget process. These policies had been reviewed and updated as appropriate and were attached as appendices to the report.

The current Medium Term Financial Plan (MTFP) was approved on 9 March 2020. The report set out a summary of the financial forecast identified within the current MTFP assuming that Council Tax at average Band D would increase by the same rate as the previous three financial years, namely 1.94%. The gap in the Council's budget in future years meant that as well as further efficiencies the Council would need to generate new revenue streams which was the task of the Organisational Improvement and Development Business Unit.

The report also set out a number of underlying assumptions which would be applied in compiling the draft budget for 2021/22 including staff costs, provision for inflation and fees and charges.

It was noted that at the time of writing the budget strategy, the Council was still in the midst of the Covid-19 Pandemic. Therefore, anticipated levels of income remained uncertain.

AGREED (unanimously) that:

- (a) the overall budget strategy be approved;
- (b) the consultation process with elected Members be noted;
- (c) budget officers continue work on the assessment of various budget proposals affecting services for consideration in setting the Council's budget; and
- (d) budget managers work with finance officers in identifying further efficiency savings, increasing income from fees and charges and in identifying new income.

#### Reason for Decision

To enable the Council's budget process to proceed encompassing agreed assumptions.

2019/20 financial outturn position on the Council's revenue and capital budgets including: General Fund Revenue; Housing Revenue Account; Capital Programme; Provisions and Impaired Estimates on Debtors; Usable Reserves; Collection Fund; Balance Sheet; and Treasury Management. The accounts showed a favourable variance of £0.399m on service budgets with a total favourable variance of £1.254m.

AGREED (unanimously) that:

- (a) the final outturn of revenue and capital spending for 2019/20 be approved;
- (b) the capital financing proposals as set out in Appendix C to the report, that will be passed to the external auditors as part of the 2019/20 Statement of Accounts, be approved;
- (c) the net variations of £7.698m not spent in 2019/20 on the Capital Programme, be re-profiled and carried forward into 2020/21;
- (d) the movement in Provisions and Impaired Estimates on Debtors be approved;
- (e) the creations of the new reserves, as outlined in paragraph 2.21 to the report, be approved;
- (f) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be approved;
- (g) the contents of the Pension Fund Actuary report and the proposed assumptions to be used in the IAS19 pensions report for inclusion in the 2019/20 Statement of Accounts be approved;
- (h) the Policy & Finance Committee receives the Annual Report on Treasury Management Activity and comments as appropriate for referral onto the Council for information, as required by the Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management; and
- (i) the Committee note that the Treasury Management activities are consistent with the objectives identified in the Treasury Management Strategy for 2019/20.

#### Reason for Decision

To approve the Financial Outturn for the Council for the 2019/20 financial year.

#### 125 HR AND PAYROLL SYSTEM UPDATE

The Business Manager - Financial Services presented a report regarding a proposed extension to an existing contract with Access UK Limited who supported and

maintained the Council's HR & Payroll system. This proposed extension would be for a 2 year period from 1 July 2020 to 30 June 2022 with the total value equating to £70,682. Extending in this way would give the Council sufficient time to procure and implement a new system. It was proposed that the fresh procurement exercise would begin in December 2020 in order to ensure that there was sufficient time to complete the implementation.

AGREED (unanimously) that:

- (a) an exemption to the Contract Procedure Rules be approved in order to enable the Council to enter into a contract extension with Access UK Limited from 1 July 2020 for a period of 2 years at a total cost of £70,682; and
- (b) the Council commence a procurement exercise for the provision of its HR and Payroll system by December 2020.

Reason for Decision

To ensure continuity of the Council's HR and Payroll system and a smooth transition to a new system and/or provider.

126 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 Part 1 of Schedule 12A of the Act.

127 URGENCY ITEM - REPORT OF EXEMPT DECISIONS TAKEN ON 2 APRIL 2020

The Committee considered the exempt report regarding the exempt decisions taken by the Committee on 2 April 2020.

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

128 EXEMPT URGENCY ITEM TAKEN DURING COVID-19 PANDEMIC

The Committee considered the exempt urgency item decision taken during the Covid 19 Pandemic.

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

129 DUKERIES LEISURE CENTRE - NEW SWIMMING POOL

The Committee considered the exempt report regarding the Dukeries Leisure Centre new swimming pool.

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

Meeting closed at 4.35 pm.

Chairman

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

Document is Restricted

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Economic Development Committee** held in the Broadcast from Castle House, Great North Road, Newark, Notts NG24 1BY on Wednesday, 9 September 2020 at 6.00 pm.

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

Councillor R Blaney, Councillor L Brazier, Councillor Mrs R Crowe, Councillor Mrs M Dobson, Councillor N Mison, Councillor N Mitchell, Councillor M Skinner, Councillor R White and Councillor M Brock (Substitute)

ALSO IN ATTENDANCE: Councillor Mrs L Dales

APOLOGIES FOR ABSENCE: Councillor L Brailsford (Committee Member) and Councillor P Harris (Committee Member)

### REMOTE MEETING LEGISLATION

The meeting was held remotely, in accordance with the Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) (England & Wales) Regulations 2020.

#### 55 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.

#### 56 DECLARATION OF INTENTION TO RECORD MEETING

The Chairman advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

#### 57 MINUTES OF MEETING HELD ON 15 JANUARY 2020

AGREED that the Minutes of the meeting held on 15 January 2020 were a correct record and signed by the Chairman.

#### 58 CHAIRMAN'S REPORT

The Chairman welcomed Members to the first meeting of the Economic Development Committee since January and since lockdown had ended and the first one held virtually, adding that a great deal had happened since then. This was not just related to Covid but work normally overseen by the Economic Development Committee which had carried on.

In relation to Covid-19 the Chairman stated that the response from both Members and Officers of the Council had been exceptional and had resulted in positive feedback from the business community. The Humanitarian Action Response Team (HART) had been established and had responded to over 750 requests for support from residents within the District. He noted that Newark & Sherwood (N&S) were in the top 10% of Councils paying out Business Support Grants with monies being allocated quickly to those in need. A sum of £26,630,000 had been paid to a total of 2,270 businesses. N&S had also worked with Rushcliffe BC in designing a supplementary grant scheme for businesses who had fell through the initial grant safety net with £1,160,666.67 paid out to 113 businesses. The Council had worked with both communities to help those the most in need and vulnerable and had also assisted parish councils to re-open the high streets.

In addition to the above the Chairman updated the Committee on the progression of the Newark Towns Fund and Town Investment Plan. He advised that proposals had been submitted on 31 July with the response from Government awaited as to whether they would support up to £25m of grant investment.

The Chairman reported that work had progressed with the Sherwood Forest Corner by all Members working together, without party politics, to engage with communities. Harworth Estates were to looking to enhance cycling in and around the former Thoresby Colliery with a Places to Ride submission being made to British Cycling. The Chairman also referred to the free 2 hours car parking made early on in the pandemic and that N&S had kept this in place longer than any other Nottinghamshire authority.

In looking to the future, the Chairman commented that the Agenda before Committee that day contained a number of important updates and decisions. These included the Local Development Framework, Planning White Paper and the impact of Covid on the authority, financially, and the likely unemployment and associated challenges at the end of the furlough scheme. He also referred to the future November Agenda which would contained important strategies for consideration e.g. Economic Growth, Tourism, Open Space and the Newark Town Investment Plan.

## 59 ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business. Agenda Item 15 was taken after Item 5. The agenda resumed its stated order thereafter.

## 60 ECONOMIC DEVELOPMENT REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 31 JULY 2020

The Committee considered the report presented by the Director – Resources which sought to provide Members with a comparison of the revised budgets for the period ending 31 March 2021 with the projected outturn forecast for the period. The figures were based on four months' performance information on the Council's revenue and capital budgets, including: general fund revenue and capital programme.



Attached to the covering report was the report being presented to the Policy & Finance Committee on 24 September 2020 which detailed the forecasted financial position to 31 March 2021 of the Council as at 31 July 2020.

It was reported that the current position for the Council was unfavourable with a variance of circa £0.574m-£0.774m. It was noted that this was prior to any return funding from the Nottinghamshire Business Rates Pool. It was also reported that the forecast outturn position for this Committee was again an unfavourable variance of £0.727m, with the main reasons for the variance details in Appendix A to the Policy & Finance report. Members were asked to note that the position remained an indication of the anticipated outturn position and that Officers continued to work throughout the year to revise their forecasts with further accurate assessments being reported to Committee closer to the end of the financial year.

In considering the report the Chairman noted that despite the unfavourable variance of the Economic Development Committee it was not solely their responsibility to resolve it. He also noted that if the Council had taken a loss making decision, even if it was for the benefit of their constituents, they would not receive all funds back from the Government.

A Member thanked the Director for the information and commented that he hoped that the public were reassured by the Council's financial plans. He referred to the report due to be presented to the November committee and that it would be necessary to give appropriate consideration to the large income generating items for the following years budget.

In response to whether regular updates would be presented to Committee, the Chairman confirmed that each Committee would be monitoring their own budgets, noting the peaks and troughs in income and that Christmas would be a vital time for potential income generation. The Director advised that it was hoped that more detail as to the funding settlement from Government would be known by November. He noted the uncertainties surrounding business, specifically grant relief for the leisure and retail industry and whether this would continue into 2021. He added further that it would be a challenging position but that it would be possible to fall back on reserves.

AGREED (unanimously) that the report be noted.

#### 61 FORWARD PLAN - AUGUST 2020 TO JULY 2021

The Committee considered the Forward Plan for the Economic Development Committee from 1 October 2020 to 30 September 2021.

The Director – Planning & Growth advised that in addition to those items already listed for presentation to the November 2020 Committee there would be reports on:

Customer Insight:

- National Civil War Centre; and
- The Palace Theatre

62 BT REMOVAL OF TELEPHONE KIOSK CONSULTATION

The Committee considered the report presented by the Business Manager – Planning Policy & Infrastructure which sought to update Members on the removal of the telephony service to the telephone kiosk near Friary Villas on Sleaford Road, Newark and the Council’s proposed response.

The report provided Members with details of the Council’s approach to the removal of telephony services and that should a Town or Parish Council wish to adopt and repurpose a kiosk, the District Council would support them. This support also extended to when a Town or Parish Council objected to the removal of the service and were able to provide a valid basis for their objection.

It was reported that BT had posted a notice on 11 July that they were intended to remove the service and that any comments should be directed to the Council by 22 August 2020. No comments had been received at the time of the meeting. The Council’s proposed response was detailed in paragraph 3.0 of the report and was one of objection to the removal. The reasons cited for the objection was that the service had a relatively high level of dependence due to the nature of tenures in the ward and also the ongoing pandemic and economic consequences thereof. Therefore, Council Officers believed that it was not the right time to remove the service provision.

In considering the report Members agreed that due the reasons listed above it was vital that the telephony service not be withdrawn.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) the proposed response as detail in the report be approved.

63 LOCAL DEVELOPMENT FRAMEWORK PROGRESS UPDATE

The Committee considered the report presented by the Business Manager – Planning Policy & Infrastructure which sought to update Members on progress towards delivery of the Plan Review in relation to the Allocations and Development Management Policies and associate evidence base documents. The report also sought approval to update the Plan Review Timetable and approval of the adoption of an Annex to the Statement of Community Involvement (SCI) to reflect current restrictions on consultation and publicity due to the pandemic.

The report set out that due to flooding at the end of 2019 and the Covid-19 Pandemic the Local Development Scheme adopted in November 2019 was no longer achievable. Paragraph 3.0 of the report set out the current progress of documents being prepared to support the Plan Review: Open Space Strategy; Housing Needs Assessment; and Gypsy & Traveller Accommodation Assessment (GTAA) and Pitch Delivery Strategy.

Appendix A to the report set out for Members the proposed annex to the SCI which made clear that during the pandemic the Council would not be engaging in the usual way in relation to consultation and publicity.

AGREED (unanimously) that:

- (a) the progress towards meeting the timetable of the adopted Local Development Scheme be noted;
- (b) the amendment to the Local Development Scheme to reflect the proposed approach set out in Section 4 and 5 of the report be approved;
- (c) it be noted that the amended Local Development Scheme came into force on 10 September 2020; and
- (d) the Statement of Community Involvement Annex attached as Appendix A be adopted as a statement of current consultation practice during the pandemic.

64 RESIDENTIAL PARKING STANDARDS AND DESIGN GUIDE SPD

The Committee considered the report presented by the Business Manager – Planning Policy & Infrastructure in relation to a Draft Residential Parking Standards & Design Guide Supplementary Planning Document (SPD) which had been produced to help provide a framework for determining the level of parking provision (both cycling and cars) within new residential developments and to assist in securing good design of residential parking. The report also sought approval to undertake an 8 week period of consultation on the document with Members, local residents, developers, Town & Parish Council and other interested stakeholders.

The report provided Members with details as to the anticipated levels of growth within the district and that it was vital that a residential parking standards or design criteria were adopted to secure well designed development and that new developments within the district were supported by car parking guidance that responded to modern vehicle dimensions, current and future car ownership levels, advances in technology and best practice in the design and layout of parking. Paragraph 3.0 of the report set out the aims of the SPD, a draft of which was attached as Appendix A to the report.

In considering the report Members agreed that the proposals were to be welcomed, noting that Members, developers and the public would all have the opportunity to comment. Comments were made in relation to the number of car parking spaces made available for 3 bedroomed properties and the ability to provide this, with Members querying whether this would have an impact on the viability of a development. Comment was also made in relation to the provision of electric charging points. The Chairman noted that the data used to inform the draft SPD had been from the collection of data from the 2011 Census which was of some concern. The Business Manager advised that the data from the census had been projected forwarded.

In response to the above comments the Business Manager advised that provision would be different from area to area but that every effort was being made not to have too many different categories. He noted the comments in relation to viability,

stating that this was always an issue but not necessarily so if the development was of a good design. In relation to electric charging points, he commented that this could be a demand led provision from householders but that this could soon become a necessity.

AGREED (unanimously) that:

- (a) the contents of the SPD and accompanying Topic Paper evidence base be noted; and
- (b) the Draft Residential Parking and Design SPD be approved for an 8 week public consultation week commencing 14 September 2020.

65 FOREST CORNER MASTERPLAN CONSULTATION

The Committee considered the report presented by the Business Manager – Tourism which sought to provide Members with an update on the Forest Corner Masterplan including the feedback received through the recent public/stakeholder consultation exercise.

The report set out the background to the development of the Forest Corner Masterplan and the work undertaken to date. Paragraph 2.2 of the report set out that a programme of engagement had been undertaken with the various landowners/managers at Forest Corner and the surrounding area to understand their concerns and aspirations for the site and how all parties could work together to create a vision for its longer-term development with paragraph 2.3 of the report set out the consultees. Details of the online consultation page were reported and how this was promoted. Appendix A to the report set out the full consultation responses.

In considering the report Members welcomed the work undertaken and commented that a positive response from the way in which the consultation had been held was the increase in responses from local people.

AGREED (unanimously) that:

- (a) the findings of the consultation with stakeholders be noted; and
- (b) officers continue to liaise with the various landowners/managers in producing a masterplan for Forest Corner which would be presented to the November meeting of the Economic Development Committee.

66 ADOPTION OF PLANNING ENFORCEMENT PLAN (PEP)

The Committee considered the report presented by the Planning Enforcement Officer which sought Members approval for the adoption of the Planning Enforcement Plan (PEP). The Planning Enforcement Officer advised that the report had been considered by Planning Committee the day before who had ratified the proposals contained therein.

The report referred to the National Planning Policy Framework (NPPF) in which it stated that effective enforcement was important to maintain public confidence in the planning system, that enforcement action was discretionary and any action should be proportional in responding to suspected breaches or planning control. The proposed PEP would provide information on how the Council would respond to suspected breaches of planning control, tackle unauthorised developments and monitor the implementation of planning permissions. The proposals for the adoption of the PEP were contained in paragraph 3 of the report together with specific details in relation to Prioritisation of Investigations; Performance Management; Proactive Enforcement; Reporting to Committee; and Consultations.

In considering the report Members agreed that it provided greater transparency and would increase public confidence in planning enforcement.

AGREED (unanimously) that the Planning Enforcement Plan and summary document be adopted and used as a policy document in the undertaking of the planning enforcement function.

## 67 PROPOSED PLANNING REFORMS

The Committee considered the report presented by the Business Manager – Planning Policy & Infrastructure which sought to advise Members of the two sets of proposed reforms to the planning system. The report also sought Members approval for appropriate consultation responses for submission.

The report set out the timeline for the proposed consultations and changes therefrom. Attached as Appendix A to the report was the White Paper which proposed a complete remodelling of the planning system with the approach listed in paragraph 3.1 of the report. Appendix B to the report set out the proposed changes to the current planning system which would be put into operation in advance of any changes arising from the White Paper.

Paragraph 5.0 of the report set out the key issues which Officers felt should be highlighted to Members. The proposed detailed response to the White Paper consultation were listed in Appendix C to the report with Appendix D listing the proposed responses to the potential changes to the current planning system.

In considering the detailed report the Chairman proposed and it was seconded that 2 additional recommendations be added as follows:

1. That a report be taken to the October Meeting of Full Council to offer all Members the opportunity of debating the proposed planning reforms arising from the White Paper; and
2. That a letter be written to the Secretary of State on the Council's views on the White Paper.

A Member referred specifically to the issue of housing provision, stating that the Council had granted planning permission for housing but that the developers had not acted upon that and the houses had not been built. He added that the Council's delivery of affordable housing and the Community Infrastructure Levy (CIL) provision

was to be applauded but that the proposed changes to the planning system could be viewed as 'a kick in the teeth' to positive and well performing local authorities and the work they had undertaken.

The same Member commented that he hoped that the consultation would be changed quickly and that the proposals were almost a nationalisation of the planning function. He had hoped that there would be some clarity provided on some issues so that the Council could respond accordingly but this had not been received and the total lack of detail remained. In relation to the delivery of affordable housing provision, he commented that the proposals would likely result in less affordable housing being delivered and that the abolition of local CILs for a nationally set level was naïve. He referred to the 'beautiful development' wording in the consultation, querying what that actually meant and that it was open to huge interpretation. He stated that the published consultations had a total disregard for the work undertaken and had no benefit for the residents of the District. The Member ended by stating that current planning legislation was being ripped up to be potentially replaced by a system that was not fit for purpose.

In relation to viability of a development which included affordable housing, a Member stated that this would likely result in little, if any, provision, adding that any contribution would only be paid to the Council when the development was finalised. He added that it was doubtful that a developer would finish the development so that contribution costs could be avoided.

The Director – Planning & Growth stated that as a professional planner he had serious concerns at the proposed changes. He added that the proposed affordable housing figures had the ability to prevent regenerative development going ahead and potentially the Council would be unable to intervene on important matters for up to a period of 10 years.

Members thanked the Officers for their detailed report with a Member adding that the proposed changes could be seen as a 'developers' charter'. A Member also referred to the lack of reference to Neighbourhood Plans, stating that any decision making was being taken away from them.

AGREED (unanimously) that:

- (a) the proposed consultation responses attached at Appendices C and D be approved for submission in response to the consultations, subject to any additional comments;
- (b) a report be taken to the October Meeting of Full Council to offer all Members the opportunity of debating the proposed planning reforms arising from the White Paper; and
- (c) a letter be written to the Secretary of State setting out the Council's views on the White Paper.

The Committee considered the report presented by the Capital Projects Manager which sought to update Members on the progress made at the Newark Beacon.

The report set out the latest position in relation to the Business Plan which had experienced some delays within its five year programme, primarily due to the need to undertake essential works and staffing changes, details of which were listed in paragraphs 3.2 and 3.3 of the report.

The Capital Projects Manager referred to the negative impact on income performance on the Newark Beacon as a result of the Covid-19 Pandemic and the measures taken to assist customers through the lockdown and subsequent weeks with details of the financial, occupancy, business support, digital communications and customer satisfaction performance being reported in paragraph 4.0.

In considering the report a Member suggested that as the way in which businesses have had to change to reflect socially distanced working requirements the Newark Beacon could look to offer a more flexible space and market this accordingly. The Capital Projects Manager advised that all options were being considered and that a tenant had rented an additional space to ensure their employees could work socially distanced.

A Member noted that the Beacon's initial purpose was to provide businesses with a start-up location and that it should be viewed positively that some had left to expand into other premises.

A Member stated that he was pleased to see the Beacon was working well and the efforts made to get through the consequences of the pandemic. He added that one negative issue was that of car parking provision and that he hoped this could be resolved in the future.

AGREED (unanimously) that:

- (a) the report and the achievements made to date be noted; and
- (b) a further progress report be presented to the March 2021 meeting of the Committee.

*Councillor Mrs Dobson left the meeting at this point.*

The Committee considered the report presented by the Business Manager – Economic Growth which sought to outline to Members the next steps to develop the N&S Economic Growth Strategy.

The report set out the background to the review of the 2017 Strategy and that following a workshop held with Members in September 2019 the four key priorities were defined as: Inward Investment; Business Growth; Employability, Skills & Schools;

and Infrastructure. The report also set out the process of the submitted bid for the Newark Town Investment Plan. Also included in the report were details of the effects the pandemic and subsequent lock down had taken on the economy both nationally and locally. The proposals, set out in paragraph 3.0 of the report, listed for Members the three key components for consideration in the creation of a new N&S Economic Growth Strategy, these being: work undertaken to date on the economic growth vision for the District; the Newark Place Strategy and Town Investment Plan; and the Newark Economic Recovery and Reopening Economies Strategy.

In considering the report Members agreed that the Economic Impact of Covid-19 & Recovery Strategy Members Workshop that had been held that morning had provided valuable information and that a copy of the presentation slides be circulated.

AGREED (unanimously) that the proposed next steps to developing a Newark & Sherwood Economic Growth Strategy 2021/2026 be noted and supported.

## 70 NEWARK TOWN INVESTMENT PLAN

The Committee considered the verbal report presented by the Director – Planning & Growth in relation to the latest position of the Newark Town Investment Plan.

The Director advised that a submission had been forwarded to Government on 31 July and that it was hoped a full report would be ready for the November meeting of the Committee. Newark were one of 13 towns to make a submission and were the only town in the region from Cohort 1 invited to do so.

### **International Air & Space Training Institute (IASTI)**

A team had been commissioned by the Project Board to work on this project. They were working through the development of the proposal with a view to submitting a planning application and agreeing terms of any lease with the District Council. It could be that virtual teaching would be provided to students as soon as September 2021 from a temporary home with a view to converting that to a permanent home as the project moved forward.

### **Digital Logistics Hub**

The District Council and Lincoln University have appointed consultants to carry out the first piece of work on the above with the next step being to test academia, industry and investors as to how it could progress and what any potential gaps might be, the timetable for which was to reach a conclusion by Christmas 2020.

The Director advised that there were other commercial interests but that, at present, they could not be made public, referring to such interest also aligning with the Destination Management Plan. Again, it was hoped that a more public update report would be made in November.

### **Site of IASTI/Relocation of Cattle Market**

A tender exercise had been undertaken for an operator(s) to occupy the current cattle market site on a short term basis with a view to a new facility being established elsewhere, with the Newark Showground being identified as the preferred location. Following a due diligence process none of the submitted bids were able to deliver



that. The site will now be used to enable the alternative uses identified and promoted by the Newark Town Investment Plan aspirations, for which a further update would be provided at the November Committee. Members were informed that this did not rule out the Cattle Market being supported to relocate to an alternative site within the district should a proposal be made in that regard.

**Former Marks & Spencer Building/32 Stodman Street, Newark**

An update report would be brought to the November meeting of the Committee. A team had been commissioned to further develop this project with discussions to be held about that specific development together with the whole of the town centre curatorship and cultural discussions.

**Southern Link Road and A46 Newark Northern By-Pass**

Negotiations were ongoing for these infrastructure projects with Highways England and Homes England but at this stage it was not possible to share all discussions publically. It was, however, hoped that this would be possible by the end of the year.

The Chairman thanked the Director and Officers for their ongoing work adding that whilst it was an ambitious plan for the town, it would have an impact throughout the District for its young people.

A Member noted the adverse comments in the press from some Members of Parliament suggesting that Newark was an affluent area and should not be eligible to bid for the funds. He sought to remind Members of the Social Mobility Report issued 3 years previously saying that within the geographic area covered by Newark & Sherwood, the area was 323 out of 324 authority areas in the country in terms of poor social mobility. A press release was issued at that time, citing 3 reasons for that: poor educational performance over decades; low skills and low aspirations; and under-investment in infrastructure. The Member commented that the Towns Fund Bid addressed in whole, or in part, all of the aforementioned reasons and suggested that this be emphasised in the Council's response and approach.

AGREED (unanimously) that the verbal report be noted.

71 URGENCY ITEMS TAKEN DURING COVID-19 PANDEMIC

NOTED the Urgency Items – Minute of Decisions taken during the Covid-19 Pandemic.

Meeting closed at 7.50 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Homes & Communities Committee** broadcast from Castle House, Great North Road, Newark, Notts NG24 1BY on Monday, 14 September 2020 at 6.00 pm.

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

Councillor Mrs K Arnold, Councillor M Brock, Councillor Mrs B Brooks, Councillor S Carlton, Councillor L Dales, Councillor L Goff, Councillor J Lee and Councillor Mrs S Saddington

APOLOGIES FOR Councillor Mrs I Brown and Councillor M Brown  
ABSENCE:

The meeting was held remotely, in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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

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

49 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

that there would be an audio recording of the meeting undertaken by the Council.

50 MINUTES OF MEETING HELD ON 20 JANUARY 2020

AGREED (unanimously) that the Minutes of the meeting held on 20 January 2020 be approved as a correct record and signed by the Chairman.

51 CHAIRMAN'S REPORT

The Chairman reminded the committee that they had last met in January and provided them with a brief update on what had been happening. The Chairman firstly introduced the Director for Housing, Health and Wellbeing, Suzanne Shead who commenced her role in April.

The Chairman referred back to the flooding that took place in Egmont as well as in other areas in November last year, advising that Government grants have been put in place. In February further flooding hit the District affecting Lowdham, Gunthorpe, Farndon, Newark, Carlton on Trent and Girton to which further grants were made available.

The Chairman spoke about the outbreak of Covid 19 and bringing the housing function back into the Council, thanking the IT team who had supported Members and staff across the Council to keep the services going and connected for residents during this

time.

The Chairman thanked staff for their hard work and commitment over this challenging period, having provided support to the District's most vulnerable residents through the work of the Humanitarian Assistance Response Team (HART).

The Chairman noted key achievements that had taken place including securing funding in partnership with the Police around hardening target areas of Newark susceptible to crime, maintaining strong performance across the housing teams, progressing the regeneration of Yorke Drive and using alternative ways of engaging with tenants and residents.

The Chairman reminded Members that there will be learning as well as opportunities with many challenges for the committee to deliver on key projects and in working closely with tenants and residents around developing council services, in delivering high levels of satisfaction for the users of the services.

52 FORWARD PLAN - AUGUST 2020 TO JULY 2021

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

The Chairman advised the Committee of the following future item to be added to the plan in order to review CCTV as well as the Policy.

53 HOUSING ADVISORY GROUP TERMS OF REFERENCE

The Committee considered the report from the Director of Housing, Health and Wellbeing which sought approval of the Terms of Reference for the Housing Advisory Group.

The report explained that the Terms of Reference would enable the Housing Advisory Group to contribute to the Committee's oversight of housing services whilst the review of tenant involvement and engagement takes place.

AGREED (unanimously) that the Terms of Reference for the Housing Advisory Group be approved.

54 COUNCIL HOUSING ALLOCATIONS SCHEME - ANNUAL UPDATE

The Committee considered the report from the Tenancy and Estates Manager providing the Committee with its annual update on the application of the Council's Housing Allocation Scheme. The report also provided an update on the amendments made to the Scheme following Committee approval in November 2019.

The report outlined the impact of the Allocations Policy against the applicants on the housing register, giving transparency to allocations and has been updated to reflect housing coming back into the Council as well as clarity around bedroom eligibility and pregnancy.

The Tenancy and Estates Manager explained to the Committee that consultation had taken place with other local authorities and could confirm they were working in the same way.

The Chairman made one amendment to recommendation (b), that the Director of Housing, Health and Wellbeing would consult with the Chairman before approving any further minor amendments.

AGREED (unanimously) that:

- (a) Members noted the contents of the report which provided an annual update to the Council's Housing Allocation Scheme.
- (b) delegated authority be given to the Director of Housing, Health and Wellbeing to approve any further minor amendments required that do not require formal consultation, in consultation with the Chairman of the Homes & Communities Committee to ensure the Scheme continues to adhere to statutory requirements.

## 55 THE DIGITAL DECLARATION

The Committee considered the report from the Business Manager for ICT to endorse Newark and Sherwood District Council signing the 'Local Digital Declaration' which would commit Newark and Sherwood District Council to work towards becoming a Digital Council.

The Council want to launch a Declaration commitment with a community focused project that works towards digital inclusivity. Despite the transformative impact of technology on society, many people in the UK remain digitally excluded. This is important as residents who are excluded digitally are also more likely to be socio-economically disadvantaged and the digital divide exacerbates this inequality.

The aim is for the first digital declaration project to work to combat this inequality. The IT and Digital Services and Transformation Business Units would be working with Members and residents to develop this project.

The Business Manager for ICT also informed the Committee that other neighbouring authorities had signed up including Ashfield District Council, Mansfield District Council and Nottingham City Council.

The Chairman thanked all of ICT for keeping everyone connected and continuing to provide a fantastic service.

AGREED (unanimously) that:

- (a) Members endorsed the Local Digital Declaration for approval at Policy & Finance Committee; and
- (b) Members approved the introduction of a digital implications Committee

report header.

56 NEWARK AND SHERWOOD COMMUNITY LOTTERY

The Committee considered the joint report from the Health Improvement and Community Relations Manager and the Business Manager for Housing, Health and Community Relations to secure Member approval to launch an on-line Newark and Sherwood Community Lottery ("the Lottery") to help fund discretionary support for the local voluntary and community sector, and to enable such organisations to raise funds which will directly benefit local people and communities.

The report explained that the introduction of a Community Lottery is currently listed as a year 2 priority in the current Community Plan 2019 - 2023 and will also feature in the Refreshed Community Plan which will be considered by Policy and Finance at its September Committee meeting on 24 September 2020.

The Members were informed that gambling would not be promoted and sufficient safeguards were in place for this and the system used to purchase tickets does not allow the use of credit cards.

A Member queried if local charities could be chosen and this was confirmed that local charities could be nominated.

The Chairman made one amendment to recommendation (d), that both the Leader of the Council and the Chairman of Homes and Communities Committee are consulted rather than only consulting with one or the other.

AGREED (unanimously) that:

- (a) the establishment of the Newark and Sherwood Community Lottery for the purpose of raising funds to support good causes that benefit residents of the District was agreed.
- (b) the procurement of Gatherwell as an External Lottery Manager to run the operational side of the lottery was approved.
- (c) a project budget of £7,500 to establish and implement the lottery was approved.
- (d) authority be given to the Deputy Chief Executive and Director of Resources, in consultation with the Leader of the Council and the Chair of Homes and Communities Committee, to establish criteria for determining which good causes can participate in the Lottery, and apply those criteria.
- (e) Authority be given to the Deputy Chief Executive and Director of Resources to apply for any necessary licences from the Gambling Commission to enable the Lottery to operate.
- (f) the Deputy Chief Executive and Director of Resources be appointed as the personal licence holder for the Lottery and authorises him to apply

for the personal licence and identify a deputy for business continuity purposes and to avoid lottery suspension.

- (g) to delegate the management and oversight of the Lottery and the authority to approve appropriate policies and procedures associated with the Lottery to the Deputy Chief Executive and Director of Resources.

57 BASSETLAW & NEWARK AND SHERWOOD COMMUNITY SAFETY PARTNERSHIP  
PROGRESS AND PERFORMANCE UPDATE 2019/20 AND REVIEW OF PRIORITIES FOR  
2020/21

The Committee considered the report from the Business Manager for Public Protection as to the progress and performance of the Community Safety Partnership priorities for 2019/20 and to review and refresh the priorities for 2020/21.

The report referred to the in depth review of the CSP priorities that was undertaken in early 2019 and it was agreed that the following priorities be adopted for 2019/20.

The priorities were:

Domestic Violence  
Burglary  
Rural Crime  
Area based work/Town Centre Issues  
Gypsy and Travellers (Newark)  
Community Cohesion  
Knife Crime  
Exclusions (Bassetlaw)

The Members were informed that there had been a general fall in crime although an increase in Anti-Social Behaviour therefore the priorities for 2020/21 to continue as for the previous year with the addition of Anti-Social Behaviour as a specific priority.

AGREED (unanimously) that:

- (a) the Members noted the performance of the Bassetlaw & Newark and Sherwood Community Safety Partnership.
- (b) the following priorities for 2020/21 were approved:

Domestic Violence  
Burglary  
Rural Crime  
Area based work/Town Centre Issues  
Gypsy and Travellers (Newark)  
Community Cohesion  
Knife Crime  
Exclusions (Bassetlaw)  
Anti-Social Behaviour

- (c) the Neighbourhood Policing Inspector be invited to the next meeting of the Committee to give an update on the policing of Newark and Sherwood.

#### 58 SAFER STREETS FUND

The Committee considered the report from the Business Manager for Public Protection to update Members on the success of a bid to the Safer Streets Fund and to agree a set of local actions to deliver the bid. This was good news for Newark and the District.

The Members were informed that the project has to be completed by 31 March 2021 and that work had already started. One of the key deliverables set out in the bid was the reinstatement of a Community Hub based within one of the NSDC flat units at Chatham Court. It is envisaged that this will create a multi-agency single point of contact to allow for community engagement across the range of housing tenures.

The report highlighted how the Safer Streets Initiative will align with the Community plan theme to 'Reduce crime and anti-social behaviour and increase feelings of safety in our communities'.

AGREED (unanimously) that the success of the Safer Streets Bid be noted.

#### 59 HOUSING SERVICES COMPLIANCE PERFORMANCE

The Committee considered the report from the Strategic Lead for Asset and Development, providing an overview of compliance performance of the housing service at the end of July 2020.

The report provided the Committee with its first opportunity to consider the performance of the housing service since it was transferred back into the Council from Newark and Sherwood Homes. A previous report due to be considered in March 2020, was deferred due to the COVID-19 lockdown.

The report contained information on compliance performance to provide Members with an oversight and input into these essential services. The report included, amongst other matters information on the Landlord responsibilities for a range of building safety measures including fire protection, gas, asbestos, electrical and water. It also summarised details of the Council's housing stock.

The Members found the report easy to read and liked the format of the report.

AGREED (unanimously) that:

- (a) the Committee noted the performance of the Housing Service compliance functions.
- (b) Members feedback their observations about the content and presentation of the performance information.

60 TENANCY POLICY REVIEW

The Committee considered the report from the Tenancy and Estates Manager providing a revised Tenancy Policy following the reintegration of the Housing Services and new legislation.

The report ensured compliance with the requirements of the Localism Act 2011 and gave clear guidance regarding how the Council manages their homes from inception to termination.

A revision of the Tenancy Policy Review was required following the reintegration of the Housing Services back into the Council, where all references to Newark and Sherwood Homes had been removed, other policies will also be reviewed in the coming year.

AGREED (unanimously) that the revised Policy be noted.

61 HOUSING SERVICES QUARTER 1 PERFORMANCE

The Committee considered the report from the Performance Officer, providing an overview of performance and satisfaction within Housing Services for Quarter 1 of 2020/21.

The report provided the Committee with its first opportunity to consider the performance of the housing service since it was transferred back into the Council from Newark and Sherwood Homes.

The report provided assurance to Members that standards and performance were high and if not, actions were in place to address this with respect to any associated risks.

The Members found the traffic light system easy to work with, although concerned that those set with a 100% target were set up to fail and would not be a realistic outcome.

The Members highlighted that it was a really good report with the openness and a clear desire to improve and would continue to monitor in the future.

AGREED (unanimously) that:

- (a) the Committee noted the performance of the Housing Service.
- (b) Members feedback their observations about the content and presentation of the performance information.

62 YORKE DRIVE REGENERATION UPDATE

The Committee considered the report from the Growth and Regeneration Lead Officer providing an update on progress within the Yorke Drive Regeneration Project.



The report set out the progress of the regeneration project, in particular reaching the enabling stage and amending resident consultation to account for current circumstances, noting it is a significant project for the Council and the District.

The Chairman referred to the management of vacant properties in the report and to the feasibility of holding voids for use by the homeless. The Committee were informed this could be considered possibly in the winter months.

AGREED (unanimously) that the progress on the delivery of the Yorke Drive Regeneration Project be noted.

63 PROJECTS UPDATE FOR THE SEVEN HILLS MODULAR DEVELOPMENT SCHEME

The Committee considered the report from the Capital Projects Manager who was introduced to the Committee as having taken up a position with Arkwood providing an update on progress on the project to replace the existing facility at Seven Hills.

The report explained how the project will enable the Council to provide a modern, efficient facility for people when they are in most need. The opportunity to use modern methods of construction will deliver an innovative scheme, which will be interlinked with wrap around support for residents to help promote a strong start to their housing journey.

The Committee were informed that an operational team of officers were currently exploring options available for an interim solution to accommodate homeless individuals and families whilst the new scheme is built.

AGREED (unanimously) that the progress on the project to date be noted.

64 HOMES & COMMUNITIES REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 31 JULY 2020

The Committee considered the report from the Business Manager for Financial Services comparing the Revised Budgets for the period ending 31 March 2021 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on four months' performance information on the Council's revenue and capital budgets, including:-

- General Fund (GF) Revenue
- Housing Revenue Account (HRA)
- Capital Programme

The report explained that it was requested by Members at the Policy & Finance Committee during February 2020 that reports were presented to individual Committees, for noting, for them to understand the financial position of their Committee.

The Committee were presented with the report for noting and to be taken to the next

Policy & Finance Committee on 24 September 2020.

AGREED (unanimously) that the contents of the report be noted.

65 URGENCY ITEM TAKEN DURING COVID-19

The report provided the Committee with the urgency decision that had been taken in light of the Covid-19 Pandemic with respect to the Parish & Town Council Initiative Fund and Community, Sports & Arts Grants Scheme.

NOTED the Urgency Item – Minute of Decision taken during the Covid-19 Pandemic.

66 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 Part 1 of Schedule 12A of the Act.

67 TELEPHONY & CALL CENTRE SOLUTION

The Committee considered the exempt report regarding the Telephony and Call Centre Solution.

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

Meeting closed at 7.50 pm.

Chairman

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

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** held in the broad cast from the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 22 September 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 J Lee and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor M Cope, Councillor Mrs L Hurst and Councillor B Laughton

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

Councillor P Harris declared a personal interest in Agenda Items 6 – Letter of Comfort between Newark and Sherwood District Council and Southwell Leisure Centre Trust, as he was a Southwell Leisure Centre Trust Trustee.

Councillor S Carlton declared a personal interest in Agenda Items 7 – Active4Today Covid 19 Update, 8 – Active4Today Governance Agreement, and 10 – Active4Today Annual Report, as was a member of the Board of Active4Today.

The meeting was held remotely, in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting which was to be webcast.

### 55 MINUTES OF THE MEETING HELD ON 21 JANUARY 2020

AGREED that the Minutes of the meeting held on 21 January 2020, be approved as a correct record to be signed by the Chairman.

### 56 CHAIRMAN'S REPORT

The Chairman delivered an update to the Committee in relation to key developments that have taken place between Committee meetings from services within the Committee remit.

Needless to say, the response to COVID-19 has dominated developments to a large extent this year and some of our services have been on the frontline in terms of the Council's operational response. As members will recall all too vividly, a range of measures were introduced in March which we had to respond to. And indeed, the March committee of Leisure and Environment was stood down as a result. Update

reports and communications have been sent to members on the changes that took place so I don't propose to repeat what has already gone before.

But I do, however, want to pay tribute to all those who had the arduous task of interpreting rapidly moving guidance from the Government, to ensure Newark and Sherwood was able to help with mitigating the spread of Covid 19 and ensuring our staff who had to maintain critical services were able to do so safely. Only one recycling round per household was lost as the Council made the shift from three refuse collectors in a cab to two in order to comply with the two metre social distancing rule.

And whilst there was a knock on effect to garden recycling and bulky waste services as residual waste was prioritised, all services were reinstated by June 1. Indeed, I'm pleased to be able to inform members of the Committee that since the reinstatement of the garden recycling service, the Council has managed to generate an additional 1,400 customers to the service which is hugely positive in the circumstances.

As members will be aware, the Council's leisure centres were closed from March until August as part of the response to mitigating the spread of Covid-19. And there is a report later on the agenda in relation to Active4Today and what the impact has been so I won't go into any more detail now. But I do want to update members on the positive news that proposals for the new pool at the Dukeries Leisure Centre were approved by the Police and Finance Committee in June with planning permission for the development being granted in August. I'm delighted to inform you that work on the pool began in early September with the completed facility due for handover to Active4Today in the summer of next year. This is a hugely positive outcome for the people of Ollerton and its surrounds, and finds a much-needed solution to swimming pool access which this Committee is all too aware of.

I also want to update the Committee on the work that colleagues in Environmental Health have been playing in trying to prevent Newark going into a local lockdown which was a real possibility in early August. Members will be aware that the town was put on the Government watchlist as the number of cases per 100,000 over a seven day period exceeded 20 for a consistent period of time. Officers in environmental health worked with colleagues in public health to track and trace cases, as part of a major effort to prevent a wider community outbreak. As a result of their efforts, the community and local businesses, Newark saw a significant reduction in cases and came off the Government watchlist earlier this month.

As a result of Covid, however, some plans have not been able to progress as we would have liked or were anticipating. So, for example, the very much valued Days of Action programme has not been able to progress this year as planned. Days were due to take place in Southwell, Bilsthorpe and Clipstone, but these have had to be put on hold and I'm sure Committee members will understand why.

However, I'm assured by officers that Days of Action in those communities will be honoured as soon as the circumstances allow. Similarly, progress with the Council's anti-flytipping campaign, Not in Newark and Sherwood, has not progressed as was anticipated, as resources were diverted to prioritising the delivery of critical residual waste services and mitigating the local outbreak of Covid-19. But again, the plans have only been paused and a report updating members more fully on a revised

programme will be brought to the committee cycle in November.

Finally, a financial report setting out how the budget has been affected by Covid is contained on the agenda so I won't go into any more detail here. I hope this update has been helpful and unless there are any questions, I would propose we move on to the next item on the agenda.

57 LETTER OF COMFORT BETWEEN NEWARK AND SHERWOOD DISTRICT COUNCIL AND SOUTHWELL LEISURE CENTRE TRUST

The Committee considered the report presented by the Business Manager - Financial Services, which sought Committee approval to enter into a letter of comfort between the District Council and Southwell Leisure Centre Trust (SLCT) in order to underwrite any potential cash flow losses the Trust had made as a result of COVID-19.

The Council's legal team had worked with Freeths, who were the legal advisors to SLCT, in order to draft a letter of comfort between the two organisations that safeguarded the Council's position whilst offering support to the Trust. The main provisions within the agreement stated that:

- The Council ensured that SLCT would have financial resources available of £220,000, once the Trust had utilised all of its reserves. The support available would be capped at a maximum of £220,000,
- Any support transferred to SLCT must be repaid within 24 months of the payment date,
- Any support transferred to SLCT would not incur any interest expenses for SLCT,
- Any support considered to be transferred must be evidenced satisfactorily in that the debt to SLCT existed and that SLCT did not have other funds available to pay such debts.

The term of the letter of comfort would be reviewed on a quarterly basis and the Council reserved the right to terminate this having considered the representations made by SLCT at each quarter end. The letter of comfort was appended to the report.

In discussion Members questioned why there was no interest attached to the loan, and whether it was likely that SLCT would need the use the loan from the Council. The Business Manager- Financial Services confirmed that, a prudent approach had been taken in relation to the amount, and, if approved by the Policy and Finance Committee, the loan would be available to SLCT to provide support but hopefully it would not be required.

AGREED (Unanimously) that a recommendation be made to the Policy and Finance Committee, for their approval, the request by SLCT for the Council to enter into a letter of comfort with it in order to safeguard its sustainability.

(After declaring an Interest, Councillor P Harris did not take part in the debate or vote on this item.)

58 ACTIVE4TODAY COVID-19 UPDATE COVER REPORT

The Committee considered the report presented by the Health Improvement and Community Relations Manager, which updated the Committee on the current position of Active4Today in relation to the impacts of Covid-19 actual and anticipated for the current year to 31<sup>st</sup> August 2020.

The report proposed that the Company would use £0.200m of its reserves to support the estimated shortfall, which was currently being forecasted at £0.690m. The Company requested that the Council make provision within its finances to support the current estimated remaining deficit (currently estimated at £0.490m), which based on the forecasted financial modelling, would leave the Company in a balanced position. The Company would provide monthly updates to the Council's Senior Leadership Team, regarding the financial position of the Company and the level of deficit funding support required. The full amount of £0.490m would not be drawn down immediately and would be released based on need and as agreed at the monthly review meetings.

Members considered the report and it was clarified that whilst the majority of staff of Active4Today had been furloughed, the money received was to cover the wages of staff, not the loss of income for Active4Today. Southwell Leisure Centre Trust was not included in the financial support as it was not an asset held by the Council and as such was the subject of separate support through the Letter of Comfort, to be considered by the Policy and Finance Committee.

AGREED (7 For, 1 Abstention) that:

- 1) the content of the Active4Today Covid-19 report be noted; and
- 2) a recommendation be submitted to the Policy and Finance Committee to approve the allocation of £0.490m from MHCLG Covid-19 funding grant to support Active4Today's additional management costs as a direct result of the impact of Covid-19 on its trading activity.

59 ACTIVE4TODAY GOVERNANCE AGREEMENT

The Committee considered the report presented by the Director – Governance and Organisational Development, which sought Member consideration and approval regarding the draft Governance Agreement between the Council and Active4Today.

A proposed Governance Agreement had been drafted for the Council by Anthony Collins Solicitors, based upon the version they prepared for the Council for its other company, Arkwood Developments Ltd. This provided the benefit of consistency of approach by the Council in its control and overview of its wholly owned companies. A copy of the draft document was attached, as Appendix A, to the report.

The document sought to provide greater clarity around governance arrangements:- regulating the Council and Company's respective responsibilities around the operation and management of the Company and the relationship between both parties. It would secure greater transparency between the Council and the Company and reinforce the Council's role as shareholder. Included were provisions regarding the ability of the

Council to have a representative (who would not be a director of the Company) to attend the Company's board meetings as an observer; a requirement for the Company to provide full management accounts and financial forecasts to the Council; and those decisions that were specifically reserved for Council approval; etc. This mirrored the provisions that the Council already had in place for Arkwood Developments Ltd.

Subject to the consideration and approval of the draft governance document by the Committee, it was proposed that officers consult and negotiate with the Company to secure approval by the Board to enter into the Agreement.

AGREED ( 7 For, 1 Abstention) that:

- (a) the draft Governance Agreement, as appended to the report, be approved; and
- (b) Officers be authorised to consult and negotiate with the Board of Active4Today to secure the execution of the Agreement between the parties.

60 LEISURE AND ENVIRONMENT REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 31 JULY 2020

The Committee considered the report presented by the Business Manager Financial Services, which compared the Revised Budgets for the period ending 31 March 2021 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These were based on four months' performance information on the Council's revenue and capital budgets, including: General Fund (GF) Revenue; and Capital Programme.

Appended to the report was the Policy & Finance report to be considered at the 24 September Policy & Finance Committee which detailed the forecast financial position to 31 March 2021 of the Council as at 31 July 2020.

The current position for the Council was an unfavourable variance of circa £0.574m-£0.774m. This was prior to any return funding from the Nottinghamshire Business Rates Pool, for which S151 Officers across the County were working to review the position.

The forecast outturn position for the Leisure & Environment Committee was an unfavourable variance of £0.185m. The main reasons for the variance were contained in Appendix A to the Policy and Finance Report.

AGREED (Unanimously) that the content of the report be noted.

61 ACTIVE4TODAY ANNUAL REPORT 2019/20

The Committee considered the report presented by the Health Improvement and Community Relations Manager which provided an update regarding the performance of Active4Today for the financial year ending 31 March 2020.

It was reported that the Company had traded positively in 2019/20. Company turnover had increased slightly by a modest 0.64% however, this should be



considered positively in light of the challenges the Company encountered such as the loss of the swimming pool at the Dukeries Leisure Centre and more latterly the impact of Covid-19 which led to the closure of all sites to the public at the close of play on 17 March 2020. Accordingly, the efforts of the Company should be recognised in respect of its positive trading position despite these challenges, which were not within the control or influence of the Company.

During the period 1 April 2019 to 31 March 2020, the financial statements showed that the Company recorded a net operating deficit of £56,788 factoring in the full management fee payable by the Council of £121,220. It was noted, that £224,994 was spent on repairs and renewals on the Council's Assets and £223,548 was paid to the Council in support charges. The trading position moved from a small surplus of £22,453 down to a deficit of £3,311 which was a swing of £25,764 this was due to a combination of increased VAT charges and reduced turnover. Within the accounts the provision for pension deficit was now shown as a net liability in the Balance sheet and was in accordance with generally accepted accounting treatment. The Company's earmarked usable reserves, as at 31 March 2020 stood at £396,819 a decrease of £3,310 on the balances held at 31 March 2019.

It was reported that Members further agreed at the 19 November 2019 Leisure and Environment Committee to review the payment mechanism within the Service Contract so that there was single payment mechanism either to or from the Company, with no separate clause for sharing in the 'operating surplus of the Company'. Under normal operating circumstances that approach would be appropriate, however, the onset and subsequent impact of Covid-19 caused significant financial challenges for the Company and it was agreed by Policy and Finance Committee, under Urgent Delegation Powers, on 24 April 2020 to release the retained 50% management fee for 2019/20 and the first instalment of the management fee for 2020/21 (£60,610) and the management fee to provide strategic support to Southwell Leisure Centre Trust (£80,850) to ease cash flow and to reduce anticipated financial hardships that an extended closure would cause the Company.

Appended to the report was the following information: The 2019/20 Annual Management Report provided by Active4Today; Active4Today Directors' Report and Financial Statements outlining the period of trading; Active4Today Key Performance Indicators 2019-20; and an overview of sports development activities.

AGREED (7 for, 1 Abstention) that:

- 1) the positive performance of Active4Today in 2019/20, be noted;
- 2) the operating agreement between the Council and the Company was under review and any significant changes to the agreement be brought to a future meeting of the Committee;
- 3) the impacts of Covid-19 on the Company's performance would be closely monitored and proposals to support the Company through the pandemic would be brought to a future meeting of the Committee; and
- 4) the proposed reported Key Performance Indicators be noted.

## 62 RESPONSE TO RECYCLING PETITION

The Committee considered the report presented by the Business Manager – Environmental Services, which updated Members regarding a petition the Council received at the end of the year 2019, organised by a resident of North Muskham. The resident was extremely active in the local community and was a keen advocate of recycling and environmental issues. The concerns raised aligned with the Council's stance on climate change. Although the petition did not reach the required levels of support to be heard at Full Council, Officers considered that it was important to bring it to the attention of Members as it highlighted some of the issues the Council faced and the views of many residents. The full text of the petition was included as an appendix to the report. The actions that had been taken in response to the concerns raised were also contained within the report.

Members considered the petition and the Council's response, and urged Officers to work where they could to improve recycling rates and facilities within the District.

AGREED (Unanimously) that Members note the petition and acknowledge the actions taken and that there was a desire within the community to improve recycling services.

## 63 ENVIRONMENTAL SERVICES STRATEGY AND PROJECT UPDATE

The Committee considered the report presented by the Environmental Services Business Manager, which provided Members with an overview of the Environmental Services Strategy, the background to its development, and an update on Environmental Services Projects.

It was reported that there were 7 key objectives outlined in the strategy and the full document lists a number of actions which were aimed to deliver on each one. These objectives were:

1. To improve the district's recycling rate with the aim of maximising recycling Percentage;
2. Work with communities and partners to 'Green' Newark and Sherwood delivering district wide programmes focusing on tree planting and protecting and enhancing the district's natural environment;
3. Making Newark and Sherwood 'Clean' with a focus on areas in need by conducting targeted activity in identified communities and tackling key issues;
4. Work with our communities to create social capital in the 'Green' and 'Clean' agendas and encourage engagement with Environmental Services;
5. Engage with communities to deliver behaviour change through education and enforcement including campaigns;
6. Work with key colleagues within the Council to reduce Newark and Sherwood District Council's carbon footprint to offset the impact of Climate Change; and
7. Maximise resources within the unit through efficiencies and commercialisation with the aim any additional resource being reinvested into greening initiatives and service improvements.

The project to realign and invest in Environmental Services commenced in September 2019 and aimed to realign and refocus the service towards effective delivery of the Community Plan. The report provided an overview of the work done within the

project and complimented the Strategy.

AGREED (Unanimously) that:

- 1) that Members note the information contained in the strategy and provide their approval and support: and
- 2) that the progress made in the development of Environmental Services be noted.

64 PROGRESS REPORT NEWARK & SHERWOOD YMCA COMMUNITY AND ACTIVITY VILLAGE

The Committee considered the report presented by the Health Improvement and Community Relations Manager which provided an update report in respect of building progress at the YMCA Newark and Sherwood Community and Activity Village.

Members were delighted that residents of the District would have access to world class facilities, and expressed their hope that local residents would access the facility using alternative active modes of transport.

AGREED (Unanimously) that the progress report be noted.

65 ANNUAL REVIEW OF EXEMPT REPORTS

The Committee considered the report of the Chief Executive listing the exempt items considered by the Committee for the period 5 March 2019 to date.

The Committee agreed that the report considered on the 19 November 2019, relating to, 'Proposed expansion of the fitness suite and consideration of alternative management arrangements at Southwell Leisure Centre – update', should remain confidential.

AGREED (6 For, 1 Against) that the report considered on 19 November 2019, relating to, 'Proposed expansion of the fitness suite and consideration of alternative management arrangements at Southwell Leisure Centre – update', should remain confidential.

66 URGENCY ITEMS TAKEN DURING COVID-19 PANDEMIC

The Committee noted the urgency item decisions which had been taken to date during the Covid 19 Pandemic. The urgency items were taken in respect of the following:

- (i) Payment of Management Fees to Active4Today
- (ii) Newark Cattle Market
- (ii) Reinstatement of Garden Recycling Services
- (iv) Car Parking Charges Review – Covid-19

(v) Parish & Town Council Initiative Funs and Community, Sports & Arts Grants Scheme

AGREED (unanimously) that the urgency item be noted.

67 LEISURE & ENVIRONMENT COMMITTEE FORWARD PLAN

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

AGREED (unanimously) that the Forward Plan be noted.

Meeting closed at 7.22 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Broadcast from Castle House, Great North Road, Newark NG24 1BY on Thursday, 3 September 2020 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)  
Councillor R White (Vice-Chairman)

Councillor Mrs K Arnold, Councillor L Brazier, Councillor Mrs B Brooks,  
Councillor R Jackson, Councillor Mrs S Michael, Councillor  
Mrs S Saddington, Councillor I Walker and Councillor K Walker

APOLOGIES FOR ABSENCE: Councillor Mrs I Brown (Committee Member), Councillor S Carlton  
(Committee Member), Councillor M Cope (Committee Member),  
Councillor P Harris (Committee Member) and Councillor  
Mrs Y Woodhead (Committee Member)

### REMOTE MEETING LEGISLATION

The meeting was held remotely, in accordance with the Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) (England & Wales) Regulations 2020.

#### 20 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

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

#### 21 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

The Chairman advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

#### 22 MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2019

AGREED that the Minutes of the meeting held 5 September 2019 were a correct record and signed by the Chairman.

#### 23 ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business. Agenda Item 8 was taken after Item 4. The agenda resumed its stated order thereafter.

#### 24 REFORMS TO ANNUAL CANVASS

The Committee considered the report presented by the Electoral Services Manager which sought to advise Members of the reforms being implemented for the Annual Canvass process for 2020 and beyond.

The report advised that the Electoral Registration Officer (ERO) was required to match the names and addresses of registered electors against data held by the Department for Work & Pensions (DWP). This enabled the ERO to compare electoral data against that held by other departments of the District Council. In addition to the above the reforms also enable some communications to be sent via email. These would ask the recipient to carefully follow instructions as to how to complete the registration process. The report advised that at present it was unclear as to whether a personal canvass of non-responding properties would be carried out due to the current restrictions due to Covid-19.

AGREED (unanimously) that the changes to the Annual Canvass process as from 2020 be noted.

25 DEPARTMENT OF TRANSPORT - TAXI & PRIVATE HIRE VEHICLE STATISTICS 2019

The Committee considered the report presented by the Business Manager – Public Protection which sought to advise Members of the latest vehicle figures relating to taxi and private hire vehicles collected and collated by the Department for Transport (DfT).

The report provided Members with information at a national (England) and local level in relation to licensed vehicles, drivers, operators, fit and proper policies and passenger satisfaction. Paragraph 3.1 noted that Newark & Sherwood continued to develop its policies and procedures to ensure compliance with national regulations and that it compared well with the national picture. It was reported that there was very little local information available on customer satisfaction and that it was proposed to undertake a survey of taxi and private hire users across the district to gather data on the satisfaction with reliability, vehicle availability, wheelchair accessible vehicle availability and passenger satisfaction with cost.

In considering the report Members raised their concerns with the ongoing issues of drivers who were not licensed by Newark & Sherwood District Council, with specific mention of those drivers from Wolverhampton, querying whether any enforcement action could be taken against them. Both the Chairman and Business Manager advised that the issue had been raised with the district's MPs but that no resolution had been reached. It was noted that there was a Nottinghamshire standard which all authorities within the county had adopted.

AGREED (unanimously) that:

- (a) the details of the Department of Transport survey on taxis and private hire vehicles be noted;
- (b) a customer satisfaction survey of users be undertaken in 2020; and
- (c) a draft of the customer survey be brought back to the November meeting prior to being issued to allow for Member input.

26 SAFEGUARDING ISSUES AND TAXI DRIVERS

The Committee considered the report presented by the Senior Licensing Officer which sought approval from Members for a revised approach to ensuring the safeguarding training provided to taxi drivers, with particular reference to refresher training.

The report set out the background to the current approach adopted by the Council following the publication of the Jay Report into Child Exploitation in Rotherham and the actions taken to-date. Paragraph 4 of the report set out the proposals in order to keep drivers informed of changes in safeguarding, the latest best practice and where to report concerns by way of a refresher safeguarding training course for drivers to attend every three years.

In considering the report and proposals, Members queried whether drivers from other local authorities were required to undertake the training. The Chairman advised that this was not known but that she took every opportunity to advise local residents to ensure they used drivers licensed by NSDC. The Business Manager added that information would be circulated on social media around Christmas giving the same advice and that in order to be licensed the driver would have undergone a stringent testing process. It was suggested that Members also pass on this advice to their parish councils.

AGREED (unanimously) that:

- (a) the Hackney Carriage/Private Hire and Ambulance Driver Licence conditions, be amended to include the requirement for all drivers to attend a renewal safeguarding training course every three years; and
- (b) a driver's licence will not be renewed if they fail to attend the relevant course within a three year period since their last attendance.

27 NATIONAL STATUTORY STANDARDS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE PASSENGERS

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members on the new statutory guidance relating to hackney carriage and private hire vehicle passengers and the implications for Newark & Sherwood District Council (NSDC).

The report set out that the new standards were designed to reduce the risk of harm to passengers and to help improve consistency across local authorities and that it was expected that local authorities would fully implement the measures as soon as possible. In comparing the new standards with those already adopted by NSDC, Officers found that many were already in place. However, there would be some amendments necessary to the policy to ensure that it reflected the statutory guidance. One such amendment would be the matter of the assessment of previous convictions. The new guidance listed a set of principles that were not currently aligned with NSDC's policy.

In considering the report and proposals, Members queried whether it would be necessary to undertake a consultation with licensed drivers. The Business Manager advised that the proposed changes to the current policy would be reported to Committee in November for approval, following which they would be sent out to drivers for comment. It was hoped that the new standards would be in operation by early 2021.

AGREED (unanimously) that:

- (a) the publication of new statutory guidance relating to taxis and private hire vehicles be noted; and
- (b) a review of the current NSDC taxi policy be undertaken and a report outlining changes be presented to the next General Purposes Committee.

28 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Senior Licensing Officer in relation to the activity and performance of the Licensing Team which included details of current ongoing enforcement issues.

Information contained in the report related to the number of applications for grants and renewals of licences for Hackney Carriage; Private Hire; and Ambulance Drivers together with those for Hackney Carriage and Private Hire Vehicles. A note of ongoing enforcement activity was also listed with information as to what action had been taken to-date. Also provided within the report was information relating to both street and house to house collections.

AGREED (unanimously) that the report be noted.

29 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 Part 1 of Schedule 12A of the Act.

30 MINUTES OF HACKNEY CARRIAGE & PRIVATE HIRE DRIVERS SUB-COMMITTEES

30a Minutes of Sub-Committee held on 30 October 2019

AGREED (unanimously) that the Minutes of the Hackney Carriage & Private Hire Driver's Sub-Committee held on 30 October 2019 be noted.

30b Minutes of Sub-Committee held on 16 January 2020

AGREED (unanimously) that the Minutes of the Hackney Carriage & Private Hire Driver's Sub-Committee held on 16 January 2020 be noted.



30c Minutes of Sub-Committee held on 3 March 2020

AGREED (unanimously) that the Minutes of the Hackney Carriage & Private Hire Driver's Sub-Committee held on 3 March 2020 be noted.

31 FORWARD PLAN

AGREED that the following items be added to the Committees Forward Plan for consideration at the next meeting scheduled for 12 November 2020.

- Update Report on Safeguarding Issues and Taxi Drivers
- Update Report on National Statutory Standards for Hackney Carriages & Private Hire Vehicle Passengers

Meeting closed at 6.30 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Broadcast from Castle House, Great North Road, Newark NG24 1BY on Thursday, 3 September 2020 at 6.31 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)  
Councillor R White (Vice-Chairman)

Councillor Mrs K Arnold, Councillor L Brazier, Councillor Mrs B Brooks,  
Councillor R Jackson, Councillor Mrs S Michael, Councillor  
Mrs S Saddington, Councillor I Walker and Councillor K Walker

APOLOGIES FOR ABSENCE: Councillor Mrs I Brown (Committee Member), Councillor S Carlton  
(Committee Member), Councillor M Cope (Committee Member),  
Councillor P Harris (Committee Member) and Councillor  
Mrs Y Woodhead (Committee Member)

### REMOTE MEETING LEGISLATION

The meeting was held remotely, in accordance with the Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) (England & Wales) Regulations 2020.

### 23 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

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

### 24 DECLARATION OF ANY INTENTION TO RECORD MEETING

The Chairman advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

### 25 MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2019

AGREED (unanimously) that the Minutes of the meeting held on 5 September 2019 be approved as a correct record and signed by the Chairman.

### 26 COUNTY WIDE BEST BAR NONE SCHEME FOR 2019/2020

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members as to the findings of the review of the current Best Bar None Scheme (BBN) Scheme.

The report highlighted that following the review it was felt that the element missing from the scheme appeared to be the measurement of customer experience and the enjoyment of the venue and the feeling of it being a safe place to visit. The review also brought to light the duplication between the requirements of the BBN scheme and the legal requirements for holding a licence. Officers from Nottinghamshire, who carried out the review, felt that the scheme should reflect something over and above

the legal requirements. It was reported that the proposed inclusion of customer experience did not form part of the national scheme and therefore discussions had been held with the national executive in this regard. They had responded favourably and asked for a local scheme to be developed for their consideration. The development of a local scheme had been delayed due to the Coronavirus Pandemic and whilst work was ongoing, it was not seen as a priority for local authorities or licensed premises.

AGREED (unanimously) that:

- (a) the outcome of the review of the Nottinghamshire County Best Bar None Scheme be noted; and
- (b) the delay of the scheme to spring/summer 2021 be supported.

## 27 REVIEW OF CONTROLS FOR DRINKING IN PUBLIC PLACES

The Committee considered the report presented by the Business Manager – Public Protection which sought to report to Members the findings of the additional consultation with Parish Councils and the Police on the proposed revised scheme of Alcohol Control Public Space Protection Orders (PSPO) within the district.

It was reported that additional consultation had been carried out with the parishes listed in paragraph 3.2 of the report following concerns expressed by Members about the responses received to the initial consultation conducted. The responses to the additional consultation were listed within the report. Additional consultation was also carried out with a number of different parishes who had a Drinking in a Public Place Order (DPPO) in place. Due to the delay in progressing this matter as a result of the Coronavirus Pandemic a further round of consultation was carried out at the end of July with the responses received being reported in paragraph 3.11 of the report.

In considering the report and the proposals as listed in paragraph 4.0 of the report, all Members again expressed their concerns about the revocation of the current DPPOs, stating that they provided a useful tool as a deterrent and their removal would increase the potential for alcohol related incidents to increase. Members also advised that from their discussions held with the Police they were in agreement with the retention of the Orders. The Business Manager advised that he had also spoken with the Police, mainly about anti-social behaviour (ASB) and that they were looking to control that through ASB legislation and not alcohol controls.

The Business Manager advised that the old DPPOs were made without a requirement for reviews or assessments to be carried out but that the new PSPOs were evidence based and were subject to review. Members agreed that it better to keep the orders in place to act as a deterrent. It was proposed and seconded that all the current DPPOs as listed in the report remain in place.

AGREED (unanimously) that:

- (a) contrary to Officer recommendation, the DPPOs in place in the following parishes remain in place:

Farnsfield; Balderton; Blidworth; Edwinstowe; Sutton on Trent; and Rufford Country Park;

- (b) a Public Space Protection Order be agreed in:

Southwell; Clipstone; Ollerton & Boughton; and Rainworth (as shown on Maps 1 to 4 attached to the report);

- (c) the terms of the Order, as noted in paragraph 4.3 of the report, be approved; and

- (d) the fixed penalty level for all PSPOs is set at £100.00 reduced to £75.00 if made within 14 days be approved.

## 28 REGULATION OF DOOR STAFF AT LICENSED PREMISES

The Committee considered the report presented by the Business Manager – Public Protection which sought Members’ approval for initiatives aimed at improving the regulation of door staff at licensed premises.

The report set out the criteria that applicants for a Security Industry Authority (SIA) licence have to meet before they are granted a licence and what holders of a licence must do. It was noted that the SIA were the main enforcement authority for the regulation of door supervisors but that it was recognised that local authority licensing staff had an important role to play. It was further noted that local authority staff could be authorised by the SIA to enforce the law with regard to door supervisors and that the Council had duly authorised two Licensing Enforcement Officers to undertake licence checks of door supervisors in the district.

Paragraph 3.0 of the report set out that the number of venues in the district required to provide door supervisors was small compared to some other towns but that occasional reports of poor behaviour by staff were received. Members noted that it was proposed that the Licensing Enforcement Officers would hold annual meetings with door staff and their employing organisation who operate in the district to set out the approach that the Council expected from them. This would have some elements of enforcement but would also take a wider approach and include elements of safeguarding of vulnerable people and the wider promotion of the night time economy.

AGREED (unanimously) that an annual meeting with door supervisors be organised in an appropriate Covid-19 secure manner.

## 29 BUSINESS & PLANNING ACT 2020 AND IMPLICATIONS FOR LICENSED PREMISES

The Committee considered the report presented by the Business Manager – Public Protection which sought Members approval for the implementation of the Business & Planning Act 2020 in relation to pavement licences and other impacts on licensed premises. It was noted that the Act had been introduced to support business with arrangements to trade effectively during the controls imposed as part of the combatting of the Coronavirus Pandemic.

The report set out for Members the background of the new legal framework for pavement licences and the powers that had been given to district and borough councils who would be required to process applications for them. Details of the application process, together with the necessary consultations and conditions were included in the report. Also included within the report was information as to the changes made to the Licensing Act 2003 in relation to off-sales. Paragraph 3.0 of the report set out the proposals, with the introduction of a scheme of delegation, some proposed conditions to be attached to licences and the organisations to be consulted on each application.

In considering the report Members commented on a number of issues. In relation to pavement licences Members stated that these would be acceptable on wide pavements and that a minimum width should be set. The Business Manager advised that it was necessary to consult the Highways Authority for each application and would expect this type of issue to be raised.

A Member raised concern as to the potential hours of operation and that any consultations were properly scrutinised by the relevant organisation. The Business Manager agreed that hours of operation did cause some concern but it was hoped that the extended consultation base would provide responses as to the potential impacts.

The use of glass outside on pavement areas was also raised as a concern, especially during the hours of darkness should they get left on the ground or dropped and smashed. The Business Manager advised that many premises adopted the use of polycarbonate glasses as part of their premise licence. He also added that it was possible to review, amend or add to the conditions attached to a licence.

AGREED (unanimously) that:

- (a) the scheme of delegation set out at Appendix 1 be approved;
- (b) the fee of £50 for application and £25 renewal be approved;
- (c) the standard conditions attached as appendix 2 be approved; and
- (d) the list of consultees as below be approved:
  - Highways Authority
  - Nottinghamshire Police
  - NSDC Planning Business Unit
  - The relevant Town or Parish Council
  - NSDC Environmental Health

### 30 LICENSED PREMISES AND THE REGULATION OF CORONAVIRUS CONTROLS

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members on the actions taken to implement the coronavirus controls in licensed premises.

The report set out the issues that had arisen subsequent to the closure of all bars, pubs, night clubs and cafes at midnight on 20 March 2020 and the response and actions taken by the Licensing Team of Newark & Sherwood District Council. Also contained in the report were the broad requirements necessary for those premises to

re-open from 4 July, with it being noted that these were guidance and not law. Again, the response and actions taken subsequent to the re-opening of the aforementioned premises were detailed in paragraph 3.0 of the report.

In considering the report Members expressed their thanks for all the work undertaken by Officers, adding that the public must also take responsibility for their own safety.

In relation to the outbreak at the factory located in Newark, a Member queried as to why the premise had not been closed and deep cleaned. The Business Manager advised that whilst employees were testing positive, there was no obvious connections within the actual premises but more so externally. The workers had been required to self-isolate if positive as were those that had been in contact with them. Members agreed that the course of action taken had worked as the number of positive cases had fallen.

AGREED (unanimously) that the actions taken in relation to licensed premises and Covid-19 actions be noted.

31 MINUTES OF LICENSING SUB-COMMITTEES

31a 10 October 2019 - Mccarroll's Barbers

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of McCarrolls Barbers held on 10 October 2019 be noted.

31b 17 June 2020 - RSPB

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of the RSPB held on 17 June 2020 be noted.

31c 4 August 2020 - 29 Appleton Gate

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of 29 Appleton Gate held on 4 August 2020 be noted.

32 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Senior Licensing Officer in relation to the activity and performance of the Licensing Team between 1 January and 30 June 2020.

AGREED (unanimously) that the report be noted.

33 TEMPORARY EVENT NOTICES - JANUARY TO JUNE 2020

The Committee considered the report presented by the Senior Licensing Officer in relation to the Temporary Event Notices received between 1 January and 30 June 2020.

AGREED that the report be noted.

34 FORWARD PLAN

AGREED that the following items be added to the Committees Forward Plan for consideration at the next meeting scheduled for 12 November 2020.

- Update Report on the County Wide Best Bar None Scheme
- Update Report on Door Staff at Licensed Premises
- Update Report on Business & Planning Act 2020 and Implications for Licensed Premises, specifically Pavement Licences.
- Test Sales with Supermarkets, including the wearing of face masks

Meeting closed at 7.35 pm.

Chairman

## 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, 3 March 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 Mrs M Dobson, Councillor L Goff,  
Councillor J Lee, Councillor Mrs P Rainbow, Councillor M Skinner,  
Councillor K Walker and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor R Holloway (Committee Member) and Councillor T Smith (Committee Member)

### 167 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

### 169 MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2020

AGREED that the minutes of the meeting held on 4 February 2020 be approved as a correct record and signed by the Chairman

### 170 2 JUBLIEE STREET, NEWARK 19/01947/FULM (MAJOR)

The Committee considered the report of the Business Manager- Growth & Regeneration, following a site inspection, which sought demolition of existing buildings and erection of 4 bungalows, 10 apartments, access road, parking courtyard and associated infrastructure.

A schedule of communication was tabled at the meeting which detailed correspondence which was received after the agenda was published from the agent, Health Improvement and Community Relations Manager, Newark Town Council, and NCC Highways Officer.

Councillor Tracey Mathias spoke on behalf of Newark Town Council against application, in accordance with the views of Newark Town Council.

Members considered the extant planning permission in place, comparing parking space provision and affordable housing elements and noting concerns about traffic in the area. Some Members felt that there should not be any development on the site, however, the proposed application provided more parking spaces per property and affordable housing so was therefore preferable to the extant permission. Members



were concerned that no social landlord had been identified for the proposed development, and felt that a Registered Social Landlord should be identified to ensure that the affordable element of the development could be delivered.

AGREED (7 for, 3 Against, and 3 Abstentions) That planning permission is approved subject to:-

- (a) the conditions and reasons within the report with amendment to condition 8 to read:  
No trees, shrubs or hedges within the site which are shown as being retained on the Tree Impact Plan contained in Appendix 6 of the Arboricultural Report (Dated Feb 2020) shall be felled, uprooted, wilfully damaged or destroyed, cut back in any way or removed without the prior consent in writing of the local planning authority. Any trees, shrubs or hedges which die, are removed, or become seriously damaged or diseased within seven years of being planted, shall be replaced with trees, shrubs or hedge plants in the next planting season with others of similar size and species unless otherwise agreed in writing by the local planning authority; and
- (b) a S106 legal agreement to secure the future maintenance or adoption of the private access road serving the development and the contributions set out in Table 1 above.
- (c) a S106 legal agreement which secures confirmation of a Registered Social Landlord for the assisted living bungalows or in the inability to secure assisted living - a different type of affordable tenure for the 4 bungalows. In addition, to provide confirmation of which 'scheme' they are going to implement i.e. whether it is to be the 100% affordable or 30% affordable.

171 7 SYCAMORE ROAD, OLLERTON 19/02146/FUL

The Committee considered the report of Business Manager- Growth & Regeneration, following a site inspection, which sought construction of a new two storey dwelling at 7 Sycamore Road, Ollerton. The application had been called in by the Local Ward Member.

Members considered that the site was large enough for the proposed single dwelling, however the position of the development would be overbearing to the garden of number 7 and would not be in keeping with the existing street scene. The impact on 1 Birch Road, notwithstanding the Officer's report, was not considered to be detrimental. Moving the dwelling closer to this boundary would be unlikely to have harm on occupier's amenity.

AGREED (Unanimously) that the application be deferred to enable negotiation on the siting of the dwelling and to enable the garden of 7 Sycamore Road to be made larger.

172 ADOPTION OF PLANNING ENFORCEMENT PLAN (PEP)

The Committee considered the report of the Director- Growth & Regeneration, which sought adoption of the Planning Enforcement Plan (PEP). The Plan was recognised by

the National Planning Policy Framework (NFFP) and being an important document to ensure effective enforcement, providing confidence for the community and showing clear guidelines and timescales for investigating cases.

The PEP had been written to reflect the Council's commitment to focus on the needs of residents of the District, and the objectives within the Community Plan. The Plan sought to provide information on how enforcement services would operate, including prioritisation of investigations, performance management and proactive enforcement.

Late items were reported following receipt of comments after the agenda was published relating to the Empty Homes Officer and Data Protection. In addition, the Community Plan targets required updating to reflect recent changes.

AGREED that

- (a) the attached Planning Enforcement Plan (Appendix 1) is noted and Members consider ratifying the Plan and recommend the plan is presented to Economic Development Committee prior to a minimum 6-week consultation subject to the amendments reported as late items, ; and
- (b) the consultation will be with all Members of the District Council, Parish Councils, Agents, consultees, members of the public engaged with the planning process and via the Council's website. The responses and updates to the Plan will be reported back to Economic Development Committee, following notification to the Planning Committee in due course.

173 APPEALS LODGED

AGREED that the report be noted.

174 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 5.16 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 31 March 2020 at 2.00 pm.

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

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

APOLOGIES FOR Councillor Mrs Y Woodhead (Committee Member)  
ABSENCE:

### 175 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.

Councillor K Walker declared a personal interest in item 9, 9 Fisher Close, Collingham, as he lived on Fisher Close, but at the opposite end to the proposed development.

Councillor M Skinner declared a personal interest in items 5 and 6, as he was a Board Member of Active4Today.

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting which was to be webcast.

### 177 MINUTES OF THE MEETING HELD ON 3 MARCH 2020

The minutes of the meeting held on 3 March 2020 were approved as a correct record, to be signed by the Chairman.

Prior to consideration of any applications, The Business Manager- Legal Services advised Members that the Government passed legislation last week enabling Regulations to be made for Councils to undertake committee meetings remotely. However, the regulations setting out the detailed provisions and the procedures to be followed are not yet published. Therefore, to ensure that the Council complies with proper decision-making requirements during this interim period, we will be utilising the Chief Officer Urgent Decision Making Powers provided for in the Council's Constitution. This Committee will make recommendations to the Council's Chief Executive who will effectively determine each application, relying on his delegated powers as set out in the Constitution and taking into account this Committee's recommendations.

### 178 LAND AT LORD HAWKE WAY AND BOWBRIDGE ROAD, NEWARK 20/00275/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought the construction Residential development for 87 dwellings and associated works which had been previously considered by the Committee at its meeting on 4 February 2020 (resubmission of 19/01790/FULM). The current application was a re-submission of the previously refused scheme in an attempt to overcome the reason for refusal.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from Newark and Sherwood District Council Conservation Officer, Newark Town Council and the agent.

Members considered the presentation from the Business Manager- Planning Development, which included photographs and plans of the proposed development. In discussion, some Members still felt that the application before them did not sufficiently address their grounds for refusal regarding on-site parking, and maintained concerns regarding traffic congestion in the area, over intensification of the site and loss of green space which they felt was particularly relevant in the current climate. Members accepted that they were not able to raise further reasons for refusal, as the application had been previously considered, however, they maintained their reason for refusal due to on-site parking.

AGREED (9 for, 5 against) to recommend to the Chief Executive, that contrary to Officer recommendation planning permission be refused on the grounds that previous objection relating to car parking has not been adequately addressed.

Despite the changes made since the previously refused scheme, the proposal would still fail to provide adequate off street parking to facilitate the development which in turn would lead to on street parking to the detriment of the safety and operation of the highways network. The proposal is therefore contrary to Spatial Policy 7 and Core Policy 9 of the Core Strategy as well as Policy DM5 of the Allocations and Development Management DPD and the NPPF which forms a material planning consideration.

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	Against
L. Brazier	For
M. Brock	Against
M. Brown	For
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	Against
J. Lee	For
P. Rainbow	Against

M. Skinner	For
T. Smith	For
I. Walker	Against
K. Walker	For
Y. Woodhead	Absent

179 COMMUNITY AND ACTIVITY VILLAGE, LORD HAWKE WAY; NEWARK ON TRENT, NG24 4FH 20/00339/S73M (MAJOR)

The Committee considered an application to vary condition 3 attached to 17/01693/FULM to allow changes to building, minor changes to elevations and other substitute information to accommodate additional wellbeing facilities and associated offices, and revised landscape design at the Community and activity Village, Lord Hawke Way, Newark.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from Newark Town Council and NCC Highways. Members considered the report before them, and the presentation, from the Business Manager- Planning Development. The application was before the Committee as the District Council owned the land.

Members were in agreement that the activity village was very positive for the area, with a good design. Members agreed that the wording for Condition 013 should be amended to 'shall be controlled' rather than 'should be controlled' with regard to the security gate for the staff car park. The Business Manager- Planning Development confirmed that this would be amended.

AGREED (Unanimously) to recommend to the Chief Executive, that planning permission be approved in accordance with Officer recommendation with the conditions detailed in the report, subject to Condition 013 being amended to state 'shall be controlled' rather than 'should be controlled' with regard to the security gate for the staff car park.

180 LAND AT OLLERTON ROAD, EDWINSTOWE 19/02159/FUL

The Committee considered an application for the development of one temporary construction access point off Ollerton Road, Edwinstowe. Members considered the report and presentation from the Senior Planning, Planning Development, including plans and photographs of the proposed site. In discussion, Members raised concerns around highways safety, as it was a busy road. It was also noted by Members that an alternative access route onto the site was already in place, and therefore they believed this application for an access was superfluous to requirement.

AGREED (Unanimously) to recommend to the Chief Executive, that Planning Permission be refused contrary to Officer recommendation on the grounds of highway safety and lack of need, given the width and adequacy of the existing access.

In the opinion of the Local Planning Authority the proposed temporary construction access was considered likely to lead to conflicts between vehicles utilising it and other traffic using the highway, particularly given the speed of traffic along Ollerton Road. When considering this likely highway conflict and the lack of robust justification regarding the need for such a temporary construction access given the width and adequacy of the existing main access already in situ, it was considered that the application was unnecessary, harmful and contrary to Policies SP7 (Sustainable Transport), ShAP4 (Land at Thoresby Colliery) of the adopted Newark and Sherwood Amended Core Strategy (2019) and Policy DM5 (Design) of the Allocation and Development Management DPD, adopted 2013 which together form the relevant parts of the Development Plan.

181 LAND AT REAR 37 EASTHORPE, SOUTHWELL 20/00113/S73

The Committee considered an application to vary condition 02 to add extension to approved dwelling, attached to planning permission 17/01839/FUL and demolition of a shed and erection of 1 No. 4 bedroomed house, at 37 Easthorpe, Southwell. Members considered the report before them, and the presentation from the Business Manager- Planning Development. A Local Ward Member spoke in support of the application, stating that whilst the application was close to a conservation area, the plot for the development was not, and there were other properties within view with similar extensions.

Other members felt that the design was not appropriate, and also raised concerns around how the proposed development could negatively impact flooding in neighbouring properties.

AGREED (10 for, 2 against and 2 abstention) to recommend to the Chief Executive, that Planning Permission be refused, in accordance with Officer Recommendation, for the reasons set out in the report.

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

The Committee considered an application for a detached bungalow at 9 Fisher Close, Collingham. Members' attention was drawn to the schedule of communication that was tabled at the meeting which detailed correspondence received after the Agenda was published from Councillor Mrs Dales, Local Ward Member, and a letter from Collingham Parish Council against the application.

Members considered the report before them, and presentation from the Senior Planner, Planning Development, including plans and photographs. A Local Ward Member spoke raised objections to the application, due to the proposed size, design and orientation of the proposed development and detrimental effect on neighbouring properties and near-by community orchard. Members discussed the application, and considered deferral, to enable discussion with the applicant regarding design and orientation, however, on being put to the vote, this fell.

AGREED (11 For, 1 Against and 2 Abstentions) to recommend to the Chief Executive, that Planning Permission be refused, contrary to Officer recommendation on the grounds of its positioning and cramped appearance, uncomfortable relationship with host property, domination of parking to road frontage, all of which result in the proposal being out of character with the area and detrimental to the visual amenities of the streetscene

The proposed bungalow would, by reason of its positioning and its constrained layout on the site result in a cramped appearance; its positioning and proximity to the host property results in an uncomfortable and uncharacteristic relationship; and the resulting domination of car parking to the road frontage, results in a proposal that is out of character with the surrounding area and detrimental to the visual amenities of the streetscene.

In the opinion of the Local Planning Authority, the proposed development is thereby contrary to Core Policy 9 (Sustainable Design) of the Newark and Sherwood Amended Core Strategy (2019), Policy DM5 (Design) of the Allocation and Development Management DPD (2013) and the National Planning Policy Framework (2019), which is a material planning consideration.

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

K. Walker	Against
Y. Woodhead	Absent

183 APPEALS LODGED

AGREED that the report be noted.

184 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 4.29 pm.

Chairman



## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** Broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 28 April 2020 at 2.00 pm.

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

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

ALSO IN ATTENDANCE: Councillor D Lloyd (for minute 191)

APOLOGIES FOR ABSENCE: Councillor K Walker (Committee Member)

### 185 REMOTE MEETING LEGISLATION

The meeting was held remotely, in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

### 186 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.

Councillor M Skinner declared a personal interest in item 9, as he was a Board Member of Active4Today.

Councillor Mrs P Rainbow declared a prejudicial interest in item 6 and did not take part in the debate or vote on this item.

The Chairman, on behalf of all Members declared a personal interest in item 9 as the applicant was Arkwood Developments, a wholly owned Council Company.

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting which was to be webcast.

### 188 MINUTES OF THE MEETING HELD ON 31 MARCH 2020

The minutes of the meeting held on 31 March 2020 were approved as a correct record of the meeting, to be signed by the Chairman.

### 189 URGENCY ITEM- REPORT OF DECISIONS TAKEN 31 MARCH 2020

The Committee considered the report of the Chief Executive detailing the decisions taken following the recommendations made by the Planning Committee at its meeting on 31 March 2020. The meeting was held in a virtual manner, according to legislation enabling meetings to be held remotely. However, at the time of the meeting, the detailed regulations had not been published, therefore the Planning Committee made recommendations for the Chief Executive to consider and determine under the urgency provisions.

AGREED that the report be noted.

190 ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business and Agenda item 9 was taken after Item 5. The agenda resumed its stated order thereafter.

191 LAND AT LORD HAWKE WAY AND BOWBRIDGE ROAD, NEWARK 20/00275/FULM

The Committee considered the report of the Director- Growth and Regeneration, which sought the construction of residential development for 87 dwellings and associated works which had been previously considered by the Committee at its meeting on 31 March 2020 (resubmission of 19/01790/FULM). The current application was a re-submission of the previously refused scheme in an attempt to overcome the reason for refusal relating to parking and drainage.

During the presentation to Members, which included photographs and plans of the proposed development, Members were reminded of the importance of considering the application 'afresh' and that previous planning history was a material planning consideration. It was also noted that Members had been issued with separate guidance clarifying the governance and management arrangements of Arkwood Developments, which was wholly owned by the Council. In addition, the Director- Growth and Regeneration clarified that the Covid-19 Pandemic was unlikely to be considered a material planning consideration capable of attracting more than limited weight, as separate legislation had been issued regarding the Pandemic.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published relating to updated plans to show additional parking spaces on other site plans, such as boundaries and landscaping. Late representations had also been received from the Local Ward Member Councillor R. Crowe and Notts County Council Highways raising no objections with the proposed development.

Councillor E Cropper, Newark Town Council, spoke in objection to the proposed development, urging the Committee to protect the open space for residents, raising concerns about the impact of the development on traffic congestion in the area, the size of some of the proposed properties, and the lack of measures to reflect the 'Climate Emergency' declared by the Council.

Councillor D. Lloyd, Local Ward Member, spoke in support of the application, noting

that the land had been allocated for housing development, the proposed application exceeded parking space requirement and also provided bungalows. The site was well serviced by local amenities and if approved would help reduce anti-social behaviour on the site and provide support for revisions to parking required along Bowbridge Road towards the town centre.

Members considered the application. Some members raised concerns regarding the application, including over intensification of the proposed development, the impact on traffic in the area and the loss of open space. However other Members noted the increased parking provision and movement of drainage by the applicant to address the previous reasons for refusal. No concerns had been raised by Highways with regard to the traffic and the density of the proposed development was well within Policy requirements. In discussion, Members agreed to amend Condition 17 to require consultation with Local Ward Members with regard to the monies for provision of play equipment for children and young people.

AGREED ( 7 for, 6 Against, 2 abstentions ,with the Chairman having used his casting vote for ) that Planning Permission be granted, with the conditions detailed in the report, the amended conditions 2, 10, 13, and 17 detailed in the schedule of communication after the agenda was published, and the further amendment to condition 17 to require consultation with the Local Ward Members regarding the exact locations of where the provision for Children and Young People should be spent

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

There being an equity of votes, the Chairman used his casting vote in support of the motion to approve planning permission.

*(Councillor Mrs Y Woodhead was not present for the entire Officer presentation and*

*did not take part in the vote).*

192 LAND REAR OF 49 THE ROPEWALK, SOUTHWELL 19/02064/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of 5 dwellings at land rear of 49 The Ropewalk, Southwell, Nottinghamshire. Members considered the presentation from the Senior Planner- Planning Development, which included photographs and plans of the proposed development.

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

Councillor M Brock, Local Ward Member, felt that the proposed development was overbearing, and cited concerns raised by Southwell Town Council and the Civic Society. In discussion, Members felt that the proposed development was over intensive and over bearing, and would have an adverse impact on neighbouring properties and amenities.

The motion to approve planning permission was put to the vote and fell. Therefore it was duly proposed and seconded to refuse planning permission, contrary to Officer recommendation.

AGREED (10 for, 2 Against, 1 abstention) that contrary to Officer recommendation planning permission be refused for the following reasons

On the grounds that In the opinion of the Local Planning Authority, by virtue of number of units, the proposal would result in an over intensive layout of development which is incongruous and detrimental to the character of the area. The cramped nature of the development would result in insufficient private amenity space for each of the dwellings with the exception of the bungalow, separation distances for plots within the site but also to neighbouring plots namely no. 49 and 49a The Ropewalk where the massing and scale of the proposed Plot 5 would have an overbearing impact. As such the proposal is deemed contrary to Core Policy 9 of the Amended Core Strategy and Policy DM5 of the Allocations and Development Management DPD as well as the NPPF which forms a material planning consideration.

*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	Against
L. Dales	For
M. Dobson	For
L. Goff	For

R. Holloway	For
J. Lee	Against
P. Rainbow	Absent declaring an interest
M. Skinner	Abstain
T. Smith	For
I. Walker	For
K. Walker	Absent
Y. Woodhead	For

193 FIRST FLOOR AT ROBIN HOOD HOTEL, KIRKLINGTON ROAD, RAINWORTH  
19/02237/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought conversion of first floor space into 6 apartment units, 5 x one Beds and 1 x Studio, external entrance and fire exit staircase introduced on the facade facing the existing car park at First Floor at Robin Hood Hotel, Kirklington Road, Rainworth.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published which was an amended site location plan, extending the application site to include the parking and bin storage area.

Members considered the presentation from the Business Manager- Planning Development, which included photographs and plans of the proposed development.

Councillor T Smith, Local Ward Member spoke raising concerns with the application. Whilst he felt that the first floor of the building should be put to use, the proposed application would lead to cars passing the pedestrian walkway into the store, and he felt that this could lead to an accident.

Other Members of the Committee echoed the concerns raised, and also considered the parking area, which it was felt was too small to accommodate sufficient parking and delivery vehicles. On being put to the vote, the motion to approve planning permission fell unanimously and it was therefore duly proposed and seconded that planning permission be refused, contrary to Officer recommendation.

AGREED (Unanimously) that Planning Permission be refused, against the Officer Recommendation, for the following reasons-

In the opinion of the Local Planning Authority, the proposed development would not provide appropriate and effective parking provision for future residents of and potential visitors to the proposed apartments, which would result in an unjustified loss of parking provision for the existing Tesco Express store. In addition, the proposed location of dedicated resident's parking spaces to the north east corner of the application site would exacerbate existing safety issues within the existing Tesco car park which would be further exacerbated when deliveries to Tesco Express are taking place, putting pedestrians at increased risk of collisions with vehicles entering and exiting the site. The proposal is therefore considered contrary to the provisions of Spatial Policy 7 'Sustainable Transport' of the Amended Core Strategy DPD (adopted

March 2019) and Policy DM5 'Design' of the Allocations & Development Management DPD which require development proposals to ensure provision is made for safe and convenient access for all and the loss of parking provision to be justified.

194 LAND ADJACENT OLD NORSE HOUSE, STATION ROAD, BLEASBY 20/00041/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought Change of use of land from paddock land to residential use and erection of three bay garage with store above, for use by Old Norse House.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the Chairman of Bleasby Parish Council containing the Parish Council objections to the proposed development.

Members considered the presentation from the Business Manager- Planning Development, which included photographs and plans of the proposed development.

In discussion, the Committee were in agreement that the proposed development was too large, and overbearing to neighbouring properties. Members also felt that agricultural and paddock land should not be used for the residential development.

AGREED (Unanimously) the Planning Permission be refused, contrary to Officer recommendation, for the following reasons

In the opinion of the Local Planning Authority, the proposed development would result in the unjustified loss of paddock land, contrary to the locational criteria outlined in Spatial Policy 3 'Rural Areas' of the Amended Core Strategy DPD (adopted March 2019), which supports the development of sites within the existing built extent of the village, including dwellings and their gardens, commercial premises, farm yards and community facilities but not the development of undeveloped land, fields, paddocks or open space which form the edge of built form. Furthermore, the development fails to comprise any of those identified as being acceptable within the open countryside within Policy DM8 'Development in the Open Countryside of the Allocations & Development Management DPD (adopted July 2013). No material considerations outweigh the harm identified.

In the opinion of the Local Planning Authority, the proposed garage and store would be inappropriately located outside of the residential curtilage of the dwelling it is proposed to serve and result in an adverse and unacceptable impact upon the amenities of neighbouring residents at the property known as Horstead by virtue of an enclosing and overbearing impact on their rear garden and property. The proposal is therefore contrary to the provisions of Policy DM5 'Design' of the Allocations & Development Management DPD (adopted July 2013) which requires development proposals to have regard to their impact on the amenity or operation of surrounding land uses and where necessary mitigate for any detrimental impact. No material considerations outweigh the harm identified.

195 APPEALS LODGED

AGREED that the report be noted.

196 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 4.40 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** Broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 2 June 2020 at 2.00 pm.

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

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

APOLOGIES FOR Councillor K Walker (Committee Member)

ABSENCE:

The meeting was held remotely, in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

### 197 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.

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting which was to be webcast.

### 199 MINUTES OF THE MEETING HELD ON 28 APRIL 2020

AGREED that the minutes of the meeting held on 28 April 2020 were approved as a correct record of the meeting, to be signed by the Chairman.

### 200 FORMER THORESBY COLLIERY, OLLERTON ROAD, EDWINSTOWE, NOTTINGHAMSHIRE 19/01865/RMAM

The Committee considered the report of the Business Manager – Planning Development, which sought reserved matters submission for 219 no dwellings with access gained from the primary, central spine road (permitted under 19/00674/RMAM) including open space, landscaping (soft and hard) and associated internal road infrastructure. Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development.

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



Officer. The table on page 24 of the report was incorrect, the corrected version was included in the schedule of communication. An update regarding condition 9 was also noted, the landscape master plan should read GL1221 **REV J**. An additional late representation for this application was presented to Committee which was a letter from Pegasus Group. The Committee was also informed of a typographical error on page 21 of the report, which should read 'Harworth Estates therefore retain a role of coordinating the overall mix, design ethos and provision of infrastructure moving forward' and not Thoresby Estates.

Councillor P Peacock, local ward Member for Edwinstowe and Clipstone, spoke about the application as he and the other two ward Members had been involved in a number of meetings with developer, Parish Council and community to try and rectify some concerns raised by local people. He commented that this may be the biggest development Edwinstowe will ever receive therefore it was essential to achieve a satisfactory development. The number of car parking spaces, trees, pedestrian links and green spaces had been improved by the developer. The green space to the north of the development were good, whilst the south could be improved. There was a lack of bungalows on phase one, this was key for this phase being closest to amenities within Edwinstowe, the second phase would be further away from the village. The road to the north of the site had been discussed to form a link road to alleviate traffic going into Edwinstowe, however this had not to date been addressed and was considered important and a sensible approach given the piece meal approach of the development. The speed limit of the main Ollerton Road was also discussed given that it currently was 50mph and a 30mph speed limit across the whole of this site would be satisfactory, not part as proposed.

Members considered the application and it was commented that whilst Members were in support of the development it was essential that bungalows be included in phase one in order for residents to be able to walk in to the village. An increase in green space on the development would be favourable and an increase in affordable houses, given that this site had only 7% when the Council's target was 30%. It was suggested that the application be deferred in order for a site visit to take place and in order for some of these issues to be resolved. The Chairman confirmed that given the deadline to consider the application had already been extended and a decision was required within the week, a deferral for a site visit was not feasible given the Covid-19 pandemic. The link road was also discussed, the Director of Growth and Regeneration confirmed that meetings were taking place regarding the Forest Corner Master plan and the link road would be part of that discussion although it would be outside of the planning process.

A Member sought clarification regarding how many houses were required before a trigger was hit to build a school on site. The Director of Growth and Regeneration confirmed that the Section 106 agreement required planning permission with school in consultation with Nottinghamshire County Council after the 150<sup>th</sup> dwelling, a school must be completed before the twelfth month anniversary of the completion of the 150<sup>th</sup> dwelling.

Members discussed the speed limit of Ollerton Road which was currently 50mph and stated that the whole stretch of road should be reduced to 30mph in order for the safety of pedestrians walking from this development into the village. The Chairman

commented that Nottinghamshire Highways did not see a need to lower the speed limit for the entire length of the site towards Ollerton.

Other Members commented that the design and mix of houses were good, more green space would be an improvement. The Chairman commented that there was an additional scheme which would run parallel to this development for a zip wire and large public access area.

AGREED (with 13 votes For and 1 vote Against) that reserved matters approval be granted, subject to the conditions and reasons contained within the report and amendment to conditions as detailed in the schedule of communication.

Councillor	Vote
R. Blaney	For
L. Brazier	For
M. Brock	For
M. Brown	For
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	Against
P. Rainbow	For
M. Skinner	For
T. Smith	For
I. Walker	For
K. Walker	Apology for absence
Y. Woodhead	For

(Note – having being informed that the live stream of the meeting for the public had been delayed, the Chairman recapped Minute No.'s 197,198 and 199 above for the benefit of the press and public following proceedings.)

201 7 SYCAMORE ROAD, OLLERTON, NOTTINGHAMSHIRE 19/02146/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for one detached dwelling. Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the following: Ollerton & Boughton Town Council; the Agent; and the Planning Case Officer. An additional condition had been proposed by the Planning Case Officer, Condition 6 as follows:

The boundary fence to the boundary with 7 Sycamore Road and the application site shall be moved to its revised position in accordance with the details shown on approved plan reference 101 within 3 months of completion or occupation of the dwelling whichever is the sooner.

Reason: In the interests of residential amenity

Members considered the application and commented that it was vital that this open space was developed. It was of good design, sat well within the plot and welcomed the developer working with the Council.

AGREED (unanimously) that Planning Permission be approved subject to the conditions contained within the report and reasons and the additional condition 6 relating to the repositioning of the fence as detailed in the minute.

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

202 LAND ADJACENT TO 4 YEW TREE WAY, CODDINGTON, NEWARK 20/00525/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought full planning permission for the erection of one dwelling with a detached garage, which was a resubmission of application 19/00131/FUL. Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from a resident of Yew Tree Way. An additional late representation was presented to the Committee from the Agent-Aspbury Planning.

Councillor D Armstrong 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 any building on this site was unacceptable as development would endanger the woodland and street scene and set a precedent for future development. The woodland had to date been chipped away and some trees already removed. Other Members commented that if the site had been suitable for development it would

have been developed when the cul-de-sac was built. It was further commented that this was a special yew tree wood there being only two of this kind in the country. Trees had already been felled without permission. Concern was also raised regarding the garden area being maintained as a woodland, which would be hard to maintain and monitor. It was suggested that if Committee were mindful to approve planning permission a small picket fence could be erected to separate the garden area in order to protect the woodland. Other Members commented that the application had been reduced from two dwellings to one and was a generous site in comparison with surrounding properties. Only a small corner of the woodland would be lost, which included one maple tree and a group of trees with low value.

The Business Manager – Planning Development informed Committee that the Council were committed to protecting the trees, the proposed dwelling had an identified garden area and purchasers would be aware of the legal requirement regarding the protected woodland. The garden and woodland could be separated by a small picket fence subject to the roots of the trees not being damaged.

A vote to approve planning permission was taken, with a condition that an appropriate fence be erected to maintain the area of garden and woodland, which was lost with 4 votes For and 9 votes Against.

*(Councillor M Brock was not present for the entire presentation and took no part in the vote).*

AGREED (with 11 votes For and 2 votes Against) that contrary to Officer recommendation Planning Permission be refused on the following grounds: the site being inappropriate for development due to the loss and adverse impact on woodland/TPO, the impact on street scene and adverse impact on the amenity of the future occupants.

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

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	For
M. Brock	Took no part in the vote
M. Brown	For
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	For
P. Rainbow	Against
M. Skinner	For
T. Smith	For
I. Walker	Against
K. Walker	Apology for absence
Y. Woodhead	For

203 9 CHESTNUT AVENUE, NEWARK ON TRENT 20/00537/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the erection of a single storey rear extension. Members considered the presentation from the Senior Planner- Planning Development, which included photographs and plans of the proposed development.

Members considered the application acceptable.

AGREED (unanimously) that Planning Permission be approved, subject to the conditions and reasons contained within the report.

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

204 9 DERWENT CLOSE, RAINWORTH 20/00327/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the change of use of the strip of tarmac access to be incorporated into the garden area of number 9 Derwent Close . Members considered the presentation from the Senior Planner- Planning Development, which included photographs and plans of the proposed development.

Members considered the application acceptable.

AGREED (unanimously) that planning permission be approved subject to the conditions and reasons contained within the report.

Councillor	Vote
R. Blaney	For
L. Brazier	For
M. Brock	For

M. Brown	For
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	For
P. Rainbow	For
M. Skinner	For
T. Smith	For
I. Walker	For
K. Walker	Apology for absence
Y. Woodhead	For

205 ANNUAL REPORT DETAILING THE EXEMPT REPORTS CONSIDERED BY THE PLANNING COMMITTEE

The Committee considered the report of the Chief Executive listing the exempt item considered by the Committee for the period 5 March 2019 to date.

The Committee agreed that the report considered on the 5 November 2019, relating to Springfield Bungalow, Nottingham Road, Southwell – Legal Advice Regarding Planning Appeal, could now be placed in the public domain.

AGREED (unanimously) that the report considered on the 5 November 2019 relating to Springfield Bungalow, Nottingham Road, Southwell – Legal Advice Regarding Planning Appeal, could now be placed in the public domain.

206 APPEALS LODGED

AGREED that the report be noted.

207 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 4.10 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 30 June 2020 at 2.00 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 R Holloway, Councillor  
Mrs P Rainbow, Councillor M Skinner, Councillor T Smith, Councillor  
K Walker and Councillor Mrs Y Woodhead

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

### 208 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

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

Councillor R Holloway declared a personal interest as she was a Member of Bilsthope Parish Council, but took no part in the decision making at parish level.

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting which was to be webcast.

### 210 MINUTES OF THE MEETING HELD ON 2 JUNE 2020

AGREED that the minutes of the meeting held on 2 June 2020 were approved as a correct record of the meeting, to be signed by the Chairman.

### 211 LAND OFF OLDBRIDGE WAY, BILSTHORPE 20/00642/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought full planning permission for the residential development of the site for 120 two storey dwellings, including 2, 3 and 4 bed dwellings and ancillary works. This application was a re-submission of application 19/01858/FULM. Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from Nottinghamshire County Council Libraries; the Planning Case Officer; and additional drawings of the proposed housing.

Members considered the application and it was commented that the application was contrary to Policy DM8 – principle of development in the open countryside. The

houses were considered undersized offering a dingy atmosphere with inadequate car parking, therefore not a good example of what could be built. Condition 19 - integral garages should be kept available for parking at all times was questioned regarding how that could be monitored and enforced. Other Members welcomed the 30% affordable houses and commented that if the houses were considered not large enough then they would not be sold. Clarification was sought regarding the existing footpath network that ran through the proposed site. It was confirmed that the existing footpath would remain and would be kept accessible. A Member sought clarification regarding the loss of the one bedroom unit, the Business Manager – Planning Development confirmed that the needs survey had indicated that one bed units were not required, larger units were required for the community within this area.

AGREED (with 8 votes For and 5 votes Against) that planning permission be approved, subject to the following:

- (i) the conditions and reasons contained within the report, with delegated powers granted to Officers to amend the implementation condition (no1) in line with any new legislation arising from the planning bill currently going through Parliament;
- (ii) subject to amendment to library contribution as outlined on the schedule of communication; and
- (iii) the applicant entering in to a legal agreement to secure the contributions outlined in Appendix 1 to the report (subject to (ii) above).

Councillor	Vote
R. Blaney	For
L. Brazier	Against
M. Brock	For
M. Brown	Against
L. Dales	For
M. Dobson	Apologies for absence
L. Goff	Against
R. Holloway	Against
J. Lee	Apology for absence
P. Rainbow	For
M. Skinner	For
T. Smith	Against
I. Walker	For
K. Walker	For
Y. Woodhead	For

212 GROVE BUNGALOW, BARNBY ROAD, NEWARK-ON-TRENT 19/02158/OUTM

The application was withdrawn from the agenda.



213 FORMER STABLES, ROLLESTON MILL, ROLLESTON, NEWARK 19/01022/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission to undertake work to the historic stable building in order to convert it to a residential dwelling. The proposal included the removal of the existing modern timber stable block and reconstruction of an extension in its place that would be linked to the historic stable building with a glazed link. Access would be provided to the site across the unmanned level crossing to the south of the site. Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development.

Members considered the application and the Chairman commented that he welcomed the report, the application had been deferred from the September 2019 Planning Committee to enable the applicant to undertake a viability appraisal of the previously approved application and discuss this application with the Case Officer in consultation with the Conservation Officer to come to a satisfactory conclusion in terms of conservation of a historic building. Members confirmed that they approved the new layout which was sympathetic to the building.

AGREED (unanimously) that planning permission be approved, subject to the conditions and reasons contained within the report.

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

214 FRIARY FIELDS RESIDENTIAL NURSING HOME, 21 FRIARY ROAD, NEWARK ON TRENT 20/00579/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought permission for the change of use of the building from a Residential Institution (Use Class C2) to Large House in Multiple Occupation (Use Class Sui-Generis) (HMO). Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from Neighbours/Interested parties; Councillor Mrs G Dawn – Local Ward Member; and the Planning Case Officer. The Senior Planning Officer read out the Local Ward Members comments.

Councillor L Geary on behalf of Newark Town Council spoke against the application in accordance with the views of Newark Town Council, as contained within the report.

Members considered the application and it was commented that the car parking provision was wholly inadequate, with thirteen car parking places for thirty-three proposed bedrooms. The inadequate car parking could displace parking to areas already suffering from congestion as a result of the over-intensification of the site. The loss of trees which are beneficial to the street-scene was also commented upon and the impact arising from overlooking from the windows along northern boundary causing a loss of privacy. Concerns were also raised regarding the sharing of bathroom facilities and it was felt that en-suite facilities should have been included.

The Senior Planning Officer confirmed that the privacy to windows to the North of the site could be conditioned requiring obscure glazing. Members felt that any condition to obscure glaze any windows would be detrimental as they would be bedroom windows and not bathroom windows

A vote was taken to approve planning permission, which was unanimously lost.

AGREED (unanimously) that contrary to Officer recommendation planning permission be refused on the grounds of wholly inadequate car parking provision which could displace parking to areas already suffering from congestion as a result of the over-intensification of the site, loss of trees which are beneficial to the street-scene and impact arising from overlooking from windows along northern boundary causing a loss of privacy.

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	Apology for absence
L. Goff	For
R. Holloway	For
J. Lee	Apology for absence
P. Rainbow	For
M. Skinner	For
T. Smith	For
I.Walker	For

K. Walker	For
Y. Woodhead	For

215 STONEWOLD, GRAVELLY LANE, FISKERTON 20/00253/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the replacement of the existing bungalow with a two storey 5 bedroom dwelling, with a connected annex and attached triple bay garage. Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the Planning Case Officer recommending an additional condition. Condition 9 to read:

The attached annexe hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the attached host dwelling.

Reason: To prevent the creation of a separate dwelling in a location where new residential development would not normally be permitted.

Councillor A Price on behalf of Fiskerton Parish Council spoke against the application in accordance with the views of Fiskerton Parish Council, as contained within the report.

Members considered the application and it was commented that the proposed dwelling would have an adverse impact upon the character and appearance of the area, including its landscaping setting which together with adjacent development would compound and cumulatively would have a demonstrable harmful impact contrary to policies SP3, DM5 and FCM5(g) of the adopted neighbourhood plan.

Councillor M Skinner informed the Committee that he had not been present for the entire Officer presentation and took no part in the vote.

A vote was taken to approve planning permission, which was unanimously lost.

AGREED (unanimously) that contrary to Officer recommendation planning permission be refused on the following grounds:

- (i) the replacement dwelling by virtue of its height, scale, form and massing would have an adverse impact upon the character and appearance of the area, including its landscaping setting which together with adjacent development would compound and cumulatively would have a demonstrable harmful impact contrary to policies SP3, DM5 and FCM5(g) of the adopted neighbourhood plan.
- (ii) the proposed replacement 1.5 storey dwelling would, by

virtue of its significant increase in scale, mass, form and layout compared to the existing single storey bungalow, represent an incongruous development that would fail to reflect the established character and setting of the streetscene and edge of countryside area in which it is located. The development would be highly prominent when travelling towards Fiskerton from the south along Main Street representing an inappropriate transition between the countryside and the village. The development at the adjoining site is not considered to represent an appropriate material consideration that supports this proposal. Overall the proposal is considered to be contrary to the National Planning Policy Framework, policies SP3 (Rural Areas) of the Newark and Sherwood Amended Core Strategy 2019, DM5 (Design) and DM8 (Development in the Countryside) of the Allocations and Development Management Development Plan Document 2013 and FCM5 of the Fiskerton Cum Morton Neighbourhood Plan 2019 which together form the up-to-date and adopted Development Plan.

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

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	For
M. Brock	For
M. Brown	For
L. Dales	For
M. Dobson	Apology for absence
L. Goff	For
R. Holloway	For
J. Lee	Apology for absence
P. Rainbow	For
M. Skinner	Took no part in the vote
T. Smith	For
I. Walker	For
K. Walker	For
Y. Woodhead	For

216 APPEALS LODGED

AGREED that the report be noted.

217 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 4.17 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 4 August 2020 at 2.00 pm.

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

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

APOLOGIES FOR ABSENCE: Councillor J Lee (Committee Member) and Councillor T Smith  
(Committee Member)

### 218 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

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

Councillor Mrs M Dobson declared a personal interest in Agenda Item No. 8, Orchard Stables, Cottage Lane, Collingham (20/00550/FUL) as she knew the applicant.

Councillor M Skinner declared a personal interest in Agenda Item No. 12, Dukeries Leisure Centre, Dukeries Complex, Main Road, Boughton (20/01069/FUL) as he was a Director of Active4Today.

All Members of the Planning Committee declared personal interests in Agenda Item No. 12, Dukeries Leisure Centre, Dukeries Complex, Main Road, Boughton (20/01069/FUL) as they were Members of the Council.

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting which was to be webcast.

### 220 MINUTES OF THE MEETING HELD ON 30 JUNE 2020

AGREED that the minutes of the meeting held on 30 June 2020 were approved as a correct record of the meeting, to be signed by the Chairman.

### 221 FLOWSERVE PUMP DIVISION, HAWTON LANE, BALDERTON 19/00854/OUTM (MAJOR)

The Committee considered the report of the Business Manager – Planning Development, which sought outline consent for a residential scheme of up to 322 dwellings with associated areas of public open space; green and drainage infrastructure. The proposal was for 100% market dwellings and the application has been submitted on the basis of all matters except access being reserved. Members considered the presentation from the Planning Officer, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the following: the Agent; Sports England; the Applicant; Planning Case Officer; the adjacent land owner; and Nottinghamshire County Council Education.

Councillor Mrs L Hurst on behalf of Balderton Parish Council spoke in support on of the application on balance, in accordance with the views of Balderton Parish Council, as contained within the report.

Members considered the application and it was commented that brownfield sites were normally ideal sites for development, the primary concern regarding this site was the viability of the development and the lack of sufficient developer contributions as a result of the high abnormal costs associated with redeveloping this Brownfield site. Members noted that as a result of the applicant splitting the outline application from the Remediation consent that the benefits of the remediation/de-contamination of the site, flood alleviation works and ecological enhancement had already been secured. Members did not challenge the cost of the remediation works (or their inclusion within the viability assessment) but considered only some weight (rather than full weight) could be given to the benefits of the works secured through the remediation consent. The proposal was considered to represent unsustainable development contrary to the development plan by virtue of the inability to provide appropriate level of infrastructure/contributions in respect of affordable housing, community facilities, health, libraries, open space and transport. The proposal would also be contrary to the NPPF which requires a provision of 10% affordable housing. These compromises, and thus harm, were not considered to be outweighed by the benefit of regenerating brownfield land in this instance.

The provisions of the NPPF were fully considered by Members but the amount of weight being attached to redeveloping brownfield land, when not all community benefits are being provided alongside the remediation having been secured through a previous application, is limited and was thus not considered to overcome the harm identified.

(Councillor M. Brock was not present for the duration of the Officer presentation and took no part in the discussion or vote).

A vote was taken to approve planning permission and unanimously lost.

AGREED (unanimously) that contrary to Officer recommendation outline planning permission be refused on the grounds that the proposal would represent unsustainable development contrary to the development plan by virtue of the inability to provide appropriate level of infrastructure/contributions in libraries, open space and transport. The proposal would also be contrary to the NPPF which requires a provision of 10% affordable housing.

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	Not present for the duration of the Officer presentation
M. Brown	For
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	Apologies for absence
P. Rainbow	For
M. Skinner	For
T. Smith	Apologies for absence
I. Walker	For
K. Walker	For
Y. Woodhead	For

222 GROVE BUNGALOW, BARNBY ROAD, NEWARK-ON-TRENT 19/02158/OUTM (MAJOR)

The Committee considered the report of the Business Manager – Planning Development, which sought outline planning permission with all matters reserved, except for the means of access, for residential development. The quantum of development was originally for up to 20 dwellings but during the application process had been reduced to a maximum of 19 dwellings. Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

The Chairman requested that ‘unless otherwise agreed with the Chair, Vice Chair and Business Manager for Planning Development’ should be removed from part b) of the recommendation. Failure to secure a section 106 agreement within a four month period would result in a refusal on grounds that the scheme fails to secure an appropriate drainage scheme and developer contributions.

Members considered the application and it was commented that this would double the dwellings on Barnby Road and it had not been demonstrated that the maximum quantum of development proposed would be in keeping with the character or density of development in the surrounding area. Members felt the proposal was considered to represent over intensive development of the site and would lead to a cramped development compared with surrounding plot sizes with a consequential detrimental impact on the visual amenity of the area. Furthermore it was considered that the cramped nature of development did not minimise the loss of trees and hedgerows. The developer had also failed to secure an appropriate drainage solution and there was a lack of other contributions through the Section 106.

A vote was taken to approve planning permission and lost with 6 votes for and 7 votes against.

AGREED (with 7 votes For and 6 votes Against) that contrary to Officer recommendation planning permission be refused on the following grounds:



- (i) It has not been demonstrated that the maximum quantum of development proposed would be in keeping with the character or density of development in the surrounding area. As such, the proposal was considered to represent over intensive development of the site and would lead to a cramped development compared with surrounding plot sizes with a consequential detrimental impact on the visual amenity of the area. Furthermore it was considered that the cramped nature of development does not minimise the loss of trees/hedgerows; and
- (ii) Failure to secure an appropriate drainage solution and lack of other contributions through a S106.

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

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

## 223 LAND AT LATIMER WAY, OLLERTON 19/02279/OUTM

The Committee considered the report of the Business Manager – Planning Development, which sought outline planning permission for the change of use of the Prospect House building from office use (Class B1(a)) to 17 Apartments (Class C3) (Phase 1) and the erection of an apartment block for up to a maximum of 26 Apartments (Phase 2) (with all matters reserved). Members considered the presentation from the Planning Officer, which included photographs and plans of the proposed development.

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

The Planning Case Officer, following a review of the conditions recommended some minor amendments as contained in the schedule of communication, to conditions 3 and 4 as follows in addition to changing informative 3:

## Conditions

3

Any details submitted in relation to reserved matters for landscaping shall include a schedule (including planting plans and written specifications, cultivation and other operations associated with plant and grass establishment) of trees, shrubs and other plants, noting species, plant sizes, proposed numbers and densities. The scheme shall be designed so as to enhance the nature conservation value of the site, including the use of locally native plant species and shall include details of a management plan. The approved details shall thereafter be implemented in accordance with the requirements of the reserved matters.

Reason: In order to ensure the landscaping of the site promotes biodiversity on the site in accordance with the aims of Core Policy 12 of the Newark and Sherwood Core Strategy (2019).

4

The development hereby permitted authorises the conversion of Prospect House as identified on the Proposed Site Plan (19 / 2242 /(00)A/003 Rev. B) in Phase 1 to accommodate no more than 17 residential units and the erection of no more than 26 residential units within Phase 2 of the site as demarcated on the Amended Proposed Phasing Plan (19 / 2242 /(00)A/004 Rev. A). For the avoidance of doubt Phase 2 shall not commence until Phase 1 has been commenced.

Reason: To define the planning permission.

## Informative

3

This application has been the subject of discussions during the application process to ensure that the proposal is acceptable. The District Planning Authority has accordingly worked positively and pro-actively, seeking solutions to problems arising in coming to its decision. This is fully in accordance with Town and Country Planning (Development Management Procedure) Order 2015 (as amended).

Members considered the application and it was commented that Prospect House had been left vacant for one year but hadn't been put forward for further office use and should have been replaced with another business, as this was a good location for businesses. Parts of the adjacent energy village were currently residential with a lot of vacancies, 70% of the energy village was occupied and the rest was on the market. It was commented that this property would be facing onto an industrial site with no open green space. The site was considered over-intensification as half of the car park would be used to create the new unit, which Members considered was not required due to the current vacant properties. The road network around this site was already heavily congested and the change of use would take away jobs in the area, however Members noted the fall-back position that Prospect House could change use to residential under permitted development and that consent had already been granted for this. There would be insufficient car parking given that there was only one parking place per unit but Members acknowledged this was a reserved matter. Other Members felt that given the current economic climate the country was facing due to

Covid-19, more businesses would be affected and similar schemes would be submitted. Members felt that it was a shame that this area of business regeneration was being changed.

AGREED (with 9 votes for and 4 votes against) that planning permission be approved, subject to the following:

- (i) conditions and reasons contained within the report, with the amendments to conditions 3 and 4 and the Informative 3 as contained in the schedule of communication and as detailed above; and
- (ii) the completion of a S106 Agreement also contained within the report.

Councillor	Vote
R. Blaney	For
L. Brazier	Against
M. Brock	For
M. Brown	Against
L. Dales	For
M. Dobson	Against
L. Goff	For
R. Holloway	For
J. Lee	Apology for absence
P. Rainbow	For
M. Skinner	For
T. Smith	Apology for absence
I. Walker	For
K. Walker	Against
Y. Woodhead	For

224 ORCHARD STABLES, COTTAGE LANE, COLLINGHAM 20/00550/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use of land to site up to six wigwam pods, one manager’s office with storage, biodisc tank, landscape bund and associated infrastructure. Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the Planning Case Officer, suggesting minor amendments to the following conditions:

Conditions

10 - Ecology

No building on site shall be first occupied until details including location of a hedgehog house and a bird nest boxes and any other ecological enhancement, have been

submitted to and approved in writing by the local planning authority. The hedgehog houses/nest boxes and the approved ecological enhancement scheme shall then be installed prior to first use or in agreement with a timeframe to be arranged, in accordance with the approved details and retained thereafter for the lifetime of the development unless otherwise agreed in writing by the local planning authority.

Reason: In the interests of maintain and enhancing biodiversity.

#### 14 – Further uses/PD

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 3 of the Order.

Reason: To ensure that the local planning authority retains control over future uses of the site normally permitted under the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any amending legislation).

Councillor M. Davies on behalf of Collingham Parish Council spoke in support of the application in accordance with the views of Collingham Parish Council, as contained within the report.

Members considered the application and it was commented that Cottage Lane was too narrow for the additional traffic this site would generate, given that people walk and cycle down Cottage Lane which had no pedestrian foot paths. The proposal would take the character away from Cottage Lane and the surrounding area. There was also no proven need for this business in this location. There was already three Bed and Breakfast businesses and a substantial caravan site in the village. The site would also generate noise of which the Environmental Health Officers had commented upon within the report and suggested noise monitoring. Other Members commented that the Parish Council was in support of the application. The existing business was in the open countryside and the applicant was trying to diversify. The vehicle movements would replace those of the previous business. This proposal may also support the local economy. It was also commented that a possible bike hire provision would be good and would support Sustrans. The Senior Planning Officer confirmed that permitted development rights could be removed and included in condition 14. A condition regarding the playing of music after 22:00 hours was not unreasonable and a 30mph restriction on Cottage Lane could be included as an informative.

A vote was taken to approve planning permission and lost with 3 votes for and 10 votes against.

AGREED (with 9 votes For 3 votes Against and 1 Abstention) that contrary to Officer recommendation planning permission be refused on the following grounds:

The proposal does not represent sustainable rural tourism in the open countryside with an identified need and is unacceptable in terms of its impacts on local infrastructure and amenity noting the narrow nature of Cottage Lane contrary to CP7 and DM8.

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	Against
L. Brazier	For
M. Brock	For
M. Brown	For
L. Dales	Against
M. Dobson	For
L. Goff	Against
R. Holloway	For
J. Lee	Apology for absence
P. Rainbow	For
M. Skinner	Abstention
T. Smith	Apology for absence
I. Walker	For
K. Walker	For
Y. Woodhead	For

In accordance with Rule No. 30.1, the Chairman indicated that the time limit of three hours had expired and a motion was proposed and seconded to continue the meeting.

AGREED (unanimously) that the meeting continue.

## 225 FIELD REFERENCE 0683 OFF LOW STREET, COLLINGHAM 20/00556/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the erection of one greenhouse and one shed adjacent to the eastern boundary of the site. The sheds were intended to serve the agricultural use of the site as a market garden. Members considered the presentation from the Planning Officer, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from Historic England.

Members considered the application and it was commented that Collingham Parish Council had unanimously objected to this application due to the amount of vandalism which had taken place on this site. The burnt out caravan had been removed from the site. The applicant had reduced the size of the summer house which was now described as a greenhouse. The hedgerows were very overgrown around the side of the proposed site and needed to be maintained. Some Members raised concern that the views from the adjacent church would be affected should the proposed application be granted. The site flooded and markers displaying where flood waters had reached previously could be found on the church wall. The safety around flooding was raised and the risk of the sheds floating away. Other Members commented that this site had previously been a market garden and the applicant should be supported by bringing this site back into use, which would also bring business into Collingham. This was subject to the hedge being maintained to a

reasonable height to screen the proposed buildings from outside of the site and the unkempt area being made clean and tidy. It was further commented that unkempt areas attract anti-social behaviour and the proposed business may resolve that problem.

(Councillor Mrs Y Woodhead left the meeting during the presentation and took no part in the vote).

AGREED (with 11 votes for and 1 abstention) that planning permission be approved, subject to an additional informative requesting the hedge be maintained at a reasonable height to screen the proposed buildings from outside of the site.

Councillor	Vote
R. Blaney	For
L. Brazier	For
M. Brock	For
M. Brown	For
L. Dales	Abstention
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	Apology for absence
P. Rainbow	For
M. Skinner	For
T. Smith	Apology for absence
I. Walker	For
K. Walker	For
Y. Woodhead	Did not take part in the vote.

## 226 THE HOMESTEAD, MAIN STREET, EDINGLEY 20/00659/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of a single storey residential dwelling and associated works. Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

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

Councillor D Poole on behalf of Edingley Parish Council spoke in support of the application in accordance with the views of Edingley Parish Council, as contained within the report.

Members considered the application and it was commented that an application had already been approved for a two bedroomed bungalow on this site. This application was requesting a three bedroomed bungalow, which would have the appearance of a barn. The bungalow would be occupied by a young family which would add to the local community. Concern was raised regarding the privacy of the adjacent neighbours, which would include three properties. The residents of Thorney House

wanted to retain their conifers. It was therefore suggested that the velux window on the south-east elevation be obscure glazed and further details be added regarding the boundary treatment to satisfy the retention of the conifers.

(Councillor Mrs Y Woodhead was not present for the duration of the presentation and took no part in the vote).

AGREED (unanimously) that planning permission be approved, subject to the conditions and reasons contained within the report and the additional conditions as follows:

- (i) obscure glass to the south-east velux window;
- (ii) details of boundary treatments.

Councillor	Vote
R. Blaney	For
L. Brazier	For
M. Brock	For
M. Brown	For
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	Apology for absence
P. Rainbow	For
M. Skinner	For
T. Smith	Apology for absence
I. Walker	For
K. Walker	For
Y. Woodhead	Was not present for duration of presentation.

227 LAND AT OLLERTON ROAD, EDWINSTOWE 20/00999/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the resubmission for the development of one temporary construction access point. Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Members considered the application and it was commented that the application did not comply with Policy DM5 – Safe and inclusive access to development. The access was too close to the village of Edwinstowe and should not be allowed on the grounds of highway safety, as cars would be travelling at speed which may cause an accident should vehicles be entering/exiting the site using this proposed access. It was felt that the spine dual carriage way road should be used as a single point of access/egress. Having two entrances to the site would have security implications and would also create further work for the developer in terms of keeping the main road clean.

Other Members considered the Planning Case Officers comments that if the application was refused the scheme would be delayed which would impact on the improvements to the Ollerton roundabout. It was also noted that no objection had

been received to the application from the Local Highways Authority subject to conditions relating to an extension of the 30mph speed limited, measures to prevent deposit of debris on the adjacent highway and removal / reinstatement with a permanent pedestrian link within 5 years.

(Councillors L. Dales and P. Rainbow were not present for the duration of the presentation and took no part in the debate or vote).

AGREED (with 6 votes For and 5 votes Against) that planning permission be approved, subject to the conditions contained within the report.

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	Against
M. Brock	For
M. Brown	Against
L. Dales	Was not present for duration of presentation
M. Dobson	Against
L. Goff	Against
R. Holloway	For
J. Lee	Apology for absence
P. Rainbow	Was not present for duration of presentation
M. Skinner	For
T. Smith	Apology for absence
I. Walker	For
K. Walker	For
Y. Woodhead	Against

228 DUKERIES LEISURE CENTRE, DUKERIES COMPLEX, MAIN ROAD, BOUGHTON 20/01069/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought full planning permission to extend the existing leisure centre through the erection of a swimming pool building and associated facilities including a unisex changing facility; plant room and an enhanced entrance and circulation area. The swimming pool itself would measure 20m x 10m and be positioned to the eastern elevation of the building within the existing car park. The total floor area would be approximately 685m<sup>2</sup> and would occupy the space taken by 42 of the existing car parking spaces. Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Members considered the application acceptable.

(Having declared a personal interest regarding this application, Councillor M Skinner did not take part in the discussion or vote).

AGREED (unanimously) that planning permission be approved, subject to the conditions and reasons contained within the report.



<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	For
M. Brock	For
M. Brown	For
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	Apology for absence
P. Rainbow	For
M. Skinner	Did not vote
T. Smith	Apology for absence
I. Walker	For
K. Walker	For
Y. Woodhead	For

229 APPEALS LODGED

AGREED that the report be noted.

230 APPEALS DETERMINED

AGREED that the report be noted.

231 AMENDMENTS TO THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (ENGLAND) ORDER 2015 AND TOWN AND COUNTRY PLANNING (USE CLASSES) ORDER 1987

The Committee considered the report of the Director of Growth & Regeneration which provided an update on the recently published Statutory Instruments (SI).

- SI 2020 No. 632 - The Town and Country Planning (Permitted Development and Miscellaneous Amendments) (England) (Coronavirus) Regulations 2020 which has extended and introduced new permitted development rights.
- SI 2020 No. 755 - The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020 also introducing new permitted development rights.
- SI 2020 No. 757 - The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 which has made a number of quite significant changes to the Use Class Order.
- SI 2020 No. 756 - The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 3) Order 2020 which has also introduced new permitted development rights.

Each of these new instruments had significant impacts in terms of planning, although like the majority of permitted development rights, there were a number of restrictions.

It was also reported that other statutory instruments relating to planning had been implemented following the Covid-19 outbreak, four of which were reported of particular interest, as follows:

- SI 2020 No. 505 - The Town and Country Planning (Development Management Procedure, Listed Buildings and Environmental Impact Assessment) (England) (Coronavirus) (Amendment) Regulations 2020.
- SI 2020 No. 412 - The Town and Country Planning (General Permitted Development) (Coronavirus) (England) (Amendment) Order 2020.
- SI 2020 No. 330 - The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2020.
- SI 2020 No. 781 - The Community Infrastructure Levy (Coronavirus) (Amendment) (England) Regulations 2020.

A Bill had also been progressing through Parliament – Business and Planning Bill which gained Royal Assent on 22 July. The Business and Planning Act introduced, inter alia, amendments in relation to construction working hours and extension of time periods for commencement of developments for certain planning permissions. Guidance had also been issued on 14 July aimed at supporting the cultural and tourism sector. In relation to caravan, campsite or holiday parks which were limited by planning conditions, the guidance encouraged the extension of the open season into the winter. It encouraged owners to speak to the planning authority prior to submitting an application.

Members suggested a meeting or training session take place at the end of August or early September 2020, to inform them of the changes to planning legislation.

AGREED (unanimously) that:

- (a) the report be noted;
- (b) further changes to legislation will be reported to a future meeting of the Planning Committee; and
- (c) a meeting or training session take place at the end of August or early September 2020, to inform Members of the Planning Committee of the changes to planning legislation.

Meeting closed at 6.21 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **Planning Committee** Broadcast from Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 8 September 2020 at 2.00 pm.

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

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

### 232 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

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

Councillor Blaney declared a personal interest in Agenda Item No.9 – Garage Off Bull Yard, Southwell (20/00886/FUL), as the objector as referred to in the Schedule of Communication, was a fellow trustee of a local charity.

Councillor Mrs Dobson declared a personal interest in Agenda Item 5 - P.A.Freight Services Ltd., International Logistics Centre, Park House, Farndon Road, Newark (11/01300/FULM), she was known to the occupier of property to the rear of the site.

Councillor J Lee declared personal interests in Agenda Items 5 – P.A.Freight Services Ltd., International Logistics Centre, Park House, Farndon Road, Newark (11/01300/FULM), the applicant was a personal friend. Agenda Item 6 – Chapel Farm, Newark Road, Wellow (20/00593/FUL) the applicant was an old personal friend.

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting which was to be webcast.

### 234 MINUTES OF THE MEETING HELD ON 4 AUGUST 2020

AGREED that the minutes of the meeting held on 4 August 2020 were approved as a correct record of the meeting, to be signed by the Chairman.

### 235 P.A. FREIGHT SERVICES LTD., INTERNATIONAL LOGISTICS CENTRE, PARK HOUSE, FARNDON ROAD, NEWARK ON TRENT (11/01300/FULM)

The Committee considered the report of the Business Manager – Planning Development, which sought full planning permission for the re-configuration of access arrangements to the existing freight yard and provision of new parking and turning area for commercial vehicles. The issue of a lorry park at this location has been a very long and complex issue, primarily as a result of the existing PA Freight access onto the

B6166 being made unsafe by the construction of the new A46 Farndon Roundabout which had taken a number of years to resolve. Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the following: Planning Case Officer; Neighbours; the Agent; Highways England; the Applicant's Agent; Nottinghamshire Wildlife Trust; Independent Facilitator Direct DLCC Ltd; and the Applicant.

The Business Manager – Planning Development informed Members that if they were minded to approve the application, condition 3 should be removed as Highways England had advised that they would be undertaking this work. Condition 10 to be amended as below. Consultations had taken place yesterday with the neighbouring properties with a deadline for any material issues to be submitted by the 29 September 2020, if there were any material issues the application would be reported back to the Planning Committee.

Condition 10 (landscape implementation) be amended to be more explicit in relation to the 'existing paved area to be broken out and returned to a field' as follows:

The approved landscaping (required by the condition above) shall be completed as follows:

1. The existing paved area shown on Drawing No 021D shall be broken out and removed from site (in accordance with the details required by the condition above) prior to the first use of the 'proposed new PA Freight Lorry Park'.
2. All other landscape works (required by the condition above) shall be completed during the first planting season following the commencement of the development, or such longer period as may be agreed in writing by the Local Planning Authority. Any trees/shrubs which, within a period of five years of being planted die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

Councillor K Girling – Local Ward Member (Castle) spoke against the application on the grounds that it was difficult to understand that nine haulage vehicles would not have a visual impact and felt that this should not be allowed. There was a lorry park within one mile which had all amenities, the lorry park element to this application should be refused.

Members considered the application and it was commented that a meeting with the applicant had taken place some years ago with the former Chief Executive and Leader of the Council at that time. The meeting resolved that the operation taking place at this site would be better located on an industrial estate, temporary planning consent was approved in 2015 to allow the applicant time to find a suitable location. The application before the Committee today was in two parts, the re-configuration of access arrangements to the existing freight yard and provision of new parking and turning area for commercial vehicles. The access arrangements had taken eight years

to resolve with Highways England. Members commented that due to the close proximity of an overnight lorry park with all amenities no overnight parking should be permitted on this site and the previous condition to prevent this should remain in place. This land was part of the open break between Newark and Farndon and the advice taken from the Local Development Framework Task Group was that area of land should remain an open break. Members proposed an amendment that no parking should take place in the parking area from 18:30 until 08:00hours.

(Councillor Mrs L Dales entered the meeting during the Officers presentation and took no part in the debate or vote).

AGREED (with 8 votes For, 4 votes Against and 1 Abstention) that full planning permission be approved subject to the following:

- (i) the conditions contained within the report with the deletion of Condition 3;
- (ii) amendment of Condition 10 in accordance with the Schedule of Communication;
- (iii) no new material issues, if so the application be reported back before the Planning Committee; and
- (iv) a condition to be included to prevent overnight lorry parking in the replacement parking area during the hours of 18:30 until 08:00hours for the reason of protecting the visual appearance/impact of the open break and overnight parking can be accommodated elsewhere.

236 CHAPEL FARM, NEWARK ROAD, WELLOW (20/00593/FUL)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for 8no. holiday lets and ancillary swimming pool to the north east of the 13no. holiday lets (currently under construction) which were allowed on appeal under application 16/01638/FULM. The proposed development would be an expansion of this development. Members considered the presentation from the Business Manager - Planning, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the following: the Planning Case Officer; Severn Trent Water; the Agent; Wellow Residents; Local Resident; and Environmental Health.

The Planning Case Officer recommended an additional condition that the swimming pool was only to be used incidentally for the benefit of the occupiers of the holiday accommodation on site and not separately; in order to control the intensity of use and ensure it remains sustainable and appropriate for its context/location as per the schedule of communication.

Members considered the application and it was commented that Wellow Parish Council were against this development. The Local Ward Member commented that Wellow was a very unique village with lots of heritage and tradition. Residents were

concerned that this development would have a detrimental effect on that heritage/tradition and would create noise nuisance. Concern was also raised regarding the track accessing the proposed site which was not suitable for vehicles. The proposed swimming pool may also cause damage to the water infrastructure and overwhelm the water pipes in that area which were reported of poor quality. Members commented on the poor road infrastructure around and through Wellow village, especially when an accident had occurred on the A1, which diverted traffic through the village. Other Members commented that the festivals that took place at this site included up to three hundred movements, six times a day on that track, eight further movements would not make any difference.

A vote was taken and lost to approve planning permission with 3 votes For and 11 votes Against.

AGREED (with 11 votes For and 3 votes Against) that contrary to Officer recommendation full planning permission be refused on the grounds of cumulative impact due to scale of the development that would ensue on the village including upon the highway network and amenity. Authority to be delegated to the Business Manager – Planning Development in consultation with the Planning Committee Chairman, Vice-Chairman and local member to finalise the precise wording of the decision before issue.

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	Against
L. Brazier	For
M. Brock	For
M. Brown	For
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	Against
P. Rainbow	For
M. Skinner	Not Present
T. Smith	For
I. Walker	Against
K. Walker	For
Y. Woodhead	For

## 237 BRICKFIELD FARM, HOCKERTON ROAD, KIRKLINGTON (20/01159/FULM)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for a new farm shop and tearoom, including ancillary accommodation and additional car parking facility. Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

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

Members considered the application and it was commented that this was a thriving business and had merits for expansion. The development however would encroach onto the countryside and farming land and may cause increased traffic on the A617. It was commented that the proposed building would not be visible from the road as it would be built behind the current farm shop. The materials had been chosen sympathetically. The nature of a farm shop was to be in a rural setting. The shopping habits of the consumer were changing due to the global pandemic and Members needed to support independent businesses. It was commented that during the global pandemic local people could not get fresh fruit and vegetables, Maxey's Farm shop however offered a delivery service during the pandemic. The proposed expansion would create fifteen local jobs. Members considered how they might control the use from being an inappropriate open retail use not linked to the farm business and hours of opening if they were minded to approve.

A vote was taken to Refuse planning permission and lost with 4 votes For and 10 votes Against

**AGREED** (with 11 votes For and 3 votes Against) that contrary to Officer recommendation full planning permission be approved subject to reasonable conditions delegated to the Business Manager – Planning Development in consultation with the Planning Committee Chairman, Vice-Chairman and two Local Ward Members before issue taking account of those proposed by consultees, standard conditions and conditions that limit use to farm shop under new class E, hours of operation from 8am until 8pm.

The reason for approval was on the grounds of expansion of an existing business and contribution to the local economy and employment.

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

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	For
M. Brock	Against
M. Brown	For
L. Dales	Against
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	Against
P. Rainbow	For
M. Skinner	Not Present
T. Smith	For
I. Walker	For

K. Walker	For
Y. Woodhead	For

238 LAND NORTH OF ESTHER VARNEY PLACE, NEWARK ON TRENT (19/02214/FULM)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for ten dwellings. Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development.

Members considered the application and whilst Members would like to see this neglected piece of land developed and were in support of affordable housing, the proposed development was considered too close to the railway line and industrial park which would have noise implications and the houses were too small.

AGREED (with 13 votes For and 1 vote Against) that full planning permission be refused for the reason contained within the report.

239 GARAGE OFF BULL YARD, SOUTHWELL (20/00886/FUL)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission to demolish the existing garage and construct a replacement building to comprise a small holiday let with one parking space. Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Members considered the application and whilst Members recognised the benefits to the district through attracting tourism which this proposal would bring, they noted that Southwell Town Council and the Civic Society both opposed the development. This part of Southwell was considered to be very active with a mix of both pedestrians and vehicles and was very congested. It was commented that as there was no turning head, vehicles would have to reverse onto Queen Street which would be very dangerous. It was considered that the proposed development would only exasperate the traffic problem in this location.

A vote was taken to approve planning permission and lost with 2 votes For and 12 votes Against.

AGREED (with 12 votes For and 2 votes Against) that contrary to Officer recommendation full planning permission be refused for the following reasons:

- (i) over intensive development and Highway Safety; and
- (ii) the precise wording for refusal be delegated to the Business Manager-Planning Development in consultation with the Planning Committee Chairman, Vice-Chairman and Local Ward Members.

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	For
L. Goff	Against
R. Holloway	For
J. Lee	For
P. Rainbow	For
M. Skinner	Absent
T. Smith	For
I. Walker	For
K. Walker	Against
Y. Woodhead	For

In accordance with Rule No. 30.1, the Chairman indicated that the time limit of three hours had expired and a motion was proposed and seconded to continue the meeting.

AGREED (unanimously) that the meeting continue.

(Councillor M Skinner entered the meeting at this point).

240 LAND OFF NORTH GATE, NEWARK ON TRENT (20/00711/S73M)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission to vary Condition 19, to allow unrestricted servicing/delivery times to Retail Units A, B and C, imposed on planning permission 19/01352/S73M. Members considered the presentation from the Planning Officer, which included photographs and plans of the proposed development.

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

Members considered the changes acceptable.

AGREED (unanimously) that full planning permission be approved subject to the conditions contained within the report.

(Councillor T Smith left the meeting).

241 5 CHAUCER ROAD, BALDERTON (20/01312/FUL)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the demolition of an existing garage and erection of a single storey dwelling. Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the

proposed development.

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

Members considered the application and raised concern regarding the busy road surrounding this site. The local school was in short proximity of the site and a popular butcher's shop which made car parking very busy, pedestrian safety was therefore raised. The effect from the proposal on neighbouring properties was also taken into consideration, some Members felt that the bungalow would be overbearing, whilst other Members considered that given the fallback position of a detached games room that didn't need planning permission as established in 2012, the bungalow, which was smaller in footprint, was acceptable. The need for housing was also taken into consideration. It was therefore suggested that if the Committee were minded to approve planning permission Permitted Development rights should be removed preventing additional floors being inserted and an additional condition to prevent construction deliveries between 8am and 9am, or between 2.45pm and 3.30pm, due to the close proximity of the school.

AGREED (with 10 votes For and 4 votes Against) that full planning permission be approved subject to the conditions contained within the report and subject to amendment to condition 7 in respect of Permitted Development rights to ensure the new additional floors cannot be inserted plus an additional condition to prevent construction deliveries between 8am and 9am, or between 2.45pm and 3.30pm due to close proximity of school.

(Councillor M Brown left the meeting).

242 HENDRE COTTAGE, MAIN STREET, EPPERSTONE (20/00565/FUL)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the demolition of existing outbuildings and construction of a two storey rear extension. Members considered the presentation from the Planning Officer, which included photographs and plans of the proposed development.

Councillor R Jackson – Local Ward Member (Dover Beck) spoke in support of the application on the grounds that the footprint for this rear extension does not extend further than what is presently in situ. There are medical reasons which should be taken into consideration regarding this application to allow a family to continue to live in this property. The property is in the middle of the village and the Parish Council are in support of the proposal.

Members considered the application and it was noted that the Conservation Officer had removed objection. On balance due to the need for this extension Members considered the application acceptable.

A vote was taken to refuse planning permission which was unanimously lost.

AGREED (unanimously) that contrary to Officer recommendation full planning permission be approved subject to reasonable conditions and a condition including the single window on the western elevation to be obscure glazed and non-opening up to height of 1.7m. The precise wording of the conditions to be delegated to the Business Manager – Planning Development in consultation with the Planning Committee Chairman, Vice-Chairman and Local Ward Member .

The reason for approval was the proposed development, would fail to comply with Green Belt Policy by virtue of the extent of the extension when taken cumulatively with the previous extension in numerical terms. However, the extension by virtue of being located to the rear of the dwelling and between adjoining built form within Epperstone is not visible within the wider domain and does not detract from the character or setting of the Conservation Area. The proposal is therefore considered acceptable.

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

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	For
M. Brock	For
M. Brown	Not Present
L. Dales	For
M. Dobson	For
L. Goff	For
R. Holloway	For
J. Lee	For
P. Rainbow	For
M. Skinner	For
T. Smith	Not Present
I. Walker	For
K. Walker	For
Y. Woodhead	For

(Councillor Mrs M Dobson left the meeting).

#### 243 ADOPTION OF PLANNING ENFORCEMENT PLAN (PEP)

The Committee considered the report of the Director – Planning & Regeneration, which provided an update regarding adoption of the Council's Planning Enforcement Plan (PEP) which was presented to the Planning Committee prior to being presented to Economic Development Committee on 3 March 2020. In accordance with the recommendation, the PEP was consulted on between 22 June and 31 July. The report responds to the responses received and recommends the Planning Committee support the adoption of the PEP, as amended, by the Economic Development Committee.

It was reported that National Planning Policy Framework (NPPF) stated that effective enforcement was important to maintain public confidence in the planning system. It also made clear that enforcement action was discretionary and local planning authorities should act proportionately in responding to suspected breaches of planning control.

The purpose of the proposed local planning enforcement plan was to provide information on how the Council would respond to suspected breaches of planning control, tackle unauthorised developments and monitor the implementation of planning permissions.

The planning enforcement function played a key role in helping the Council to deliver an effective Development Management service. The team formed part of the development management activity to deliver good community outcomes in line with the Community Plan (2019 – 2023) and Local Plan.

It was proposed to continue with the quarterly reports to Planning Committee setting out a snap shot on the general volumes of planning enforcement cases received and dealt with, along with details of the following:

- An outline of the enforcement activity during the previous quarter which captures the overall split to show the number of cases investigated, how many are found to be a breach of planning or otherwise.
- A summary of formal action taken for that quarter.
- Examples of cases where breaches of planning control have been resolved without formal action having been taken.
- Notices complied with.

The PEP had been written to reflect the Council's commitment to focus on the needs of the Newark and Sherwood community and to reflect the objectives contained within the Community Plan, towards which the planning enforcement service would be at the forefront. The PEP sought to not only provide information as to how the enforcement service would operate and how recorded cases would be prioritised, but also set targets for standards of service that customers could expect to receive from the service.

AGREED (unanimously) that:

- (a) the Planning Enforcement Plan (Appendix 1) and summary document (Appendix 2) to the report, be noted; and
- (b) the plan be presented to Economic Development Committee with a recommendation for adoption and its use in the investigation of planning enforcement investigations.

#### 244 APPEALS LODGED

AGREED that the report be noted.

#### 245 APPEALS DETERMINED

AGREED that the report be noted.

246 SPRINGFIELD BUNGALOW, NOTTINGHAM ROAD, SOUTHWELL - APPEAL COSTS

The Committee considered the report of the Director – Planning & Regeneration, which provided updated Members in respect of the costs applications made in relation to the two planning appeals made following refusal of applications seeking to vary planning conditions at the Planning Committee held on 23 July 2019. The planning applications were 19/00689/FUL and 19/00779/FULM, reasons for refusal were contained within the report.

AGREED (unanimously) that:

- (a) the contents of the report be noted; and
- (b) Members consider the likelihood of a costs award being made when determining applications.

247 Q1 AND Q2 ENFORCEMENT ACTIVITY UPDATE REPORT

The Committee considered the report of the Business Manager – Planning Development, which updated Members regarding the first quarter from 1 January 2020 to 31 March 2020, as well as the second quarter 1 April to 30 June 2020. The report provided an update on cases where formal action had been taken and also included case studies which showed how the breaches of planning control had been resolved through negotiation.

The report presented a snap shot on the general volumes of cases received and dealt with as follows:

- Schedule A outlined the enforcement activity during the quarter which captured the overall split to show of the cases investigated, how many were found to be a breach of planning or otherwise.
- Schedule B detailed a summary of formal action taken since the last report was compiled which in this case was for the quarter(s).
- Schedule C – provided examples of cases where breaches of planning control had been resolved without formal action having been taken.
- Schedule D – Notices complied with.

AGREED (unanimously) that the report be noted.

248 DEVELOPMENT MANAGEMENT PERFORMANCE REPORT

The Committee considered the report of the Business Manager – Planning Development, which updated Members regarding the performance of the Planning Development Business Unit over the three months period April to June 2020. In order for the latest quarter's performance to be understood in context, in some areas data going back to January 2019 was provided. Members had been made aware of the performance of the Planning Enforcement team but have not been provided details on the performance of the rest of the department in terms of numbers and types of

applications received, nor performance in relation to planning appeals.

The data contained within the report demonstrated that the planning department was positively dealing with its customers and aiming to determine applications in a timely manner or subject to time extensions to enable negotiations to take place, leading to grants of permission where appropriate. Over the previous quarter, there had been two vacancies within the team which had successfully been recruited to as well as change in personnel across teams

AGREED (unanimously) that the content of the report be noted.

Meeting closed at 6.15 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Shareholder Committee** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Tuesday, 10 March 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)

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

There were no declarations of interest.

32 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

There were no declarations of intent to record the meeting.

33 MINUTES OF THE MEETING HELD ON 22 JANUARY 2020

The minutes of the meeting held on 22 January 2020 were approved as a correct record and signed by the Chairman.

34 ARKWOOD DEVELOPMENTS - BOWBRIDGE ROAD DEVELOPMENT

The Managing Director - Arkwood was in attendance to present Members with an update regarding the Bowbridge Road Development. Members noted that the planning application had been refused by the Planning Committee of Newark & Sherwood District Council. A re-submission had been developed to address the reasons for refusal regarding drainage and parking, with additional parking spaces allocated and double yellow lines to determine where people would park. The report before Members also detailed progress on the land transfer and loan agreement.

AGREED that the progress with the development and associated loan agreement and land transfer be noted.

35 EXCLUSION OF 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.

36 BOWBRIDGE ROAD UPDATE

The Committee considered the report regarding Bowbridge Road update.

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

37 ARKWOOD DEVELOPMENTS PROGRESS REPORT

The Committee considered the report regarding Arkwood Developments - Progress Report.

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

38 ARKWOOD DEVELOPMENTS- BOWBRIDGE ROAD DEVELOPMENT

The Committee considered the report regarding Arkwood Developments - Bowbridge Road update.

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

39 INTERNAL AUDIT REPORT ACTIONS

The Committee considered the report of the Director - Governance & Organisational Development regarding results of two recent audits on the Council's wholly owned development company and on the Council's companies in general. Both audits had been issued with substantial assurance however three recommendations were given in risk management, ethics and regulatory standards and audit requirements. Actions to address the recommendations were detailed in the report to Members.

AGREED that:

- (a) the Company be formally requested to share its Risk strategy and risk registers with the Council (client officer) on a periodic basis, and that confirmation of the adequacy of the assurance arrangements within the Company will be reported to the Shareholder Committee annually. This will be added to the Forward plan of the committee;
- (b) that the committee review the issue of potential conflicts of interest on a six monthly basis and that this be included in the forward plan for the committee;
- (c) that the Governance Agreement be reviewed to ensure that it contains appropriate requirements around ethical and regulatory standards to accord with CIPFA Good Governance Standard and the transparency code; and
- (d) that the Company to undertake an external audit each year and arrange for annual internal audit reports from 2020/21 onwards.

40 MINUTES OF PREVIOUS BOARD MEETINGS

The minutes of the Arkwood Developments Board meetings held on 2 December 2019 and 27 January 2020 were noted.



Meeting closed at 6.20 pm.

Chairman

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

Document is Restricted

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Shareholder Committee** held in the The Civic Suite - The Civic Suite on Thursday, 16 July 2020 at 3.30 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor L Brailsford, Councillor B Clarke-Smith, Councillor K Girling and Councillor P Peacock

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

There were no declarations of interest.

42 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council, there were no declarations of intent to record the meeting.

43 MINUTES OF MEETING HELD ON 10 MARCH 2020

The minutes of the meeting held on 10 March 2020 were approved as a correct record.

44 EXCLUSION OF PRESS AND PUBLIC

AGREED 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.

45 WATNALL ROAD, HUCKNALL - BUSINESS CASE

The Committee considered the report regarding the Watnall Road Business Case.

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

46 MINUTES OF ARKWOOD BOARD MEETINGS

The minutes of the Arkwood Developments Board meetings held on 24 March, 27 April and 8 June 2020 be noted.

Meeting closed at 4.45 pm.

Chairman

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

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Shareholder Committee** held in the broadcast from Castle House on Tuesday, 15 September 2020 at 5.30 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor B Clarke-Smith and Councillor P Peacock

APOLOGIES FOR Councillor K Girling (Committee Member)  
ABSENCE:

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

There were no declarations of interest.

48 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council, there were no declarations of intent to record the meeting.

49 MINUTES OF THE MEETING HELD ON 16 JULY 2020

The minutes of the meeting held on 16 July 2020 were approved as a correct record.

50 EXCLUSION OF PRESS AND PUBLIC

AGREED 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.

51 ARKWOOD DEVELOPMENTS PROGRESS REPORT

The Committee considered the report regarding the Arkwood Developments Progress report.

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

52 ARKWOOD DEVELOPMENTS RISK REGISTER REPORT

The Committee considered the report regarding the Arkwood Developments Risk Register report.

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

53 MINUTES OF THE ARKWOOD DEVELOPMENT BOARD MEETINGS

The minutes of the Arkwood Developments Board meetings held on 27 July 2020 be noted.

54     DEVELOPMENT OPPORTUNITY- DALE LANE, BLIDWORTH

The Committee considered the report regarding a Development Opprtunity at Dale Lane, Blidworth.

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

In accordance with Section 100(B)(4)(b) of the Local Government Act 1972, the Chairman has agreed to take this item as a late item of business in order to fulfil the Company's timescale to make a bid by 22 September 2020.

Meeting closed at 6.17 pm.

Chairman

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

Document is Restricted

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Councillors Commission** broadcast from the Civic Suite - The Civic Suite on Wednesday, 8 July 2020 at 2.00 pm.

PRESENT: Councillor R Blaney (Chairman)

Councillor L Dales, Councillor Mrs G Dawn, Councillor Mrs L Hurst and Councillor P Peacock

APOLOGIES FOR ABSENCE: Councillor J Lee (Committee Member) and Councillor D Lloyd

ALSO IN ATTENDANCE: Councillor K Girling

### REMOTE MEETING LEGISLATION

The meeting was held remotely, in accordance with the Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) (England and Wales) Regulations 2020.

### 23 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

No declarations of interest were declared.

### 24 MINUTES OF MEETING HELD ON 9 DECEMBER 2019

AGREED that the Minutes of the meeting held on 9 December 2010 be approved as a correct record.

### 25 COUNCIL'S RESPONSE DURING COVID-19 EMERGENCY

The Director – Governance & Organisational Development presented a report which set out the Council's response to the Covid-19 emergency to date, by referencing the report presented to the Policy & Finance Committee on 25 June 2020 and invited the Commission to consider the content of a draft survey aimed at collating Members' experience during the pandemic.

During Covid-19, officers and Members responded rapidly during an unprecedented crisis, with Councillors having a crucial role leading their communities, keeping their residents updated and representing their interests. Remote working and the pressure placed on communities during the pandemic undoubtedly changed the way that Councillors conducted their role. It was proposed to survey all Members on their experiences based around the following four areas:

- What their experiences have been in terms of communications and meetings;
- What feedback can they give about working in their communities during the pandemic, what have they done differently, innovatively and what have they learnt about their role as a community leader;



- Working practices – what are the preferred methods of engaging with community and voluntary groups;
- Health and well-being during this challenging period.

A suggested draft survey was attached as an appendix to the report. It was suggested that to be more effective, surveys with Members would be conducted on a one to one basis with officers from Democratic Services to capture views.

The Commission welcomed the report and thanked officers for the way in which the Council had responded to the crisis. The Chief Executive added that the excellent response had also been attributable to the Members as community leaders. The Commission welcomed the proposed survey of all Members suggesting just one addition to ask if they welcomed the email updates from the Leader of the Council.

AGREED that:

- (a) the Council's response to the Covid-19 pandemic be welcomed and noted; and
- (b) subject to the one addition, the all Member survey be approved, to be undertaken by Democratic Services.

## 26 REVIEW OF JUNE COMMITTEE CYCLE SUSPENSION

The Business Manager – Elections & Democratic Services presented a report which provided a review of the suspension of the June cycle of committee meetings following the outbreak of the Covid-19 pandemic and considered the September cycle following the summer recess.

The decision to suspend all committee meetings (with the exception of the Planning Committee, any licensing hearings or any other committee where there was a pressing need to consider specific business) was taken on 14 April 2020 by the Chief Executive, following consultation with Group Leaders. For those committees that had taken place during the Covid-19 pandemic, these had been held in a virtual manner utilising Microsoft Teams in accordance with the 'The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) (England & Wales) Regulations 2020'.

The report set out proposals for committee meetings to be reinstated following the summer recess. Given it was likely that the Government's social distancing measures would still be in place at that time, it was noted that these meetings would need to be held in the virtual format but this would be subject to review in line with any fresh guidance around social distancing. The Director – Governance & Organisational Development advised that Counsel's opinion had been obtained by the Association of Democratic Services Officers and Lawyers in Local Government which confirmed that 'hybrid' meetings, with some Members meeting together physically whilst others joined remotely, was considered to be unlawful. It was noted that in respect of Full Council Meetings, the decision taken by the Chief Executive under his delegated authority, was not to hold these whilst social distancing measures were in place but this was also to be kept under review.

The report also made reference to a large number of Members, due to the suspension of the June cycle of meetings, that would not have attended a formal Council meeting since the Full Council Meeting held on 9 March 2020 which was just prior to the start of the lockdown provisions. Given there were currently no plans to hold a Full Council Meeting, the Commission were requested to note that the Chief Executive would use his delegated powers to authorise this extended period of absence for those Members to whom this applied.

The Commission discussed the success of the virtual meetings to date and Councillor Blaney referred to the large numbers of the public viewing the live stream of the Planning Committees, which have been held in this way. The Commission did however raise concern over a further proposal within the report for all meetings in the September restart to commence at 2pm and it was suggested that all Members be canvassed for their view on this as part of the wider Covid-19 survey to be conducted by Democratic Services. It was also suggested that Members should also be asked if they wish to receive paper copies of the agendas by post for the virtual meetings to be held in September.

AGREED that the Councillors Commission note and support:

- (a) the reinstatement of those Committees set out in paragraph 3.1 of the report (effectively the September cycle);
- (b) that the start time for the meetings be determined following a canvass of all Members;
- (c) that those Committee meetings be held in a remote manner in accordance with the 2020 Regulations;
- (d) that the Chief Executive will keep the provision of Committee Meetings and Full Council Meetings under review in line with Government guidance in respect of social distancing;
- (e) that the Chief Executive will authorise the continued absence of those Members who have failed to attend a Council meeting for six months in accordance with Section 85 of the Local Government Act 1985; and
- (f) that the Chief Executive will use his delegated authority under Paragraph 7.2.1 of the Constitution to effect (a) to (e) above given there are no current plans to hold a Full Council Meeting.

## 27 PREPARATION FOR RE-OPENING OF CASTLE HOUSE

The Assistant Director – Transformation & Communications gave a PowerPoint presentation to the Commission detailing how officers were preparing and planning for when staff and Members, could return to Council offices, including Castle House. The detailed plans had been developed which ensured that the 2 meter social distancing measures could be adhered to. The plans included additional signage, enhanced cleaning regimes and track and trace procedures. For Members wishing to attend an office, a process was to be set up whereby they speak to Democratic

Services for them to understand who they wished to meet and try to facilitate this digitally if possible. This was due to the restrictions of numbers in offices. The Commission noted that reopening in the way presented would only commence once the current government guidance advising to 'work from home if you can' changed. The Commission noted and welcomed the presentation and requested that all Members be sent a copy in due course.

## 28 MODEL MEMBER CODE OF CONDUCT - LGA CONSULTATION

The Director – Governance & Organisational Development presented a report which invited the Commission to consider how they wished the Council to respond to the LGA's consultation on the Model Code of Conduct. It was noted that the consultation ran until 17 August 2020.

A copy of the draft Model Code of Conduct was attached as an appendix to the report. In addition to updating the Model Code to reflect changes to ways of working and increased use of social media, it was intended to create additional guidance, working examples and explanatory text. The report detailed three main areas of proposed changes in the draft Model Code. Firstly, a widening of the applicability of the Code in that it is proposed it should apply when Members are making public comment, are identifying as a councillor and when it would be reasonable for the public to identify them as acting or speaking as a councillor. Secondly, a clearer steer on the use of social media and online activity and finally, an increase in potential sanctions, which were for serious breaches a bar on chairing advisory or special committees for up to two months and a bar on attending committees for up to two months.

The Commission discussed the new term of 'civility' in the Code as opposed to respect, which was welcomed. The further information on the use of social media was also welcomed as this was the area which caused the greatest number of issues, however it was felt that this was still unclear as when posting on social media the public will always view posts as being sent by councillors acting in an official capacity. The Commission considered that all Members should be regularly updated in respect of requirements of the Code of Conduct.

The Commission considered that given the Leader of the Council and the Leader of the Liberal Democrat Group were not able to attend the meeting the consultation should be sent to individual Members to either respond as individuals or in political groupings and not submit a formal Council response.

AGREED that the Commission note the consultation on the Model Code of Conduct and request that the Director – Governance & Organisational Development send the consultation document to all Members to enable individual responses to be made by those that wish to do so.

## 29 MEMBERS INDEPENDENT REMUNERATION PANEL

The Business Manager – Elections & Democratic Services presented a report which provided an update in respect of convening the Members' Independent Remuneration Panel and set out a draft timetable for the review process.

At their meeting held on 15 October 2019, the Full Council agreed the appointment of the Council's two independent persons, Paul Cox and Sarah Britton onto the Panel. The Full Council also gave delegated authority to the Monitoring Officer, following consultation with the Leader of the Council, to appoint an appropriate Chairman of the Panel. Subsequently, John Shaw had been identified as an appropriate Chairman given his local government financial background covering more than 30 years. It was reported that he had worked for Newark & Sherwood District Council for a period and then Newark and Sherwood Homes, before retiring. In addition, he had sat on the Members' Independent Remuneration Panel for North Kesteven District Council for their last three reviews.

The proposed timetable for the review process was set out in the report with the Full Council due to consider and adopt the Final Recommendations on the Members' Allowances Scheme at their meeting scheduled to be held on 9 February 2021.

AGREED that:

- (a) Members note the progress made in respect of convening a Members' Independent Remuneration Panel;
- (b) Members note the appointment of John Shaw as the Chairman of the Panel; and
- (c) Members support the timetable for the review by the Members' Independent Remuneration Panel.

Meeting closed at 4.00 pm.

Chairman