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**Monday, 7 December 2020**

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

**To all Members of the Council:**

**MEETING: Full Council**

**DATE: Tuesday, 15 December 2020 at 6.00 pm**

**VENUE: Broadcast from the Civic Suite, Castle House,  
Great North Road, Newark NG24 1BY**

**You are hereby requested to attend the above Meeting  
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.

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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 Public
8. In accordance with Rule No. 10 to receive the presentation or the debating of any Petitions from Members of the Council (if any)
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NOTES:

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

# Agenda Item 2

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** Broadcast from the Civic Suite, Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY on Tuesday, 13 October 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 B Clarke-Smith, Councillor M Cope, Councillor Mrs R Crowe, Councillor D Cumberlidge, Councillor Mrs L Dales, Councillor Mrs G Dawn, Councillor Mrs M Dobson, Councillor K Girling, Councillor L Goff, Councillor P Harris, Councillor Mrs R Holloway, Councillor Mrs L Hurst, Councillor R Jackson, Councillor B Laughton, Councillor J Lee, Councillor D Lloyd, Councillor N Mison, Councillor N Mitchell, Councillor P Peacock, Councillor Mrs S Saddington, Councillor M Skinner, Councillor T Smith, Councillor I Walker, Councillor K Walker, Councillor T Wendels and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor Mrs S Michael and Councillor R White

### 77 MINUTES FROM THE MEETING HELD ON 9 MARCH 2020

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.

AGREED (unanimously) that that minutes of the meeting held on 9 March 2020 be approved as a correct record and signed by the Chairman.

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

There were no declarations of interest and the Council noted the interests previously declared by Members in Agenda Item No. 19 - Minutes for Noting.

### 79 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 and Chairman advised that the meeting was being streamed live.

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

The Chairman advised the Council that he had attended socially distanced events commemorating the Battle of Britain, Warsaw Airbridge with Newark Town Council and VE Day with Nottinghamshire County Council.

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

Councillor D. Lloyd, as Leader of the Council, advised Members that the Secretary of State had invited unitary authority proposals from North Yorkshire, Cumbria and Somerset. Therefore, it was unlikely that Nottinghamshire would not be included in the initial tranche of those authorities subject to possible local government reform.

In addition, Councillor D. Lloyd advised Members that Nottinghamshire had been placed on the Government's High Alert level (Tier 2) in response to the Covid-19 Pandemic. In respect of providing guidance he asked all Members to give consistent messages to residents which mirrored those which were being published by the Council.

Councillor K. Girling, as Chairman of the Economic Development Committee, informed Members that the Council had received £95,000 from the Heritage Recovery Fund for the National Civil War Centre.

82 NEWARK & SHERWOOD DISTRICT COUNCIL - COVID-19 UPDATE

The Council considered the report of the Assistant Director - Transformation & Communications which provided a comprehensive 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. The report also provided an outline of how the Council may adapt as a result of Covid-19.

The report included details of the impact of the pandemic on services, the additional work that the Council had undertaken during the period, the support which had been made available for staff, and a high level summary of the plan for transitioning out of Covid-19.

Members expressed their heartfelt thanks to all staff for their hard work in meeting the demands of maintaining services throughout the Covid-19 pandemic.

AGREED (unanimously) that the report be noted as a summary of the pandemic response and recovery since June 2020.

83 COMMUNITY PLAN 2020 - 2023

The Council considered the report of the Assistant Director - Transformation & Communications which presented a refreshed Community Plan for 2020 – 2023 for approval. The Plan had been updated to reflect our community and Council priorities during the Covid-19 pandemic. The refreshed document incorporated numerous examples of community spirit and communities coming together to support one another during the pandemic and included proposals for the continuation of the Council's Humanitarian Assistance Response Team.

The Council noted the following objectives which were included in the refreshed Plan:

- 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 throughout 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 districts natural environment;
- Reduce crime and anti-social behaviour and increase feelings of safety in our communities; and
- Improve the health and well-being of residents.

AGREED (unanimously) that:

- a) the refresh of the Community Plan 2020-2023 be approved; and
- b) in addition to an annual report on progress, performance on the Plan was to be reported into relevant committees. Should any further 'refresh' be required, all Members would be given the opportunity to contribute to any proposed revisions.

#### 84 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 provided an update and sought approval for the Council's revised Medium Term Financial Plan (MTFP) for 2020/21 to 2023/24.

The MTFP provided Members and officers with a clear financial framework for delivering the Council's Community Plan objectives over the next four financial years. 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 had affected all Councils in relation to additional costs and shortfalls in budgeted income. Due to this, it was appropriate to revise the MTFP for that period and update Members with the anticipated position.

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 it was anticipated that the reserve would retain a balance of £0.630m in order to contribute to future shortfalls. However, a number of additional pressures, which were set out in the report and included the erosion of the fees and charges base and additional Covid-19 costs, had now affected that position. There were now potential shortfalls in each of the financial years to 2023/24 which must be funded by the MTFP Reserve. It was reported that by the end of the 2022/23 financial year, currently the reserve would be exhausted and funding would need to be sourced via other means.

However, it was emphasised that the revised position for 2020/21 did 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 there would be a positive impact on the MTFP.

The Council referred to Government financial support resulting from the pandemic and how this support was also required to filter down to town and parish councils.

AGREED (unanimously) that the revised Medium Term Financial Plan for 2020/21 to 2023/24 be approved.

85 TREASURY MANAGEMENT OUTTURN REPORT 2019/20

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which provided an update on the Council’s Treasury Management activity. The Treasury Management Strategy Statement for 2019/20 was approved by the Council on 7 March 2019, and the Outturn report was the last report for the financial year, as required by the CIPFA Code of Practice on Treasury Management. The report had been considered by the Audit and Accounts Committee at their meeting held on 30 September 2020.

AGREED (unanimously) that the Treasury Outturn position for 2019/20 be noted.

(Councillor M. Brown left the meeting after the consideration of this item).

86 AUDIT & ACCOUNTS COMMITTEE ANNUAL REPORT

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which informed Members of the activity undertaken by the Audit and Accounts Committee during the 2019/20 financial year. The report concluded that the Committee had discharged its responsibilities in accordance with the Constitution and had added value through requiring officers to attend Committee where internal audit reports were limited or low.

AGREED (unanimously) that the activity undertaken by the Audit & Accounts Committee during financial year 2019/20 be noted.

87 CHANGES IN COMMITTEE MEMBERSHIP

The Council considered the report of the Chief Executive which proposed changes to the membership of the Planning Committee.

AGREED (unanimously) that Councillors Mrs S. Saddington and Robert Crowe replace Councillors M. Brown and J. Lee on the Planning Committee.

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

The Council considered the report of the Chief Executive which set out proposed changes to Committee remits, and delegation to Chief Officers to affix the Council’s seal to documents.

The proposed changes to committee remits were for policy development and operational decision-making in respect of ICT to be moved from Homes &

Communities into the remit of the Policy & Finance Committee given its strategic importance, and to add to the remit of the Audit & Accounts Committee responsibility for ensuring overview of the Council's collaboration with its external partnerships. In addition, it was proposed that the Shareholder Committee remit be extended to include to receive and review Arkwood Developments' risk management strategy.

In respect of the delegated authority to affix the Council's seal to any document, this was currently delegated to the Chief Executive, Monitoring Officer, Deputy Monitoring Officer and Section 151 Officer. Given the impact of the pandemic and officers being required to work from home, it was proposed to extend this delegation to any Chief Officer as prescribed in the Constitution.

AGREED (unanimously) that:

- (a) the remits of the Homes & Communities and Policy & Finance Committees be revised as set out in the report;
- (b) the remit of the Audit & Accounts Committee be amended as set out in the report;
- (c) the remit of the Shareholder Committee be amended as set out in 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.

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

The Council considered the report of the Director - Planning & Growth which gave Members the opportunity to comment on the Government's Planning White Paper reforms. The Government published two sets of consultations in relation to the planning system on 6 August 2020. These consultations were considered by the Economic Development Committee at their meeting held on 9 September 2020. The proposed District Council response was attached as Appendix A to the report.

AGREED (unanimously) that:

- (a) the proposed consultation response attached at Appendix A to the report be approved for submission to the Government in response to the White Paper consultation; and
- (b) a letter be written to the Secretary of State for Homes, Communities and Local Government, and copied to the Select Committee, setting out the Council's views on the White Paper.

#### 90 URGENCY ITEMS TAKEN DURING THE COVID - 19 PANDEMIC

The Council noted three urgency item decisions, relevant to the Full Council, which had been taken to date during the Covid 19 Pandemic. The urgency decision provision under paragraph 7.2.1 of the Council's Constitution had been widened while Committee meetings were suspended, to include the Leaders of all the political groups of the Council.

The urgency items reported were in relation to:

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

AGREED (unanimously) that the urgency items be noted.

91 MINUTES FOR NOTING

91a POLICY AND FINANCE COMMITTEE - 2 APRIL 2020

91b POLICY & FINANCE COMMITTEE - 25 JUNE 2020

Minute No. 118 - National Civil War Centre Admission Policy Post Covid Lockdown.

Councillor P. Harris requested details of the anticipated loss of income in respect of the National Civil War Centre in 2020/21 and 2021/22.

Councillor D. Lloyd advised that the Economic Development Committee would continue to monitor the position but he would give a written reply giving the details of anticipated loss of income in 2020/21 and 2021/22 as far possible due to the Covid-19 pandemic.

91c ECONOMIC DEVELOPMENT COMMITTEE - 9 SEPTEMBER 2020

91d HOMES AND COMMUNITIES COMMITTEE - 14 SEPTEMBER 2020

Minute No. 51 – Chairman's Report

Councillor B. Laughton referred to an objection made to the strike-off of Newark & Sherwood Homes from the Companies House Register, which effectively meant that the former Directors were still detailed and liable.

Councillor T. Wendels agreed to follow this up with relevant officers.

91e LEISURE AND ENVIRONMENT COMMITTEE - 22 SEPTEMBER 2020

Minute No. 58 – Active4Today Covid-19 Update

Councillor P. Harris asked why furloughed staff at Active4Today appeared to have been given 100% of their salary and not 80%, the cost of which would need to be met by the Council.

Councillor R. Jackson agreed to provide Councillor P. Harris with a written reply.

91f GENERAL PURPOSES COMMITTEE - 3 SEPTEMBER 2020

91g LICENSING COMMITTEE - 3 SEPTEMBER 2020

Minute No. 27 – Review of Controls for Drinking in Public Spaces

Councillor P. Harris referred to the policy of having demarcated seating areas marked on plans with licences, for the purposes of reducing public disorder. He suggested that these areas no longer appeared to be highlighted.

Councillor Mrs R. Crowe agreed that this was an important requirement and confirmed she would raise with the appropriate officers.

91h PLANNING COMMITTEE - 3 MARCH 2020

91i PLANNING COMMITTEE - 31 MARCH 2020

91j PLANNING COMMITTEE - 28 APRIL 2020

91k PLANNING COMMITTEE - 2 JUNE 2020

91l PLANNING COMMITTEE - 30 JUNE 2020

91m PLANNING COMMITTEE - 4 AUGUST 2020

91n PLANNING COMMITTEE - 8 SEPTEMBER 2020

91o SHAREHOLDER COMMITTEE - 10 MARCH 2020

91p SHAREHOLDER COMMITTEE - 16 JULY 2020

91q SHAREHOLDER COMMITTEE - 15 SEPTEMBER 2020

91r COUNCILLORS COMMISSION - 8 JULY 2020

Meeting closed at 7.48 pm.

Chairman

## FULL COUNCIL - 15 DECEMBER 2020

### CLIMATE EMERGENCY STRATEGY AND ACTION PLAN

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

- 1.1 To update Full Council regarding the work, overseen by the Climate Emergency Working Group (CEWG) of Members, to produce a climate strategy and action plan for Newark & Sherwood District Council in response to the declared climate emergency based on the recommendation for approval from 24 September Policy & Finance Committee at Full Council.
- 1.2 To recommend the conclusions of the CEWG, having worked with colleagues from The Carbon Trust who were appointed to create the strategy and action plan, that the Council:
- defines its carbon footprint based on selected operational data as set out in the strategy;
  - sets a target date of 2035 for carbon neutrality based on that data;
  - is guided by the action plan to reduce carbon emissions in order to meet the target for neutrality ; and
  - monitors progress against the strategy and action plan by annual reporting to this Committee, with additional operational Committee updates as required.

#### **2.0 Background Information**

- 2.1 Newark & Sherwood District Council declared a Climate Emergency at the Full Council [meeting](#) of 16 July 2019. The declaration did not include a date for net zero for the Council but recognised the UK Government had, the preceding month, [agreed](#) a target date of 2050.
- 2.2 At Policy & Finance Committee on 26 September 2019 actions were agreed, to be enabled by commissioned consultancy providing technical expertise and a Climate Emergency Working Group (CEWG) of Members to oversee the process, to:
- audit [existing environmental practice](#) within the Council;
  - establish data to determine the carbon footprint of Newark & Sherwood District Council;
  - consider the Council's contribution to the district carbon footprint more widely, according to national data from reputable sources;
  - engage with stakeholders;
  - coordinate a Climate Emergency Strategy with reference to all of the above; and
  - produce an accompanying generational Carbon Reduction Action Plan to mitigate carbon emissions from the Council.

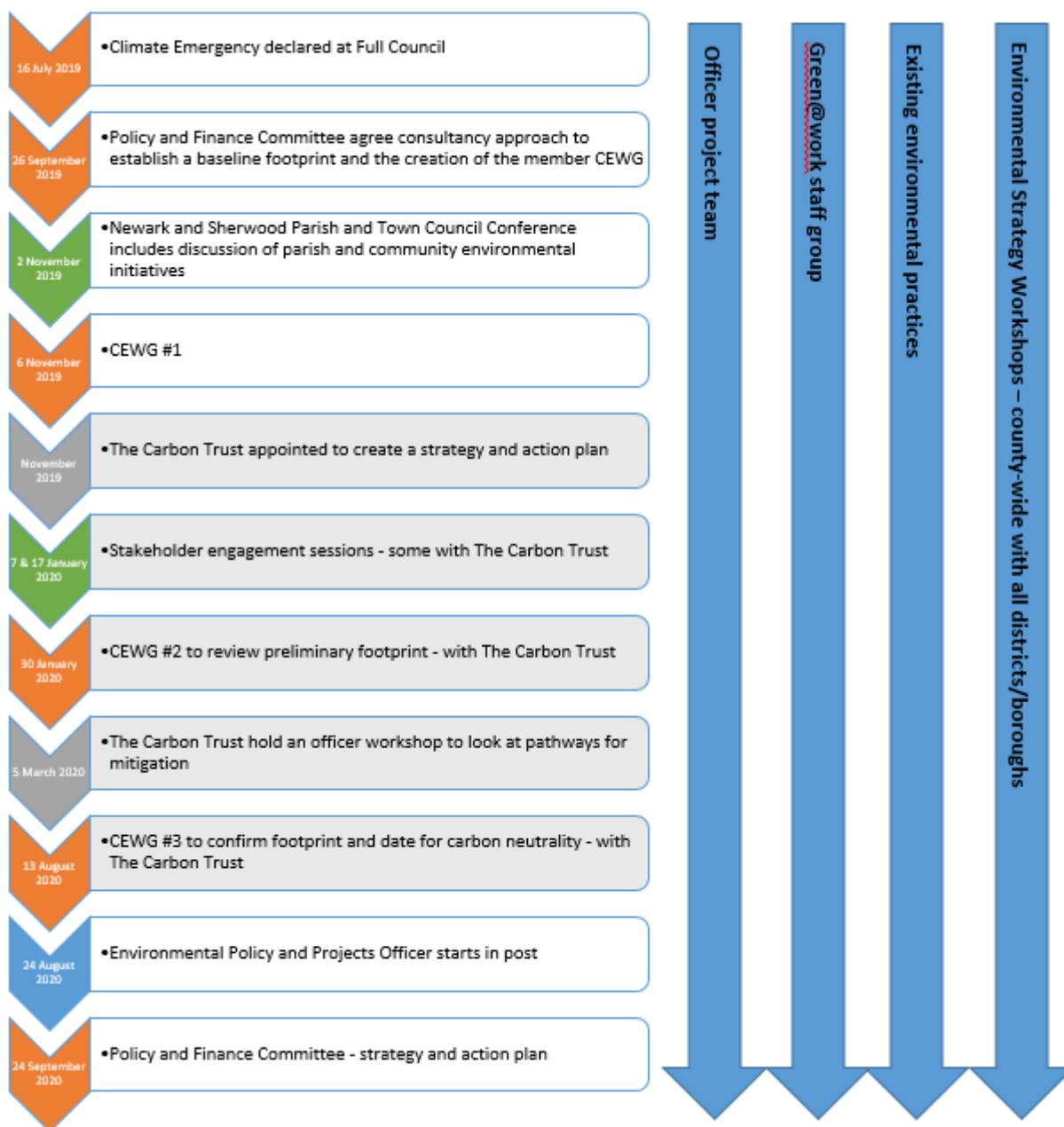
The rationale was to understand the Council's current position (carbon footprint) in order to better target mitigation (carbon reduction opportunities) in future.

- 2.3 The Carbon Trust was formally appointed to provide fixed-term consultancy services for the creation of the climate strategy and action plan. [A separate piece of work led by the Business Manager - Parks & Open Spaces and sponsored by the Director - Growth & Planning, is being undertaken to consider the Council's Open Spaces Strategy. Whilst a separate undertaking, synergies are noted].
- 2.4 The CEWG has met thrice (6 November 2019/30 January 2020/13 August 2020) to review progress and findings from The Carbon Trust. The CEWG comprises the Chairman, Vice-Chairman and Opposition Spokespersons of the Policy & Finance, Leisure & Environment, Economic Development and Homes & Communities Committees. While it was originally intended to report findings back to Committee earlier in 2020, regrettably both flooding and Covid-19 have impacted timing.
- 2.5 As well as being summarised for Policy & Finance Committee on 26 September 2019, existing environmental practices within the Council have been grouped within the new "Greening Newark and Sherwood" programme. The Environmental Programme Officer (formerly a member of the Communications team), working within the Environmental Services team and in consultation with other business units, has collated relevant information about existing practices via the Council's website at <https://www.newark-sherwooddc.gov.uk/environment/climatechange/>. Categories of information include: get involved; national campaigns and funding; reduce, reuse and recycle; plastics and recycling; parks and nature reserves; gardens and green spaces; trees; green planning; council buildings; being green@work; cleaning the district; air quality; clean transport; green tourism; and green shopping. Information on the website continues to evolve and will be updated as required.
- 2.6 Working with The Carbon Trust, wide-ranging operational data was reviewed by the officer project team to determine the Council's carbon footprint – detail is given in the strategy document. The process has highlighted the importance of improving data collection and collation for the Council's ongoing response to the emergency. The data collection process and target actions as a result thereof, will be assisted in future by the Council's Environmental Policy & Projects Officer.
- 2.7 The strategy considers the Council's contribution to emissions within the district more widely – with district emissions comprising 987,800 tCO<sub>2</sub>e.
- 2.8 The CEWG has engaged with a number of local stakeholders representing different sectors (health/business/natural environment/community) about their environmental ambitions via conversations in January 2020. The same conversational questions were also posed to a number of community groups. Also, the Newark & Sherwood Parish and Town Council Conference in November 2019 asked participants about parish and community initiatives. Additionally a voluntary "Green@work" group is facilitated by the Environmental Programme Officer for council staff. Across the county a series of Environmental Strategy Working Groups for local authorities have been convened over the past year by Rushcliffe Borough Council and Nottingham City Council and supported by the BEIS-funded Midlands Energy Hub. All nine Nottinghamshire Local Authorities and the D2N2 Local Enterprise Partnership (LEP) are working in collaboration on the climate Emergency Agenda through the Environmental Strategy Working Group (ESWG). These group meetings have been attended by the Council's Director, Communities and Environment.

2.9 All Members were given the virtual opportunity to attend a workshop presented by the Carbon Trust, the purpose of this enabled Members to have an overview of the methodology involved in the carbon footprint calculation. The workshop gave Members insight into a range of carbon reduction projects which may be undertaken in order to become carbon neutral by 2035. This has been made available online to all Members, specifically those who were unable to attend the live workshop with the Carbon Trust.

2.10 A visual summary of the response to date is:

[Orange=members. Blue=officers. Green=stakeholders. Grey=The Carbon Trust.]



### 3.0 Proposals

3.1 The Council’s carbon footprint is calculated within the climate strategy. In short, it is proposed the Council’s target for reduction is 2,165 tCO<sub>2</sub>e (gas and fuel consumption from scope 1, purchased electricity from scope 2, and waste and water from scope 3). The majority of the Council’s emissions are associated with the fleet, the use of electricity and

the use of gas. However, having been ambitious in exploring emission sources, an operational footprint calculation of 3,355 tCO<sub>2</sub>e is also shown – this incorporates estimated emissions from additional categories including such as those associated with procured services via contracts - but the strategy acknowledges further data refinement is required. This footprint does not include emissions from housing (17,130 tCO<sub>2</sub>e), which have been grouped separately. Further consideration will be given to the feasibility of retrofitting strategies (being cognisant that council houses are also homes) – and the availability of funding streams. Whilst The Carbon Trust calculations represent the organisation’s professional expertise and are created with reference to Greenhouse Gas Protocols, it should also be recognised that there is no single standard for local authority carbon footprints – inclusions and exclusions for the footprint vary across authorities. As organisational energy data capture improves in future, the footprint can be further refined.

- 3.2 It is proposed 2035 be the date set for carbon neutrality for the Council. This date considers: the major sources of the Council’s emissions; benefitting from the projected decarbonisation of the national grid after 2030 (where more energy will be created from renewable sources); the estimated costs of mitigating actions in the plan. The actions focus on having the most impact in those areas that currently create the most emissions: decarbonising Council operated buildings and leisure centres via explorations of PV, ground source heat pumps, and LED lighting; working with leaseholders; and reviewing the fleet. Whilst mitigating actions as set out in the plan will reduce emissions, they do not alone enable carbon neutrality. Consideration will also need to be given to offsetting.
- 3.3 The targeted reduction of carbon emissions as a result of the Council’s operations and as set out by The Carbon Trust is entitled the “Emissions Reduction Action Plan” and this forms a considerable, quantifiable and costed (see 5.0 below) part of the broad “Greening Newark & Sherwood Action Plan”.
- 3.4 The broader actions recognise the Council’s environmental ambitions and the leadership role of the Council within the wider community. Additional projects, as referenced in the action plan, may be beneficial for awareness raising and for influencing green practices more widely. Of course the Council also has a role as advocate within the evolving, wider governmental policy framework - and government policy will also impact how the action plan might be delivered. Ongoing policy monitoring, and adaptation accordingly, is required.
- 3.5 It is proposed that the governance of the strategy and action plan going forwards is via an annual report to the Policy & Finance Committee, with updates to the operational committees as required. Each year the Committee will review the Council’s footprint and progress against the strategy and action plan. The coordination of this work will be undertaken by the Environmental Policy and Projects Officer (from within the Transformation team), working collaboratively with colleagues from across the Council as a whole. The projects and initiatives that are proposed in the action plan, as well as any more that are required, will be subject to detailed feasibility studies and/or approval processes.

#### **4.0 Equalities Implications**

- 4.1 Equalities impact assessments may be required when feasibility studies/project initiation documents for each of the suggested actions within the action plan are further explored. A copy of the strategy and action plan may be made available in additional languages and alternative formats, subject to request and availability.

## **5.0 Financial Implications (FIN20-21/2788)**

- 5.1 Estimated capital expenditure for carbon reduction actions from the Action Plan are summarised below. All estimated costs are shown at today's prices and exclude any inflation or contingency. Therefore, further feasibility/investigation work will need to be carried out to establish the actual costs of each capital project.
- 5.2 The additional work required to ensure cost estimates are accurate is expected to cost £40,000 (5% of the total cost in the table) and has been added to the Capital Projects Feasibility Reserve as a commitment.
- 5.3 The total (excluding housing and vehicles) of approximately £806,000 (excluding contingency and inflation) and associated savings estimated by the Carbon Trust, are listed below as per their suggested spend profile:

<b>Year</b>	<b>Estimated Capital Expenditure £'000</b>	<b>Potential Annual cost reduction £'000</b>	<b>Cumulative cost reduction £'000</b>
2021/22	15	0	0
2023/24	91	0	0
2025/26	284	18	18
2027/28	24	38	56
2029/30	22	22	78
2030/31	370	0	78
	<b>806</b>	<b>78</b>	<b>78</b>

- 5.4 If the list were to be approved in principle, the profile of the schemes should be aligned with planned renewal work on Council Assets following recent and upcoming condition surveys with Asset Management.
- 5.5 There is a budget in the Capital Programme for Climate Change currently of £30,000 in 2020/21 and £75,000 per year for a further two years (a total of £180,000).

## **6.0 Digital Implications**

- 6.1 Whilst there has been no digital implications identified there may be associated software requirements once feasibility studies/project initiation documents for each of the suggested actions within the action plan are further explored. The implications shall be considered as deemed appropriate. Furthermore, the ICT & Digital Services team will work to with the Environmental Policy and Projects Officer to reduce the technology carbon footprint for Newark and Sherwood.

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

- 7.1 A refresh of the Community Plan was approved at Full Council in October. The climate strategy and action plan particularly align with the Community Plan objectives to:
- enhance and protect the district's natural environment;
  - continue to maintain the high standard of cleanliness and appearance of the local environment; and
  - improve the health and wellbeing of local residents.

However, the action plan can also be considered to touch upon all objectives.

## **8.0 Policy & Finance Committee**

- 8.1 As has been reported the Climate Emergency Strategy and Emissions Reduction Plan were presented to the Policy & Finance Committee at their meeting held on 24 September 2020, where the decision was made to refer this to this Full Council Meeting for approval.
- 8.2 All Members were also invited to a workshop led by the Carbon Trust outlining the rationale behind the decision to set the carbon neutral target of 2035 and to gain further insight into the calculation of our carbon footprint.

## **9.0 RECOMMENDATIONS that:**

- (a) the Council's carbon footprint target be approved - the footprint is calculated as 2,165 tCO<sub>2</sub>e – which incorporates selected emissions from scopes 1, 2 and 3 (this footprint does not include emissions from housing (17,130 tCO<sub>2</sub>e), which have been considered separately);**
- (b) 2035 is approved as the target date for carbon neutrality (the action plan sets out a series of schemes to support the neutral target – subject to feasibility);**
- (c) a commitment is added to the Capital Project Feasibility Reserve of £40,000;**
- (d) progress against the strategy and action plan, as coordinated by the Environmental Policy & Projects Officer, be reported to Policy & Finance Committee on an annual basis (additional projects and initiatives will be considered by the relevant officers and committees as required).**

### Background Papers

Nil

For further information please contact Briony Ashton, Environmental Policy & Projects Officer on Ext. 5357

Matthew Finch  
Director - Communities & Environment



# Newark and Sherwood District Council Climate Emergency Strategy

September 2020

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## Introduction from Cllr David Lloyd, Leader of Newark and Sherwood District Council

*In declaring a climate emergency at a meeting of Full Council in 2019 Newark and Sherwood District Council formally recognised the urgency and significance of its environmental ambitions – for the Council as an organisation and for the wider district.*



*Our residents have told us that it is important to be able to live in a sustainable way and our Community Plan recognises this through broad objectives linked to the natural environment, including biodiversity and green spaces, and to vibrant communities, amongst others.*

*This new climate emergency strategy and associated action plan set out a more detailed pathway to a sustainable future for Newark and Sherwood District Council. Our plans for carbon management are a key part of our environmental ambitions. We have been delighted to work with the Carbon Trust, drawing on their experience and expertise, to understand the Council's carbon footprint, some of the sources of our organisational emissions, and to address how we might best reduce those emissions to achieve carbon neutrality by 2035. We've also considered our emissions within the wider district - and we'll look forward to working together with residents, businesses and others as we all play our part.*

*We'll be measuring and sharing our progress along the way, as well as our learnings, for a sustainable future.*

## Introduction from David Reilly, Director of Cities and Regions at the Carbon Trust

*In June 2019, the UK Government committed to reducing the UK's net emissions of greenhouse gases by 100% relative to 1990 levels by 2050. The public sector is key to delivering this ambition.*



*There is a global movement of local authorities declaring climate emergencies. Declarations have been made in over 20 countries, by local authorities representing around 290 million people. By declaring a climate emergency, local authorities are acknowledging the need to act on the causes and impacts of climate change. However, delivering on these declarations requires robust and measurable change with support of a viable action plan to promote transparency and accountability.*

*The Carbon Trust is pleased to have partnered with Newark and Sherwood District Council on its Climate Emergency Strategy and Emissions Reduction Action Plan. The Strategy will help Newark and Sherwood Council become a carbon neutral organisation by 2035, delivering the most efficient savings and driving a positive contribution to the environment, whilst working with stakeholders and businesses to positively influence change in the District.*

## Climate Emergency Declaration



Newark and Sherwood District Council understands how important climate change is for our community.

In the 2018 Resident Survey, 90% of respondents said it was important or very important to be able to live in a sustainable way.

The Council has made significant progress in reducing its direct organisational emissions since first working with the Carbon Trust in 2011. The Council's declaration of a climate emergency in 2019 has brought renewed focus to this work.

The United Nations Intergovernmental Panel on Climate Change has warned that we have 10 years to make the necessary changes to limit a rise in global temperatures to 1.5°C. Failure to act will see a marked increase in sea levels and flooding, extreme and abrupt changes to weather patterns, crop failures, extinctions of plant and animal species and global economic disruption and crisis [1]. The increased frequency and intensity of weather events that we have experienced locally highlight why this is such an important issue for Newark and Sherwood District Council to respond to.

At the 2018 Global Climate Talks in Poland, the UK along with over 200 nations agreed that action on climate change, with a much greater role strongly implied for Local and Regional Authorities like Newark and Sherwood District Council, is necessary in assisting Governments to achieve their carbon reduction ambitions. In June 2019 the UK Government set a national target of achieving net zero emissions of greenhouse gases by 2050.

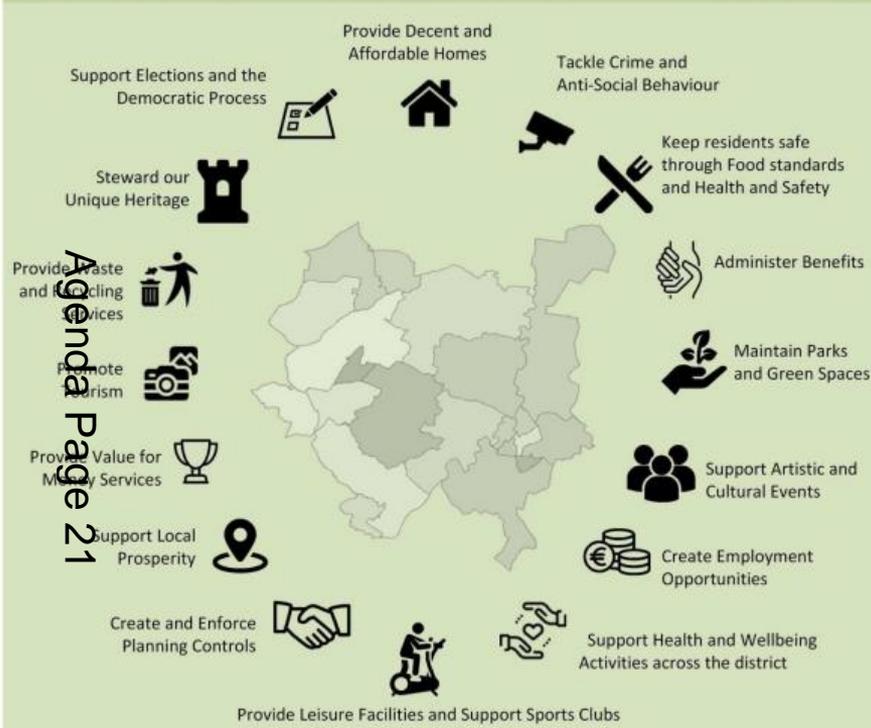
**At Full Council in July 2019, Newark and Sherwood District Council declared a climate emergency.** The following actions were recommended:

- **Audit existing environmental practice within the Council**
- **Establish data to determine the carbon footprint of Newark and Sherwood District Council**
- **Consider the Council's contribution to the district carbon footprint more widely**
- **Engage with stakeholders**

All of the above actions have been brought together in this Climate Emergency Strategy to provide a robust and measurable way for the Council to take action to reduce its operational carbon emissions, whilst driving change in the broader District.

# Purpose of the Climate Emergency Strategy

## Newark and Sherwood District Council provides the following services



Newark and Sherwood District Council provides a range of essential services across the District. This Climate Emergency Strategy sets out the framework and roadmap for reducing carbon emissions across the Council’s own operations in providing these services. The strategy will include:

- The target that the Council is aiming to achieve
- A shortlist of the carbon reduction projects that will be undertaken to reach this target
- Additional actions the Council will take to reduce, eliminate or offset its own carbon emissions
- How progress will be monitored and reported on
- How the Council will continue to engage and support others; individuals, businesses and community organisations to drive broader action in the District.

This strategy will be reviewed annually to enable new issues, challenges, opportunities and solutions to be considered.

This strategy uses a baseline year of 2018/19 to set targets and measure emissions reduction from going forward. 2018/19 is the most recent available dataset, with the Council’s carbon emissions measured at **2,165 tCO<sub>2</sub>e** and. District emissions of **987,800 tCO<sub>2</sub>e**

*One tonne of CO<sub>2</sub>e (tCO<sub>2</sub>e) is the equivalent to the average emissions of one passenger on a return-flight from Paris to New York or driving 6000 km in a diesel car.*

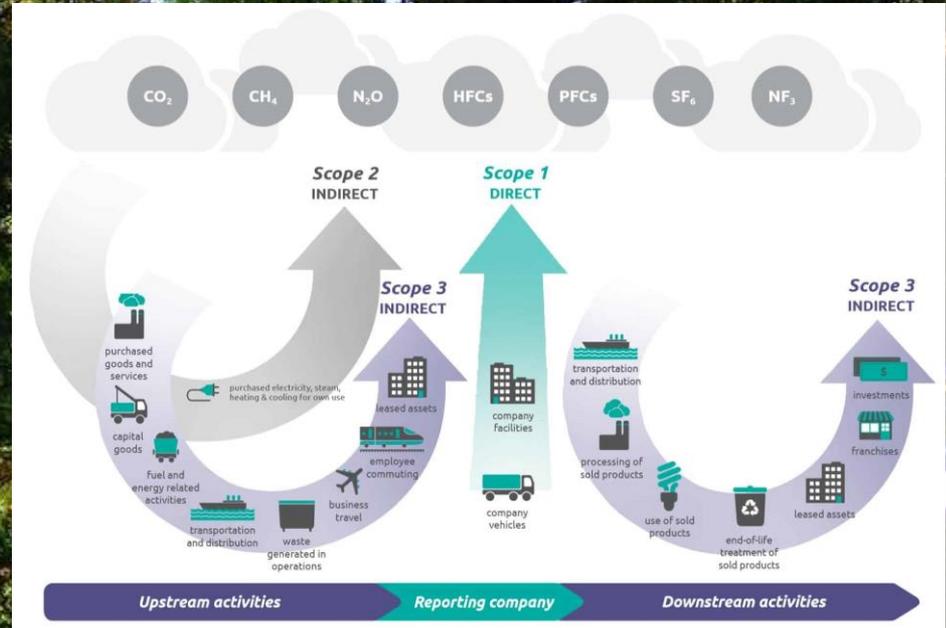
During the 2018-19 data collection period Newark and Sherwood Homes, a separate company, provided housing management services on behalf of the Council. From 1 February 2020, housing has been reintegrated into the Council. Data collection and subsequent analysis recognises the differences at the time of collection but looks forward to full integration.

# The Greenhouse Gas Protocol

The World Resources Institute Greenhouse Gas (GHG) protocol is the globally accepted carbon accounting standard. The Council will take into account both direct and indirect organisational emissions for its own operational estate:

- **Direct GHG emissions** are emissions from sources that are owned or controlled by the reporting entity.
- **Indirect GHG emissions** are emissions that are a consequence of the activities of the reporting entity, but occur at sources owned or controlled by another entity.
- The GHG Protocol further categorises these direct and indirect organisational emissions into three broad scope categories:
- **Scope 1:** All direct GHG emissions.
- **Scope 2:** Indirect GHG emissions from consumption of purchased electricity, heat or steam.
- **Scope 3:** Other indirect emissions, such as the extraction and production of purchased materials and fuels, transport-related activities in vehicles not owned or controlled by the reporting entity, electricity-related activities (e.g. Transmission & Distribution losses) not covered in Scope 2, outsourced activities, waste disposal, etc.

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# Newark and Sherwood District Council Carbon Footprint

Newark and Sherwood District Council has set a target of becoming a carbon neutral organisation by 2035.

The target incorporates emissions sources that have good data availability, to allow for consistent and accurate monitoring and reporting, and are within the Council's sphere of influence, allowing the Council to achieve reductions through actionable changes. This includes<sup>1</sup>:

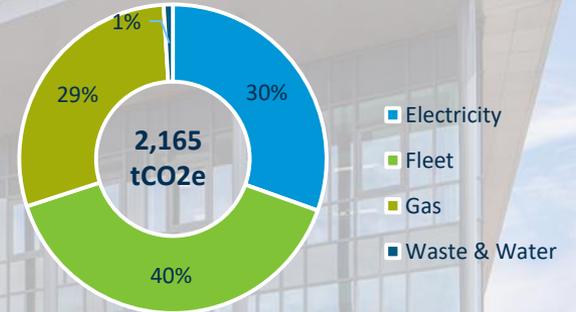
- Energy consumption in the Council-operated buildings;
- Fuel consumption in the Council's fleet;
- Disposal and treatment of waste generated by the Council (including water)

The Carbon Trust measured the Council's footprint from these emission sources, and for the financial year 2018/19 was **2,165 tCO<sub>2</sub>e**. It is the Council's intention to reduce these emissions as much as feasibly possible by 2035, and offset any residual emissions with good quality offsets. Appendices A-C detail the methodology for calculating the footprint and the footprint broken down.

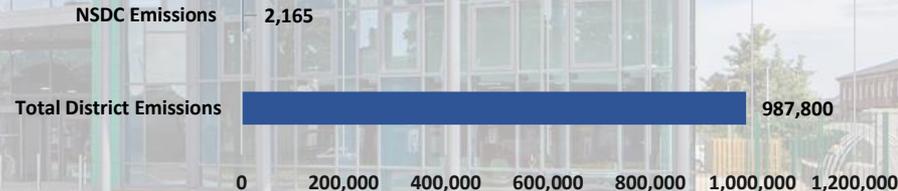
To act as a comparator, the sources of carbon emissions from Newark and Sherwood District has been calculated using data from the UK's Greenhouse Gas Inventory. The Inventory estimates the carbon dioxide emissions at local authority level across the UK. In 2018/19 the total carbon footprint of the District was 987,800 tCO<sub>2</sub>e, comprised of petroleum products (43%), gas (26%), electricity (16%), coal (8%) and manufactured fuels (7%).

<sup>1</sup> Emission sources are often categorised by scopes, as defined by the World Resources Institute (WRI). The Council's target is entirely inclusive of scope 1 and 2, and includes some elements of scope 3 (disposal and treatment of waste)

NSDC emissions broken down by source FY 18/19



Comparison of Newark District Emissions to NSDC Emissions for the FY 18/19 (tCO<sub>2</sub>e)



## NSDC Climate Emergency Target

### Priority project identification

In order to understand the emissions reductions that could be achievable by 2035, 'hotspot' areas have been identified. These are areas that offer the most potential for emissions reductions. The two key hotspot areas for Newark and Sherwood District Council are:

- **Energy consumption in council-operated buildings**
- **Fuel consumption in the Council's fleet**

Through interviews with NSDC officers and independent analysis, the Carbon Trust has developed a shortlist of priority projects that could be feasibly implemented in these areas. Implementation cost, energy savings and carbon savings from these projects have been calculated, although more detailed feasibility studies will be required before any project is taken forward. The following slides detail some of these projects and the cumulative impact of how these projects will help the Council achieve carbon neutrality by 2035.

Although the focus has been on larger projects in the Council's hotspot areas, this is not a definite list of all that is possible. The Council will continue to seek out project opportunities that achieve emissions reductions alongside their primary benefits. Importantly, the Council will assess all projects for their emission reduction potential, to ensure that at least they won't have an adverse impact on the Council emissions.

*'A carbon neutral organisation will measure its carbon footprint, and develop and implement a Carbon Management Plan (including a reduction target). Residual emissions will then be offset by high quality, certified carbon credits.'*

*Carbon Trust definition*

# Hotspot: Energy consumption from Council operated buildings

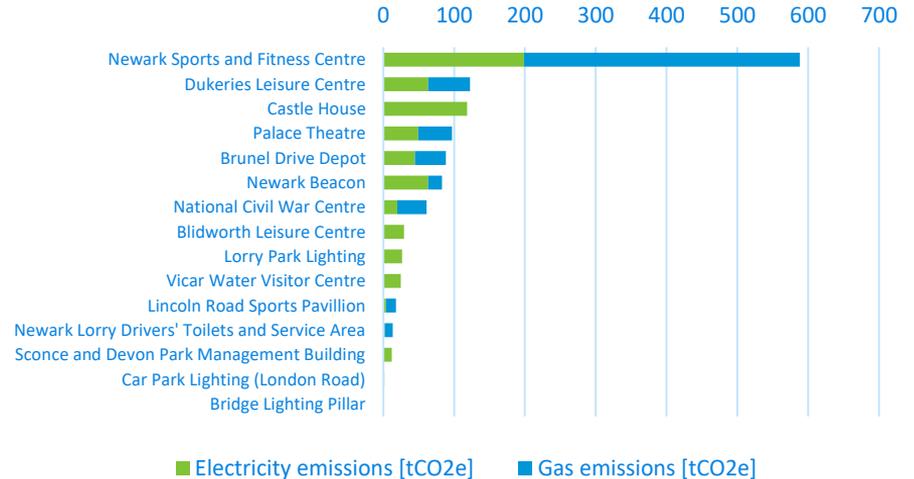
Newark and Sherwood District Council own a range of buildings across the District. Active4Today Ltd is the preferred operator of Newark and Sherwood District Council leisure centres and sports development, including Newark Sports and Fitness Centre, Dukeries Leisure Centre and Blidworth Leisure Centre.

The Carbon Trust identified the top 10 buildings by their carbon emissions in the Council's 2018/19 carbon footprint (graph to the right) and considered a range of emission reduction opportunities that could be applied to achieve the Council's 2035 target.

Electricity and gas consumption are the dominant emissions sources for all buildings. Numerous measures can be put in place to reduce these emissions.

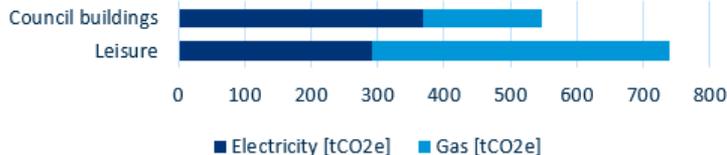
As the national grid decarbonises it is recommended that heat sources are generally electrified where possible (through the installation of heat pumps). This will help reduce gas consumption significantly and the emissions associated with heating Council operated buildings.

Electricity and gas consumption across NSDC operated buildings (tCO2e)

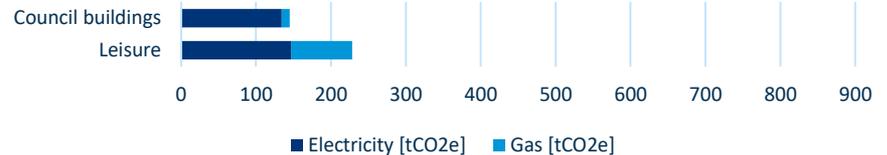


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Emissions from Council operated buildings in 2018/19



Potential emissions from Council operated buildings in 2035



## Hotspot: Energy consumption from Council operated buildings

### Leisure Centres

Emission reduction project opportunities were identified at Newark Sports & Fitness Centre, Blidworth and Dukeries Leisure Centres. Measures included:

#### Electrification of Heating

- Installation of Ground Source Heat Pump at Newark, Air Source Heat Pump at Lincoln Road Sports Pavilion
- Reduce reliance on gas
- kWh savings: 1.3 million kWh
- Lifetime CO2 savings: 3,100 tCO2e

#### Lighting Upgrades

- Upgrade all old light fittings to new LED luminaires
- Fully upgrade all buildings in the short term
- kWh savings: 72,000
- Lifetime CO2 saving: 72 tCO2e

#### Solar PV

- Install solar PV arrays across all viable roof spaces
- Solar will offset increased electrical loads from electric heating
- kWh savings: 133,000 kWh
- Potential CO2 reduction: 195 tCO2e

### Council Buildings

Emission reduction project opportunities were identified across Castle House, Palace Theatre, National Civil War Centre, Vicar Water Visitor House, Newark Beacon, Lorry Park service area and Brunel Drive Depot. Measures included:

#### Electrification of Heating

- Installation of Air Source Heat Pumps at all sites
- Reduce reliance on gas
- kWh savings: 581,000 kWh
- Lifetime CO2 savings: 2,005 tCO2e

#### Lighting Upgrades

- Upgrade all old light fittings to new LED luminaires
- Fully upgrade all buildings in the short term
- kWh savings: 59,000 kWh
- Lifetime CO2 savings: 69 tCO2e

#### Solar PV

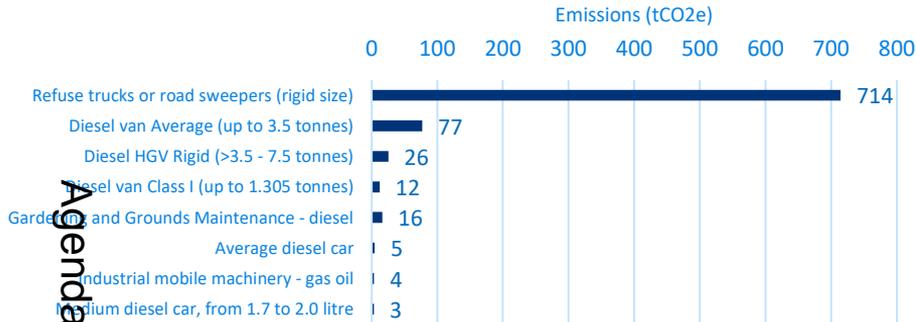
- Install solar PV arrays across all viable roof spaces
- Solar will offset increased electrical loads from electric heating
- kWh savings: 137,000 kWh
- Lifetime CO2 savings: 187 tCO2e



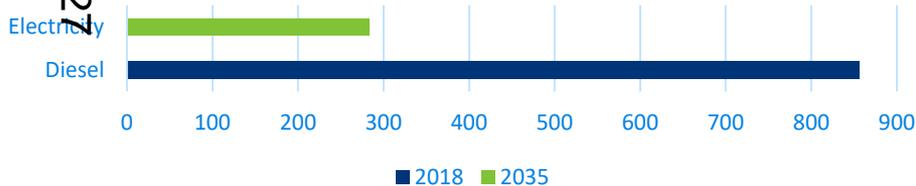
**Improvements to data monitoring.** Implement a defined process for energy management and utility data collection moving forward. In order for the Council to achieve its Carbon Neutral target it is vital that the year-on-year energy consumption of all assets is recorded appropriately. A digital Automatic Monitoring and Targeting (aM&T) system should be employed, along with a dedicated job role to centrally manage this process.

# Hotspot: Fuel consumption in the Council's fleet

Total Emissions from Council owned fleet vehicles FY18/19 (tCO<sub>2</sub>e)



Modelled change in fleet emissions with full electrification by 2035



## Emission Reduction project opportunities



### Fleet electrification

- Full electrification of Council fleet vehicles is the most effective way for the Council to decarbonise fleet vehicles and should be implemented where possible. Alternative fuels may be determined more suitable for some vehicles, but this will reduce the carbon reductions achieved.
- Annual carbon reduction of 554.37 tCO<sub>2</sub>\*



### Using telematics systems

- The Council has already introduced telematics systems across all vehicles that are capable of providing information. The Council should continue to use these systems to monitor the efficiency of the fleet driving and introduce training if improvements can be made.



### Detailed review of EV transition and installation of EV charging infrastructure

- The Council is actively carrying out fleet and depot reviews to quantify carbon reduction and transitions to EVs across their fleet of vehicles. This will allow the Council make the most effective transition to a fully electric fleet.

\*The fleet operated by Newark and Sherwood District Council during the baseline FY 18/19 consisted of 64 vehicles. Updated information regarding the Council's fleet of vehicles has been provided for the FY 19/20, covering 131 vehicles. Information relating to vehicles for the FY 19/20 has subsequently been used to quantify this opportunity.



# Pathway to target

Analysis shows that the identified projects could **reduce the Council's emissions by 1,613 tCO2e by 2035.**

The pathway includes the expected decarbonisation of the national grid. (The carbon intensity of grid electricity is decreasing as the proportion of electricity generated from renewables increases and conventional fossil-fuel power generation is phased out.) From an emissions perspective this increases the attractiveness of electricity as a fuel source and is a significant contributor to the Council's expected emissions reduction.

Key points in the pathway include:

**2020 / 2021** – LED rollout and Solar panel installation

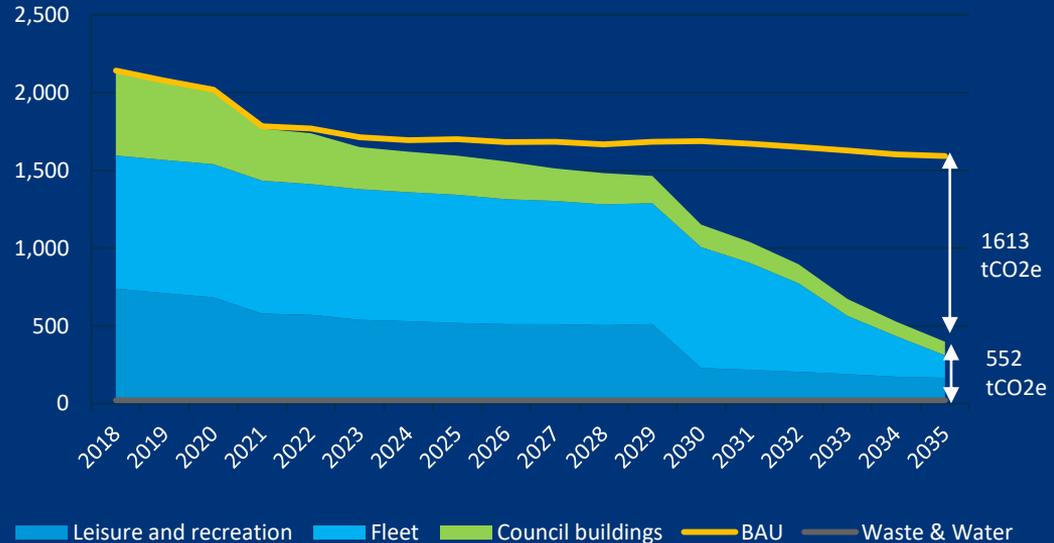
**2022 to 2029** – Transition fleet to electric vehicles, waste management improvements

**2029 / 2030** – Heat pump installation

The two highest impact projects – fleet electrification and installation of a GSHP at Newark Sports and Fitness Centre – both involve the displacement of fossil fuel with electricity. **Electrification will be critical for the Council to achieve their decarbonisation target.**

However, the electrification of the conventional technologies (e.g. vehicles, gas boilers) often requires supplementary measures and infrastructure, and should not be viewed as a like-for-like replacement. The Council will ensure it's aware of the requirements associated with electrification and plan a strategy for its' successful implementation across transport & heat.

### Pathway to 2035 carbon neutral target



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## Gap to target

The scenario shows that NSDC will have approximately **552 tCO<sub>2</sub>e** of residual emissions in 2035. This is a significant reduction on the baseline but still represents a gap to the Council's target. To close the gap further, the Council will:

### Implement best practice across the estate

The scenario presented does not account for incremental progress in energy efficiency, building controls, and behavioural shifts. NSDC will consider a review of building management systems (BMS), end-of-life procurement guidelines, and employee engagement to optimise the use of assets under the Council's control. NSDC will ensure their climate emergency target is imbedded into broader Council policy and processes, so that no other activity is inadvertently having a detrimental effect on reaching the target.

### Additions to the estate

Additions and/or changes to the estate will be captured in the Council's reporting. If the Council is involved in any new build projects, the energy performance of the building will be a core component throughout the design, procurement, and construction phases of the project.

### Offsetting

Even under an extreme decarbonisation pathway, it is likely that NSDC will still have some residual emissions in 2035. To address this the Council will consider the formation of a robust offsetting strategy with high quality credits, to match these residual emissions. The exact level of offsetting required by NSDC is still not clear and guidance is expected to progress between now and 2030. (The World Resource Institute and the Carbon Trust are developing a new accounting standard for GHG removal, which is due for public comment in 2021). Therefore at this stage, the Council commits to developing an offsetting strategy as the sector develops, including the principles of:

- a. **Reductions before offsetting.** Offsetting should only be explored after efforts to achieve reductions within an organisation's emission boundary have been explored.
- b. **Additionality.** The reductions achieved should be additional to what would have happened in the absence of the project.



## Other carbon reduction opportunities

### Newark and Sherwood District Council's Indirect Emissions

The Carbon Trust has identified other emissions that occur within the Council's value chain, but are outside of the Council's direct control (called Scope 3). These emissions were a total of **866 tCO<sub>2</sub>** in 2018/19.

For many organisations the majority of their greenhouse gas (GHG) emissions lie outside their own operations in their Scope 3.

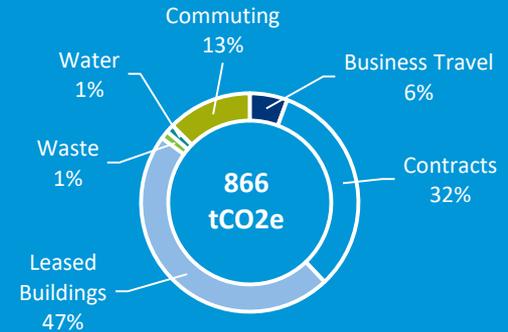
Measuring Scope 3 emissions can allow organisations to:

- Assess where the emission hotspots are in their supply chain;
- Engage suppliers and assist them to implement sustainability initiatives;
- Improve the energy efficiency of the products they use;
- Positively engage with employees to reduce emissions from business travel and commuting.

The **indirect nature of Scope 3 emissions make primary data harder to obtain**. Where actual data is not available, benchmarks and/or proxies are often used to approximate emissions. Additionally, as emission reductions are ultimately reliant on a third party, there are fewer direct actions that a reporting organisation can take to reduce their indirect emissions.

Due to the above factors, emissions have only been included in the Council's target where the data is robust and therefore an emission reduction can be demonstrated (waste and water). For other emission sources in the Council's Scope 3 actions have been identified to improve data collection and measurement. These actions will be included in the Emissions Reduction Action Plan.

### Newark and Sherwood District Council Scope 3 breakdown



### Emission sources in the Scope 3 footprint:

- Council procured goods (e.g. paper) and services (e.g. construction contracts)
- The energy consumption in leased buildings owned by the Council but operated by a third party
- Companies that the Council holds an equity investment in
- Employee commuting to work
- The extraction, production, and transportation of fuel and energy consumed by the Council
- Disposal and treatment of waste generated by the Council (including water)
- Emissions associated from business travel

## Other carbon reduction opportunities

### Leased buildings

Leased buildings are buildings that are owned by Newark and Sherwood District Council, but leased to and operated by a third party. Therefore NSDC has less control over the emissions of these buildings.

The total emissions from leased buildings contribute **408 tCO<sub>2</sub>e** to the Council's carbon footprint. This calculation has been based on floor area, with a proxy applied for the type of building to calculate emissions. Actual data from leaseholders will give a much more accurate picture of the emissions associated with these buildings.

#### Data collection programme



It is recommended that Newark and Sherwood District Council work with their leaseholders to establish a data collection programme that will improve the understanding of consumption on these sites. Through a programme of engagement, they can then work with leaseholders to implement carbon reduction measures. Primary measures should be:

Building Fabric Upgrades

LED Lighting

Solar PV

Electrification of Heat

Encourage uptake of green tariffs

### Contracts

The emissions associated with all contracts totals **598 tCO<sub>2</sub>e**, accounting for 18% of total NSDC emissions.

For the 2018/19 carbon footprint, all figures were calculated based on the monetary value of the contract and an economic sector proxy.

#### Data collection programme



It is recommended that Newark and Sherwood District Council work with their suppliers to establish a data collection programme that will improve the understanding of the emissions associated with the different contract activities. If suppliers are required to disclose their emissions to the Council, this will help propagate GHG emissions throughout the supply chain.

### Collaboration with other Local Authorities and Agencies

Newark and Sherwood District Council will also work with other local authorities and agencies to identify policy areas where reductions may be possible. For example, with planning.

## Other carbon reduction opportunities

### Business travel and Commuting

Total business mileage and commuting emissions were estimated to be **156.6 tCO<sub>2</sub>e**, approximately 4% of the Council's total footprint.

Opportunities to reduce the emissions associated with both these activities largely evolves around reducing the total journeys and mileage being completed by Council employees. The Covid-19 pandemic has started to change working patterns and reduce commuting, through increased remote working. Employee travel can be reduced through:



Remote working



Car share incentives



Encouraging public transport



Employee engagement



Video conferencing

### Waste Management

The waste generated by the Council's buildings was 499 tonnes in 2018/19, producing **10.6 tCO<sub>2</sub>e**. Waste and water is included in the Council's carbon neutral target as the data available for these emissions is good. Progress towards reducing emissions in waste and water will be tracked as part of the progress against this target.

Currently 76% of the Council's waste by mass is incinerated. To reduce emissions as a result of waste disposal, a waste management protocol following the simple waste hierarchy of 'Reduce, Reuse, Recycle' should continue to be implemented and a new target set beyond the Council's current strategy (2006-2020).

#### Indicative reductions from improved waste management

##### Current waste practice

Total waste to incineration – 499 tonnes

Emissions produced – 10.6 tCO<sub>2</sub>e

##### If a 20% reduction was applied to landfill waste

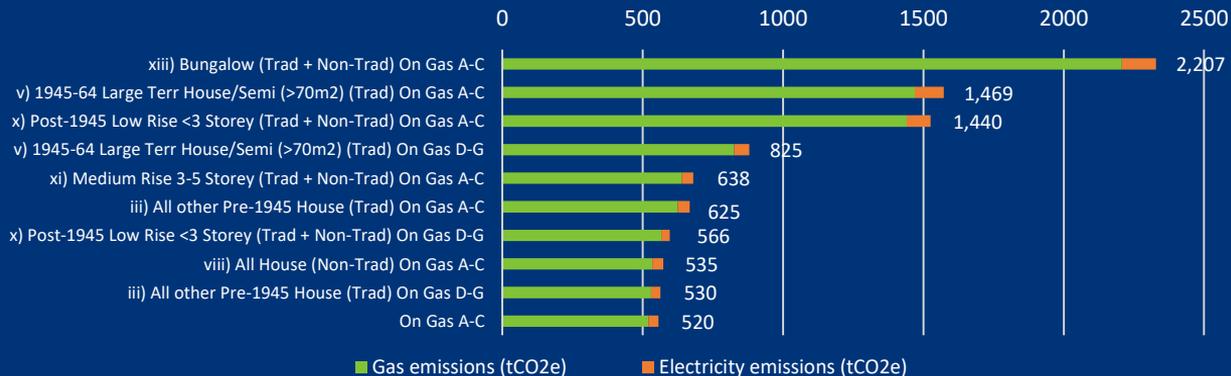
Total waste to incineration – 399 tonnes (saving of 100 tonnes)

Emissions produced – 8.5 tCO<sub>2</sub>e (saving of 2.1 tCO<sub>2</sub>e)



- Newark and Sherwood Homes (N&SH) was brought back into Council control in early 2020 – the same time at which work on this strategy and data collection was being undertaken. Whilst the emissions from Council owned housing were not included in the carbon neutral target, it is important that these emissions are addressed as part of the decarbonisation of the District.
- The carbon emissions from the Council owned housing stock was a total of **17,130 tCO<sub>2</sub>e for 2018/19**. This includes the emissions associated with gas and electricity consumption across 5467 properties, alongside emissions associated with 67 vehicles, previously owned by Newark and Sherwood Homes.
- 81% of emissions from N&SH activities are associated with **gas consumption** across the housing stock. **Over 5000** of the properties are currently connected to the **gas grid**.
- As the Council seeks to reduce the emissions associated with the housing stock, it will be vital that **sources of heat are electrified** through the use of technologies such as **Ground/Air Source Heat Pumps**, alongside other measures. The electrification of heat sources therefore plays a crucial role in the proposed decarbonisation strategy for housing.

Top 10 highest emitting Archetypes across Newark and Sherwood Homes



# Emissions from Council-owned housing

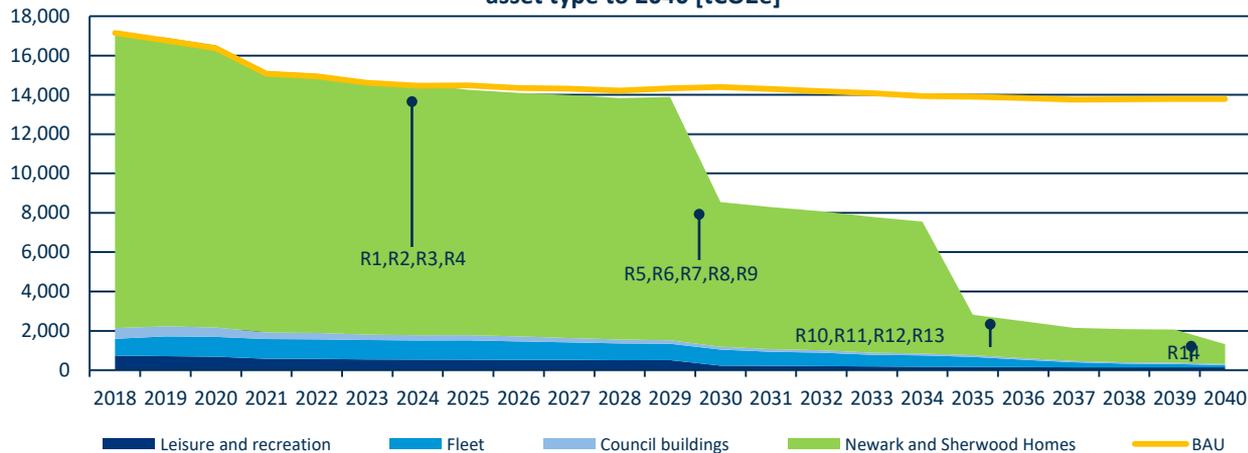


The Carbon Trust undertook analysis to show an indicative pathway of how emissions from the Council's housing could be reduced if a range of decarbonisation measures were rolled out to 2040.

Some dwellings are already fully powered by renewables. Other measures included the installation of Solar PV, installation of Heat Pumps, roll out of LED lighting and double glazing and insulation.

This indicative pathway shows how the current housing stock could improve its energy efficiency and heating. A full feasibility study is required to assess the financial implications. Actions to decarbonise the housing stock will be included in the Emissions Reduction Action Plan.

Indicative pathway for decarbonisation of NSDC housing stock, showing emissions by asset type to 2040 [tCO2e]



## Phasing of carbon reduction project opportunities\*

- 2025 Implementation Year**
- R1: Ambient Ground Loop Heat Pumps & EE measures
  - R2: Ambient Ground Loop Heat Pumps & EE measures
  - R3: Individual ASHPs average size 5kW
  - R4: Individual ASHPs average size 6kW

- 2030 Implementation Year**
- R5: Individual ASHPs 8kW
  - R6: Individual ASHPs average size 8kW
  - R7: Package of insulation and glazing measures
  - R8: Whole house deep retrofit to zero energy standard
  - R9: Package of insulation and glazing measures

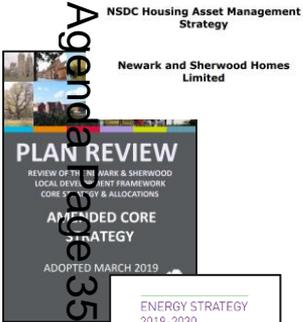
- 2035 Implementation Year**
- R10: Shared ambient loop heat pumps
  - R11: Individual ASHPs 6kW and EE measures
  - R12: Individual ASHPs and EE measures
  - R13: Whole house retrofit, ASHP, Solar PV and Battery Storage

- 2040 Implementation Year**
- R14: Shared ambient loop GSHP and EE measures

\* Carbon reduction measures have been tailored to the current Archetypes present across N&SH.

## Links to broader Council policies & strategies

The Climate Emergency links to a range of other policies, strategies and initiatives that the Council has already implemented. Some key links, and recommendations on how the strategies can be aligned are set out below:



Strategy	How this links to the Climate Emergency Strategy	Recommendations to enhance action in the District & ensuring alignment with this Strategy
Newark & Sherwood Community Plan 2019 – 2023	The plan sets out what the Council intends to achieve over the next four years to improve residents' quality of life and enable those who live, work and invest in Newark and Sherwood to prosper and fulfil their potential. Includes actions for accelerating the supply of new homes, improving transport infrastructure and enhancing the District's natural environment.	A carbon emissions assessment of the activities set out in the Community Plan would be helpful to understand whether the activities are contributing to an increase of carbon emissions in the District and drive low carbon options to be considered for infrastructure and housing construction.
Asset Management Strategy 2016 – 2026	The Asset Management Strategy highlights that the Council's assets must be continually maintained to meet wider community and environmental agendas. The plan aims to improve the energy efficiency of homes, this includes where possible the identification of opportunities to utilise renewable energy sources and associated technology to reduce carbon emissions.	The Asset Management Strategy should be aligned with the emissions reductions required by the Council's target, in particular for Newark and Sherwood Homes. More detailed work will be required to understand the most cost effective carbon reduction opportunities for N&SH housing stock.
Newark & Sherwood's Local Development Framework 2019	Sets the Local Development Framework for the District, including the Core Strategy DPD, Site Allocations DPD and Wind Energy SPD. Includes Core Policy 10 in relation to the District's commitment to tackling climate change.	In line with the LDF review timescales, ensure policies that drive the highest possible climate mitigation and resilience for development across the District.
D2N2 Energy Strategy 2019 – 2030	Sets a 2030 vision for the D2N2 LEP to be a national pioneer in clean growth and test-bed for work class energy systems innovation.	The Council could work with the D2N2 LEP to identify local businesses that could drive clean growth and pilot local energy projects that would be well suited to the Newark and Sherwood District.

## Governance, Monitoring and Reporting

### Monitoring and Reporting

- **All of the actions detailed in this Strategy have been included in an Emissions Reduction Action Plan**, with an assigned timeline and ownership. This includes actions to meet the target, to progress the decarbonisation of Council owned housing and improvements required to data collection for indirect emissions.
- The Council's Carbon Footprint will be updated on an annual basis. Progress against the Emissions Reduction Action Plan monitored regularly and **reported to the Policy and Finance Committee on an annual basis**.
- In addition to monitoring progress towards the target, officers will continually monitor how local plans and policies can support the ability of the Council to reach their target.

### Governance

- The Council's **Climate Emergency Working Group** was established in July 2019 with elected member representatives (Chairs and Vice Chairs) from the Leisure & Environment, Homes & Communities, Economic Development, and Policy & Finance committees to oversee the production of this Strategy.
- The Council recognises the importance of having the correct oversight and organisational procedures in place to maintain a focus on carbon reduction over time and manage the implementation of this Strategy. In order to embed this Strategy in Council activities, instead of maintaining the separate CEWG, going forward overall responsibility for the Climate Emergency Strategy and Emissions Reduction Action Plan will sit with the Policy and Finance Committee, with reporting to other Committees as required.
- **Knowledge sharing and integration across internal council-led teams will be crucial to success**, as will initiatives that can be driven forward by the residents, organisations and businesses across the borough.
- To this end, the Council has created a new role of Environmental Policy and Project Officer to develop and implement environmental working, with oversight from the Director of Communities. This new role will also seek to engage with stakeholders. A project team of officers has been created to support the creation of this strategy. The project team will be refocused to support the delivery of relevant actions.



Newark and Sherwood District Council recognises that effective engagement with a range of different stakeholders from across the Council and District will be a key facilitator towards successful climate emergency strategy.

## Engagement to date



## Next steps

In line with the Newark and Sherwood Community Plan objectives, the Council will:

- Build on previous engagement undertaken across the Council, such as the “Greener, Safer, Cleaner” and “Greening Newark and Sherwood” agendas, to develop an initial list of stakeholders to continually engage with.
- Complete internal in-depth stakeholder mapping exercise to identify, map and prioritise key stakeholders from across the Council. This will ensure that key stakeholder needs are identified and understood with the relevant resources being targeted effectively.
- Develop the appropriate tools to accurately plan and track all stakeholder interaction and store stakeholder information.



## Appendix A – Calculating the carbon footprint

- In order to calculate a carbon footprint there are two primary inputs, the ‘activity’ or volumetric data and the associated emission factor. Activity data is the quantification of the action of the emission source, whether that be kWh of electricity consumed or kilometres driven by a vehicle. The emission factor is the metric of kg of CO<sub>2</sub>e produced by one unit of the associated activity. Emission factors are provided for a range of activities by the department for business, energy and industrial strategy (BEIS); these factors are updated annually where required.
- Numerous other activities are more abstract and require a proxy to either transform the activity data in to a value that can be used with a BEIS emission factor, or a proxy emission factor to use with the available activity data. An example of the former would be using the floor area of a building as activity data, then benchmark data of electricity consumed per m<sup>2</sup> as a proxy and finally combine this with the BEIS emission factors. Another example is to use contract values (£) as activity data and a proxy economic based emission factor (in this case EEIO)

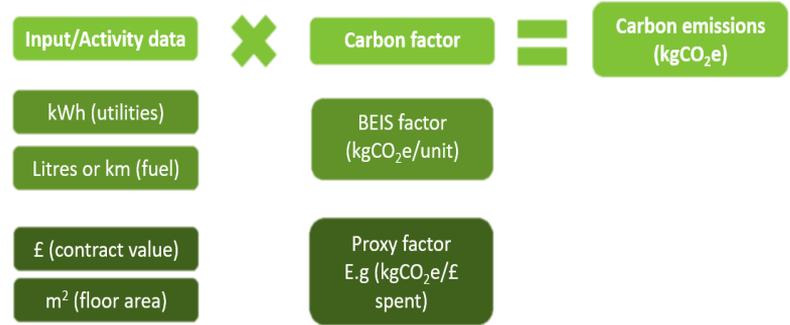


Figure X: Graphic detailing the general calculation methodology to arrive at carbon emissions

### Environmentally Extended Input Output

- Environmentally Extended Input-Output (EEIO) factors use expenditure mapped to broad economic sectors to provide a proxy for carbon emissions. The methodology developed by the World Resources Institute and Carbon Trust, allows for the calculation of emissions produced for over 19,000 specific goods and/or services, which are linked to 430 broad economic sectors for which emission factors per pound (£) of expenditure are available.
- It should be noted that EEIO values provide emissions for sector specific goods/services within broad economic sectors but not for the exact individual goods/services. This means that although being able to provide a broad, first iteration emission value; it is not exact – further analysis of the operations of an individual goods/services are needed to determine a more precise footprint. EEIO factors should only be used where first hand activity data is unavailable / difficult to obtain. These factors have therefore only been used for the **councils procured goods and services**.



## Appendix B – Scope breakdown of NSDC carbon footprint

### Greenhouse Gas Protocol emissions included in carbon neutral target

Scope	Included Elements	Excluded elements
1	Organisation vehicles	
	Purchased electricity	
	Business Travel	<b>Capital goods</b>
	Waste & water generated/supplied and disposed of operations	<b>Upstream transportation and distribution</b>
	Purchased goods and services	<b>Upstream leased assets</b>
	Employee Commuting	<b>Franchises (downstream)</b> <b>Investments (downstream)</b>

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### NSDC emissions footprint for 2018/19

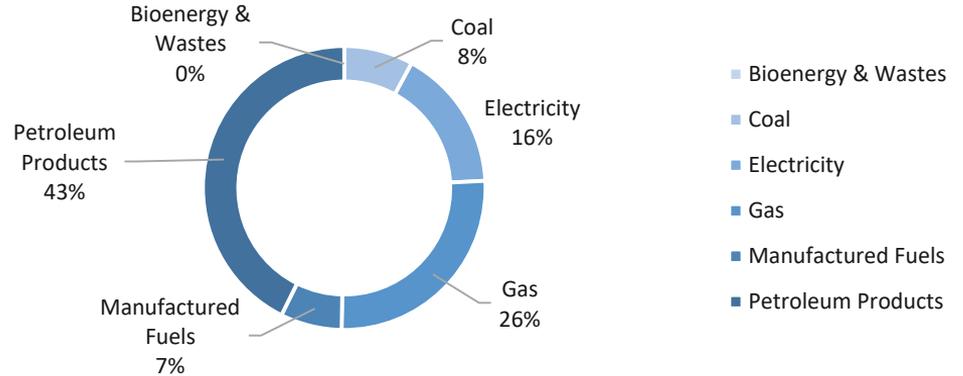
Source	% of total	Emissions [tCO2e]
Electricity	30.4%	658.8
Fleet	39.6%	856.7
Gas	29.0%	628.0
Waste	0.4%	10.7
Water	0.4%	10.2
<b>Total</b>		<b>2164.5</b>

# Appendix C – Scope breakdown of Newark and Sherwood District

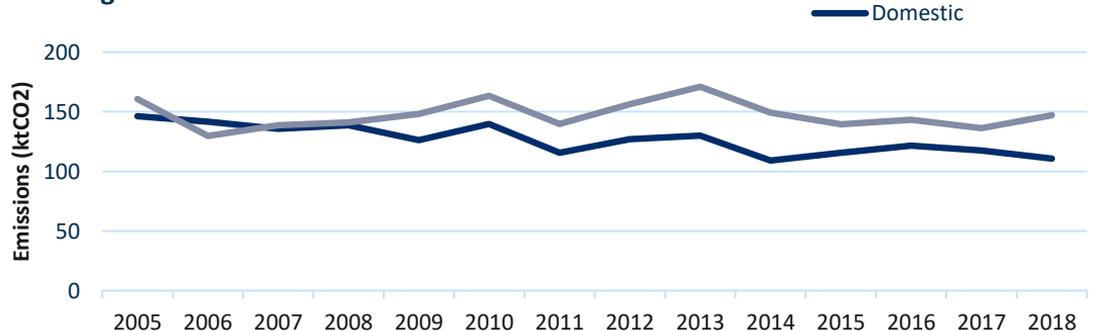
## District emissions breakdown in 2018/19

This analysis calculates the sources of carbon emissions from residential and business across the Newark and Sherwood District, using data from the UK's Greenhouse Gas Inventory. The Inventory estimates the carbon dioxide emissions at local authority level across the UK.

In 2018/19 the total carbon footprint of the District was 987,800 tCO<sub>2</sub>e, comprised of petroleum products (43%), gas (26%), electricity (16%), coal (8%) and manufactured fuels (7%).



## Change in District emissions from 2005 to 2018



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Emissions type	Sum of Emissions (ktCO <sub>2</sub> )
Bioenergy & Wastes	0
Coal	78.2158
Electricity	160.747
Gas	257.9206
Manufactured Fuels	69.4656
Petroleum Products	421.4506
<b>Grand Total</b>	<b>987.7996</b>



## Appendix D – Emissions Reduction Action Plan

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Please see the accompanying document.

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## Greening Newark and Sherwood – Action Plan

The Greening Newark and Sherwood action plan is presented in parts. The first part demonstrates the broad ways in which Newark and Sherwood District Council will work towards its environmental ambitions, as set out in the Community Plan.

The second part is those specific and quantifiable actions that will help the Council’s operations to become carbon neutral by 2035 – the carbon emissions action plan. We have worked with the Carbon Trust to define these carbon reduction actions and will focus on council buildings and the fleet of vehicles. All suggested actions are subject to detailed feasibility studies and approval processes – and further supporting assumptions are given in the appendix. The action to “implement a defined process for energy management and utility data collection” may offer additional opportunities in the future.

A final part examines housing. While housing is not quantified in the Council’s carbon reduction target, Newark and Sherwood District Council will explore options for reducing carbon emissions from existing council housing that also provide benefits to tenants. The Carbon Trust have suggested a series of potential projects for housing that could be prioritised, subject to suitable funding becoming available.

	Project	Descriptor	Estimated implementation year	Owner
01 Agenda Page 43	Business travel	Review options for reducing business journeys. Refine data collection relating to business travel – to better understand vehicle types and emissions, to inform recommendations.	Annually	Transformation & Administrative Services
	Staff Commuting	Collect and refine data regarding staff commuting via the staff survey. Use this information to inform future recommendations.	Annually	Transformation & HR
	Contracts	Work with suppliers to establish a data collection programme to improve understanding of emissions associated with different contract activities	To be ongoing	Transformation
	Procurement	Review processes to embed carbon emission intensity into contract decisions where possible	To be ongoing	Transformation

05	<b>Government Policy</b>	Monitor emerging policy, particularly that relates to the Environment Bill, raise awareness of legally binding environmental targets (four priority areas identified as: air quality; resource efficiency and waste reduction; biodiversity; water)	Ongoing	Transformation
06	<b>Green Energy Tariffs</b>	Explore green energy tariffs – in line with procurement requirements	To be confirmed	Transformation & Asset Management
07	<b>EV Chargepoints</b>	Explore the expansion of the EV network such as via BP Chargemaster	To be confirmed	Asset Management
08	<b>Supplementary Planning Documents</b>	Prepare a Supplementary Planning Document for sustainable design and development, and for potential other themes. Subject to the proposals in the Planning White Paper becoming law, look to introduce local design code/s to secure development that address the Climate Emergency.  Residential Cycle & Car Parking Standards SPD currently being prepared to require the provision of cycle parking and electric vehicle charging points in new residential development.	2022  2020	Planning Policy & Infrastructure
09	<b>Planning Policy</b>	Understand any implications of the Government’s Planning White Paper (published July 2020), or associated policy, for the environment.	Ongoing	Planning Policy & Infrastructure
10	<b>Infrastructure</b>	Working with Nottinghamshire County Council promote opportunities for green and sustainable infrastructure and associated travel, through securing improved cycle ways, a Brompton Bike scheme, and improved bus and train services.	Ongoing	Planning Policy & Infrastructure
11	<b>Biodiversity</b>	Promote opportunities for biodiversity net gains where appropriate within the planning system and process	Ongoing	Planning Policy
12	<b>Energy Efficiency in the PRS</b>	Raise awareness of energy efficiency standards in the Private Rented Sector	Ongoing	Public Protection – Environmental Health
13	<b>Air Quality</b>	Work with neighbouring local authorities regarding the Nottinghamshire air quality strategy.	Ongoing	Public Protection – Environmental Health
14	<b>Licensing</b>	Contribute to accelerating the shift to low carbon transport by investigating the potential for minimum vehicle emission requirements (eg. related to age of vehicle)	2021	Public Protection - Licensing
15	<b>Waste and Recycling</b>	Reference separate strategies regarding: <ul style="list-style-type: none"> <li>- Waste</li> <li>- Recycling</li> <li>- Future national policy</li> </ul>	Ongoing	Environmental Services
16	<b>Tree Planting and Urban Greening</b>	Referencing schemes such as the Woodland Trust’s Emergency Tree Plan, explore the potential for increased tree planting in Newark and Sherwood	To be confirmed	Environmental Services

17	<b>Energy and Home Support</b>	While progressing existing projects and schemes to alleviate fuel poverty, link with climate/environmental initiatives where possible	Ongoing	<b>Energy and Home Support</b>
18	<b>Green Champions</b>	Explore the appetite for a network of Green champions in the community.	To be confirmed	<b>Community Relations &amp; Transformation</b>
19	<b>Leadership and Advocacy - Communications</b>	Work with residents, businesses and the community to raise awareness of existing practice, and to share learning and experiences. Advocate at national levels, as appropriate, regarding local priorities.	Ongoing	<b>Transformation &amp; Environmental Services &amp; Communications</b>
20	<b>Collaborative Local Authority Working</b>	Work with other local authorities in Nottinghamshire, especially via the Environmental Strategy Working Group and in conjunction with the LEP's D2N2 Energy Strategy, to maximise potential.	Ongoing	<b>Communities and Environment Directorate &amp; Transformation</b>
21	<b>Staff and Member Engagement</b>	Work with staff and Members to embed good practices – building on Green@Work. Raise awareness to reduce paper usage, to reduce plastic, to reuse resources and more.	Ongoing	<b>Transformation &amp; Green@Work</b>
22	<b>Green Recovery</b>	Explore the potential for green recovery to strengthen the local economy such as via schemes highlighted in HM Treasury's A Plan for Jobs (2020).	To be confirmed	<b>Economic Development &amp; Transformation</b>
23	<b>Funding</b>	Explore opportunities for green funding	To be confirmed	<b>Finance &amp; Transformation</b>
24	<b>Offsetting</b>	Develop a strategy for offsetting any residual emissions in 2035. Following the principle of reduction first, and as defined in the climate strategy, explore opportunities to offset any residual operational emissions that remain in 2035.	2035	<b>Finance &amp; Transformation</b>

## Newark and Sherwood District Council – Emissions Reduction Action Plan

Building	Project descriptor	kWh saving (per annum)	Annual CO2 reduction potential (tCO2e in 2020)	Cost saving (estimated annual following installation)	Lifetime CO2 reduction potential over lifespan of technology (tCO2e)	Simple payback (years)	Estimated implementation year	Owner
<b>Council owned Buildings</b>								
Brunel Drive Depot	Supply & installation of 19.2kW PV array	16,613	3.9	£2,128	22.6	8.8	2025	Asset Management & Environmental Services
	Supply & installation of air source heat pump to replace existing heating system	163,288	26.4	0	562.3	n/a	2027	Asset Management & Environmental Services
Castle House	Supply & installation of 25.4kW PV array	22,925	5.3	£2,937	31.1	8.6	2025	Asset Management
Lorry park Service Area	Supply & installation of LED lighting	2,482	0.6	£318	3.2	6.8	2023	Asset Management
	Supply & installation of air source heat pump to replace existing heating system	41,577	6.7	0	142.7	n/a	2023	Asset Management
National Civil War Centre	Supply & installation of LED lighting	20,487	4.8	£2,625	27.8	7.6	2023	Asset Management
	Supply & installation of 5.4 kW PV array	4,820	1.1	£617	27.8	8.5	2025	Asset Management
	Supply & installation of air source heat pump to replace existing heating system	154,852	25	0	535	n/a	2029	Asset Management
Newark Beacon	Supply & installation of air source heat pump to replace existing heating system	70,744	11.4	0	243.6	n/a	2021	Asset Management
	Supply & installation of 65.4 kW PV array	51,359	12	£6,580	69.8	9.2	2025	Asset Management
Peace Theatre	Supply & installation of LED lighting	32,720	7.6	£4,192	33.2	4.4	2023	Asset Management

	Supply & installation of 37.8 kW PV array	34906	8.1	£4,472	47.4		8.1	2025	Asset Management
	Supply & installation of air source heat pump to replace existing heating system	151,012	24.4	0	520.9		n/a	2030	Asset Management
Vicar Water Visitor House	Supply & installation of LED lighting	3,682	0.9	£472	5		7.6	2023	Asset Management
	Supply & installation of 7.8 kW PV array	6,662	1.6	£853	9.1		8.9	2025	Asset Management
All sites	Implement a defined process for energy management and utility data collection								Asset Management & Transformation

Leisure and Recreation									
Newark Sports and Fitness Centre	Supply & installation of LED lighting	68,791	16	£10,310	67.4		2	2023	Active4Today / Asset Management
	Supply & installation of solar PV	102,351	23.9	£15,353	149.8		7.2	2025	Active4Today / Asset Management
	Supply & installation of ground source heat pump to replace existing heating system	1,293,672	204	0	2968		n/a	2030	Active4Today / Asset Management
Dukeries Leisure Centre	Supply & installation of solar PV	22,299	5.2	£3,345	32.6		8	2025	Active4Today / Asset Management
Blidworth Leisure Centre	Supply & installation of solar PV	8,687	2	£1,303	12.7		7.1	2025	Active4Today / Asset Management
Based on sports Pavilion – for consideration in all other leisure settings	Supply & installation of LED lighting	3,131	0.7	£401	4.5		13.6	2023	Active4Today / Asset Management
	Supply & installation of air source heat pump to replace existing heating system	47,510	7.7	0	163.6		n/a	2023	Active4Today / Asset Management

Leased Buildings								
All leased buildings	NSDC to work with their leaseholders to establish a data collection programme							<b>Asset Management &amp; Transformation</b>
All leased buildings	Programme of engagement around emission reduction measures (LED lighting, Solar PV, building fabric upgrades, electrification of heat, green tariffs)							<b>Asset Management &amp; Transformation</b>

Fleet								
All vehicles	Detailed review of electric vehicle transition and installation of EV charging infrastructure (currently being undertaken and considering costs) Current figures provided based on high-level review of fleet decarbonisation, based on 2020 vehicle models.	<i>291,887 (estimated annual – whole fleet)</i>	<i>118 (estimated annual – whole fleet)</i>				49.9	<b>Environmental Services</b>
All vehicles	Continue the use of telematics systems across all vehicles							<b>Environmental Services</b>

Housing								
R1	Shared ambient ground loop for each block of flats. Individual heat pump within each flat. Ensure all basic energy efficiency and air tightness improvements have been made.	921,595	215	/	1,694	/	2025	Housing
R2	Shared ambient ground loop for each block of flats. Individual heat pump within each flat. Upgrade to high performance triple glazing. Air tightness measures. Improve flat roof insulation where appropriate.	437,385	102	/	804	/	2025	Housing
R3	Install individual Air Source Heat Pumps, hot water cylinders and upgraded heat emitters. Average size 5kW.	662,323	154	/	1,217	/	2025	Housing
R4	Install individual Air Source Heat Pumps, hot water cylinders and upgraded heat emitters. Average size 6kW.	933,180	218	/	1,715	/	2025	Housing
R5	Install Individual ASHP 8kW.	7,859,982	1,216	/	37,329	/	2030	Housing
R6	Install Individual ASHP Average 8kW.	14,472,413	2,238	/	68,734	/	2030	Housing
R7	Assumed package of loft insulation, floor insulation, triple glazing and air tightness and ventilation measures.	363,534	85	/	668	/	2030	Housing
R8	Whole house deep retrofit to net zero energy standard (eg Energiesprong). Including heat pump, solar PV, battery storage and space heating demand <30 kWh per m2 per pa.	379,044	88	/	697	/	2030	Housing

<b>R9</b>	Assumed package of loft insulation, floor insulation, triple glazing and air tightness and ventilation measures.	819,342	191	/	1,506	/	2030	<b>Housing</b>
<b>R10</b>	Shared ambient loop heat pumps.	7,773,573	1,222	/	36,176	/	2035	<b>Housing</b>
<b>R11</b>	Individual ASHP 6kW and energy efficiency.	2,329,930	378	/	10,405	/	2035	<b>Housing</b>
<b>R12</b>	Individual ASHP and energy efficiency.	5,855,879	939	/	26,564	/	2035	<b>Housing</b>
<b>R13</b>	Deep retrofit, ASHP, Solar PV and Battery storage.	5,119,672	941	/	18,774	/	2035	<b>Housing</b>
<b>R14</b>	Shared ambient loop GSHP and energy efficiency improvements.	2,958,258	480	/	13,211	/	2040	<b>Housing</b>

<b>Scope 3 emissions</b>			
<b>Waste</b>	Set a waste reduction target that contributes to emission reduction pathway		<b>See above</b>
<b>Contracts</b>	NSDC to work with suppliers to establish a data collection programme to improve understanding of emissions associated with different contract activities		<b>See above</b>
<b>Procurement</b>	Review of procurement processes to embed carbon emission intensity into contract decisions		<b>See above</b>
<b>Business travel &amp; commuting</b>	Review options for reducing business journeys and collect data through next staff travel survey		<b>See above</b>

<b>Offsetting strategy</b>			
	NSDC will develop a strategy for offsetting any residual emissions in 2035	2035	<b>See above</b>

### Appendix – supporting assumptions (Corporate and Leisure)

- All opportunities included have each been assessed independently in terms of their potential for saving energy and payback. The overall savings figures shown may not fully be achievable due to interactions between measures. All costs and savings in this report are indicative only and subject to further technical and financial feasibility study.
- Maintenance savings are not included at this stage.
- Costs provided are indicative figures for supply and install only. No cost allowance is included for measurement and verification (M&V) and other potential costs such as contingency, asbestos removal, design & feasibility studies (allow at least 10% for solar and heating studies), project management, VAT, business rates etc.
- Capital cost estimates (supply and install):

Technology	Cost Estimates	Source
Solar PV	£900 per kW installed	Carbon Trust
LED Lighting	£14 per m <sup>2</sup>	CIBSE, Carbon Trust
Air Source Heat Pump	17kW £991 per kW installed 24kW £826 per kW installed 32kW £651 per kW installed 64kW £575 per kW installed	SPONS 2020
Ground Source Heat Pump	Heat pump cost £500 per kW installed Borehole cost £800 per kW installed Heat exchanger cost £150 per kW installed	SPONS 2020, Carbon Trust, GSHP Industry Standard

- Lifetime carbon savings based on 'Future Energy Scenarios' 2019 published by the National Grid for decarbonisation of the grid and CIBSE Guide M guidance on the lifetimes of key technologies. All lifetime savings have been calculated from 2020.
  - Solar PV – 25 Years
  - Ground Source Heat Pump – 20 years
  - Air Source Heat Pump – 15 years
  - LED lighting – 50,000 burn hours (years dependent on occupancy hours of building)
- Annual carbon saving based on 2019 'Greenhouse gas reporting: conversion factors' published by Department for Business, Energy & Industrial Strategy (BEIS).
- No inflation has been applied at this point, savings are calculated from 2020 utility tariffs + Climate Change Levy (CCL).
- Implementation years:
  - Heat pumps – based on 'end of life' for current boilers. Boilers economic lifespans are estimated at 15 years, from the data provided we have estimated the replacement cycles for heat pumps.
  - LED & Solar PV – Considered 'quick wins'; a 2-3 year mobilisation period has been allowed.
- Heat pumps have been provided as the replacement for boilers due to the unparalleled carbon savings that can be achieved compared to a direct gas boiler replacement. Condensing gas boilers are a mature technology and it is unlikely that new models will be able to improve efficiency ratings any further, all boilers in the estate appear to be condensing already and a direct replacement would yield minimal savings (~0-5%). The decarbonisation of the electrical grid further emphasises the savings that can be achieved moving forward with a heat pump installation.
- It should be noted that heat pumps are a juvenile technology; capital costs are high and while gas remains relatively cheap compared to electricity the financial case is not strong (this is the reason for 'n/a' paybacks). However, the carbon case is already obvious and therefore consideration needs to be applied now before it is too late. The heat pump market is expected to develop rapidly in the coming years and this should drive costs down. Strong government intervention will be required to assist in the disparity between gas and electricity costs.

- Please note; the Renewable Heat Incentive (RHI) is currently available for heat pump projects, providing a financial incentive per kWh generated. However, the future of this is uncertain and when Newark come to install heat pumps it is likely there would be a new mechanism in place.

<https://www.ofgem.gov.uk/environmental-programmes/non-domestic-rhi>

## COUNCIL MEETING – 15 DECEMBER 2020

### SCHEDULE OF MEETINGS 2021/22

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

1.1 To approve a Schedule of Meetings covering the period May 2021 to May 2022.

#### **2.0 Background Information**

2.1 A proposed draft Schedule of Meetings for 2021/22 is attached as an **Appendix** to the report.

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

2.3 Members will be aware that during the current pandemic meetings of the Planning Committee are commencing at 2.00pm. This can continue if required once into the fresh Municipal Year.

2.4 One proposed change to highlight in the draft schedule is moving the May 2021 Annual Council Meeting to Tuesday 18 May 2021. This leaves a greater gap between the elections to be held on 6 May 2021 and will also enable more time for political groups to hold their annual meetings.

#### Policy & Finance Committee Budget Meeting

2.5 It is also to be noted that the Policy & Finance Committee budget meeting in 2022 has been moved into the third week in February which will avoid the schools half term break. This same meeting is scheduled for Thursday 18 February 2021. Following discussion with officers it is possible within the budget timetable to move this meeting into the following week. The Chairman has agreed in principle to such a move so it is proposed to move this meeting to Monday 22 February 2021.

#### **3.0 RECOMMENDATIONS that:**

**(a) the proposed Schedule of Meetings for 2021/22 be approved (noting the Annual Council Meeting date of Tuesday, 18 May 2021); and**

**(b) the Policy & Finance Committee budget meeting in the current municipal year be moved to Monday, 22 February 2021.**

#### Background Papers

Nil.

For further information please contact Nigel Hill on extension 5243.

John Robinson - Chief Executive

MAY 2021 – MAY 2022

2021	Monday	Tuesday	Wednesday	Thursday	Friday
May					
	3 BANK HOLIDAY	4	5	6 COUNTY COUNCIL ELECTION PCC	7
	10	11	12	13	14
	17	18 ANNUAL COUNCIL	19	20	21
	24	25	26	27	28
	31 BANK HOLIDAY				
June		1 PLANNING	2	3	4
	7 HOMES & COMMUNITIES	8	9	10 GP & LICENSING	11
	14	15 SHAREHOLDER	16 ECONOMIC DEVELOPMENT	17	18
	21	22 LEISURE & ENVIRONMENT	23	24 POLICY & FINANCE	25
	28	29	30		
July				1	2
	5	6 PLANNING	7	8	9
	12	13 COUNCIL	14	15	16
	19	20	21	22	23

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

2021/2022					
<b>November</b>	1	2 PLANNING	3	4	5
	8	9	10	11 GP & LICENSING	12
	15	16 LEISURE & ENVIRONMENT	17 ECONOMIC DEVELOPMENT	18	19
	22 HOMES & COMMUNITIES	23	24	25 POLICY & FINANCE	26
	29	30 SHAREHOLDER			
<b>December</b>			1 AUDIT & ACCOUNTS	2	3
	6	7 PLANNING	8	9	10
	13	14 COUNCIL	15	16	17
	20	21	22	23	24
	27 BANK HOLIDAY	28 BANK HOLIDAY	29	30	31
<b>January</b>	3 BANK HOLIDAY	4	5	6	7
	10	11	12	13	14
	17	18 PLANNING	19 ECONOMIC DEVELOPMENT	20	21
	24 HOMES & COMMUNITIES	25 LEISURE & ENVIRONMENT	26	27 POLICY & FINANCE	28
	31				

2022	Monday	Tuesday	Wednesday	Thursday	Friday
February		1	2 AUDIT & ACCOUNTS	3	4
	7	8 COUNCIL	9	10	11
	14	15 PLANNING	16	17	18
	21 POLICY & FINANCE (BUDGET)	22	23	24	25
	28				
March		1	2	3	4
	7	8 COUNCIL (TAX)	9	10 GP & LICENSING	11
	14 HOMES & COMMUNITIES	15 PLANNING	16	17	18
	21	22 LEISURE & ENVIRONMENT	23 ECONOMIC DEVELOPMENT	24	25
	28	29 SHAREHOLDER	30	31 POLICY & FINANCE	
April					1
	4	5	6	7	8
	11	12 PLANNING	13	14	15 BANK HOLIDAY
	18 BANK HOLIDAY	19	20	21	22
	25	26	27 AUDIT & ACCOUNTS	28	29

2022	Monday	Tuesday	Wednesday	Thursday	Friday
May	2 BANK HOLIDAY	3	4	5	6
	9	10 PLANNING	11	12	13
	16	17 ANNUAL COUNCIL	18	19	20
	23	24	25	26	27
	30	31			

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

Planning Committee – 4.00pm

Audit & Accounts Committee – 10.00am

Shareholder Committee – 5.30pm

## COUNCIL MEETING – 15 DECEMBER 2020

### LOCALISED COUNCIL TAX SUPPORT SCHEME 2021/22

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

- 1.1 Paragraph 5 of Schedule 1A to the Local Government Finance Act 1992 requires the local authority to consider whether each financial year the scheme is to be revised or replaced. The authority must make any revision to its scheme, or any replacement scheme, no later than 31 January in the financial year preceding that for which the revision or replacement scheme is to have effect
- 1.2 This report asks Members to confirm the continuation of the current Localised Council Tax Support Scheme implemented 1 April 2013 for the 2021/22 financial year with minor changes – that is to seek approval to uprate the income and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works and Pensions.
- 1.3 The annual uprating of the income and disregard criteria will demonstrate that the Council has continued to consider its obligations to vulnerable groups by maintaining the income disregards and premiums to protect families with children and claimants with disabilities.

#### **2.0 Background Information**

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

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

- 3.1 As at the end of November 2020, the number of working age claimants eligible for Council Tax Support was 3,988 and the number of pensioners eligible for Council Tax Support was 3,067.
- 3.2 The value of support awarded to date is £6.9m, in line with the forecast expenditure for the scheme.

### **4.0 Equalities Implications**

- 4.1 An equality impact assessment was completed prior to the Localised Council Tax Support scheme being implemented in April 2013.
- 4.2 In consideration of the obligation to consider vulnerable groups within the design of a local scheme child benefit continues to be disregarded as income and the disability premiums within the council tax benefit calculation were retained to protect families with children and people with disabilities.
- 4.3 Each year the Department for Works & Pensions uprates the income and disregard amounts to account for inflation. By applying the annual uprating of income and disregards to the 2021/22 scheme the Council will continue to demonstrate that it has considered its obligations to consider vulnerable groups within the design of its local scheme.

### **5.0 RECOMMENDATION**

**That the Council continues to adopt the existing Localised Council Tax Support Scheme for all potential claimants for the financial year 2021/22 and uprates the income disregards and premiums in accordance with the Departments for Works & Pensions annual uprating criteria for 2021/22.**

#### Background Papers

Nil.

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

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

## COUNCIL MEETING - 15 DECEMBER 2020

### TREASURY MANAGEMENT 2020-21 MID YEAR REPORT

#### 1. Purpose of Report

1.1. This report provides an update on the Council's treasury activity and prudential indicators for the first half of 2020/21. This was reported to the Audit & Accounts Committee on 25 November 2020.

#### 2. Summary of Treasury Balances as at 30 September 2020

2.1. Below is a summary of the Council's borrowing position as at 30 September 2020, further information at section 6.

Balance on 01/04/2020 £m		Balance on 30/09/2020 £m
92.427	Total Borrowings	99.638
0.224	Total Other Long Term Liabilities	0.224
<b>92.651</b>	<b>TOTAL EXTERNAL DEBT</b>	<b>99.862</b>

2.2. Below is a summary of the Council's investment position as at 30 September 2020, further information at section 7.

Balance on 01/04/2020 £m		Balance on 30/09/2020 £m
30.959	Total Short term Investments	49.522
7.500	Total Long term Investments	7.500
<b>92.651</b>	<b>TOTAL INVESTMENTS</b>	<b>57.022</b>

2.3. Below is a summary of the Council's capital expenditure position as at 30 September 2020, further breakdown at section 5.

Capital Expenditure	2020/21 Initial Capital Budget £m	Current Expenditure 30/09/2020 £m	2020/21 Revised Estimate £m
General Fund Expenditure	29.227	1.645	32.537
HRA Expenditure	23.909	4.179	24.379
<b>Total Capital Expenditure</b>	<b>53.136</b>	<b>5.824</b>	<b>56.916</b>

2.4. **Breach of Indicator**, the Council can confirm no prudential indicators were breached during the first six months of financial period 2020/21, further breakdown at section 9.

### **3. Introduction**

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

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year.
- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Audit and Accounts Committee.

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

- An economic update for the first part of the 2020/21 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2020/21;
- A review of the Council's borrowing strategy for 2020/21;
- A review of any debt rescheduling undertaken during 2020/21;
- A review of compliance with Treasury and Prudential Limits for 2020/21.

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

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

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

4.1. The Treasury Management Strategy Statement (TMSS) for 2020/21 was approved by Full Council on 9 March 2020. There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

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

This part of the report is structured to update:

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

5.1. The table below shows the revised estimates for capital expenditure and the changes since the Capital Programme was agreed within the Capital Programme budget on 9 March 2020.

<b>Capital Expenditure</b>	<b>2020/21 Capital Budget approved 9 March 2020 £m</b>	<b>Current Expenditure £m</b>	<b>2020/21 Revised Estimate £m</b>
General Fund Expenditure	29.227	1.645	32.537
HRA Expenditure	23.909	4.179	24.379
<b>Total Capital Expenditure</b>	<b>53.136</b>	<b>5.824</b>	<b>56.916</b>
<b>Financed by:</b>			
Capital Receipts	5.298		4.863
Capital Grants & Contributions	9.203		8.809
Capital Reserves	12.111		12.965
Revenue	2.787		3.620
<b>Total Financing</b>	<b>29.399</b>		<b>30.257</b>
<b>Borrowing Requirement</b>	<b>23.737</b>		<b>26.659</b>

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

The increase from the Budget approved 9 March 2020 relates to approved capital carry forward requests and approved variations to the capital programme.

#### 6. Borrowing Strategy

6.1. At 30 September 2020 the Council held £99m of loans, as part of its strategy for funding previous years' capital programmes.

## 6.2. Borrowing Activity in 2020/21

	General Fund		HRA	
	Balance on 01/04/2020 £m	Balance on 30/09/2020 £m	Balance on 01/04/2020 £m	Balance on 30/09/2020 £m
Short Term Borrowing	1.071	0.795	4.026	4.014
Long Term Borrowing	3.300	3.300	84.030	91.530
<b>TOTAL BORROWING</b>	<b>4.371</b>	<b>4.095</b>	<b>88.056</b>	<b>95.543</b>
Other Long Term Liabilities	0.224	0.224	0	0
<b>TOTAL EXTERNAL DEBT</b>	<b>4.595</b>	<b>4.319</b>	<b>88.056</b>	<b>95.543</b>
CFR	26.262	44.778	106.638	110.211
Under / (over) borrowing	21.667	40.459	18.582	14.668

- 6.3. As the Council is in a significant under borrowed position, as per the table in 6.2, there may be a requirement during the remainder of the financial year where new borrowing is required. Below is a breakdown of new borrowing taken during financial year 2020/21 which was within the approved Treasury Management Borrowing Strategy framework and has been reviewed by the S151 Officer for cost effectiveness as whether to borrow shorter term or long term in relation to interest rate forecasts.

Institution	From	To	Amount	Rate
PWLB	01/04/2020	31/03/2038	£3,000,000	1.46%
PWLB	01/04/2020	31/03/2045	£4,500,000	1.55%

- 6.4. **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 last 6 months, none of which were exercised by the lender. The Council acknowledges there is an element of refinancing risk even though in the current interest rate environment lenders are unlikely to exercise their options.
- 6.5. **Internal borrowing:** For the Council, the use of internal resources in lieu of borrowing has continued to be the most cost effective means of funding of capital expenditure that has not been funded from grants and other resources. This has lowered overall treasury risk by reducing both external debt and temporary investments. However this position will not be sustainable over the medium term as the Council needs to use reserves for the purpose they were set aside for, and external borrowing may need to be undertaken.
- 6.6. **Debt rescheduling:** The premium charge for early repayment of PWLB debt remains relatively expensive for the loans in the Council's portfolio and therefore unattractive for debt rescheduling activity. No rescheduling activity was undertaken or is proposed during the rest of the financial year as a consequence.

## 7. Investment Activity

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

### 7.2. Investment Activity in 2020/21

Type of Investment	Balance on 01/04/2020 £m	Balance on 30/09/2020 £m	Average Interest Rate
<b>Short term Investments</b>			
<i>Fixed Term Deposits:</i>			
Santander	5.000	5.000	0.55%
Lloyds 95 Day Notice	0	5.000	0.20%
Local Authority Investment	3.000	8.000	1.00%
Close Brothers	0	2.000	0.45%
<i>Money Market Funds:</i>			
Goldman Sachs	6.800	4.572	0.01%
Deutsche Bank	5.159	1.060	0.01%
Invesco	8.500	12.000	0.04%
CCLA	2.500	7.240	0.13%
<i>Bank Call Account:</i>			
Handelsbanken	0	4.650	0.05%
<b>Total Short Term Investments</b>	<b>30.959</b>	<b>49.522</b>	
Long term Investments			
CCLA Property Fund	4.000	4.000	3.64%
CCLA Diversified Income Fund	3.500	3.500	3.80%
<b>Total Long Term Investments</b>	<b>7.500</b>	<b>7.500</b>	
<b>TOTAL INVESTMENTS</b>	<b>38.459</b>	<b>57.022</b>	
Increase/ (Decrease) in Investments		18.563	

7.3. Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

7.4. The Council's budgeted investment return for 2019/20 is currently forecasting an £0.302m unfavourable variance. As shown by the interest rate forecasts in section 2, it is now impossible to earn the level of interest rates commonly seen in previous decades as all investment rates are barely above zero now that Bank Rate is at 0.10%, while some entities, including more recently the Debt Management Account Deposit Facility (DMADF), are offering negative rates of return in some shorter time periods. Given this risk environment and the fact that increases in Bank Rate are unlikely to occur before the end of the current forecast horizon of 31st March 2023, investment returns are expected to remain low.

## 8. Non-Treasury Investments

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

<b>Counterparty</b>	<b>Balance at 30/09/2020</b>
Growth Investment Fund	£40,935
Loans to Housing Associations	£19,222
Loans to Parish Councils	£15,958
Loans to RHH Ltd	£707,890

These investments are due to generate £0.031m of investment income for the Council after taking account of direct costs, representing a rate of return of 5.14%.

## 9. Prudential Indicators

### Breach of Indicators

- 9.1. There have been no breaches of the prudential indicators in the first six months of the financial year 2020/21.

### Limit To Borrowing Activity

- 9.2. **Authorised Limit and Operational Boundary for External Debt.** The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached. The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit. The s151 Officer confirms that there were no breaches to the Authorised Limit and the Operational Boundary during 2020/21.

	<b>Approved Operational Boundary 2020/21 £m</b>	<b>Authorised Limit 2020/21 £m</b>	<b>Actual External Debt 30/09/2020 £m</b>	<b>Compliance</b>
Borrowing	161.9	168.5	99.6	Yes
Other Long Term Liabilities	0.4	0.6	0.2	Yes
<b>Total</b>	<b>162.3</b>	<b>169.1</b>	<b>99.9</b>	<b>Yes</b>

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

	<b>Upper Limit %</b>	<b>Actual at 30/09/2020 £m</b>	<b>Actual at 30/09/2020 %</b>	<b>Compliance</b>
Under 12 months	15%	4.00	4.05%	Yes
12-24 months	15%	6.30	6.37%	Yes
2-5 years	30%	16.00	16.19%	Yes
5-10 years	100%	23.77	24.05%	Yes
Over 10 years	100%	48.77	49.34%	Yes

**Limits to Investing Activity**

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

<b>Credit risk indicator</b>	<b>Target</b>	<b>Actual</b>	<b>Compliance</b>
Portfolio average credit rating	A	AA+	Yes

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

<b>Total cash available within;</b>	<b>Limit</b>	<b>Actual 30/09/2020</b>	<b>Compliance</b>
3 months	100%	52%	Yes
3 – 12 months	80%	35%	Yes
Over 12 months	40%	13%	Yes

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

	<b>Price Risk Limit 2020/21</b>	<b>Actual Investment 30/09/2020</b>	<b>Compliance</b>
Limit on principal invested beyond year end	£15m	£7.5m	Yes

## Limits to Capital Activity

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

	<b>2020/21 Original Estimate £m</b>	<b>2020/21 Revised Estimate £m</b>
CFR – non housing	27.151	44.778
CFR – housing	104.835	110.211
<b>Total CFR</b>	<b>131.986</b>	<b>154.989</b>
<b>Net movement in CFR</b>		<b>23.003</b>

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

	<b>2020/21 Original Estimate £m</b>	<b>2020/21 Revised Estimate £m</b>
<b>General Fund</b>		
Financing Costs	-0.291	-0.291
Proportion of net revenue stream	-1.48%	-1.48%
<b>Housing Revenue Account</b>		
Financing Costs	11.731	12.187
Proportion of net rental stream	50.33%	53.78%

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

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

## **11. RECOMMENDATIONS**

**That the treasury management activity and Prudential Indicators be noted.**

### Background Papers

Nil.

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

N Wilson - Business Manager Financial Services

**Economics Update**

As expected, the Bank of England's Monetary Policy Committee kept Bank Rate unchanged on 6th August. It also kept unchanged the level of quantitative easing at £745bn. Its forecasts were optimistic in terms of three areas:

- The fall in GDP in the first half of 2020 was revised from 28% to 23% (subsequently revised to -21.8%). This is still one of the largest falls in output of any developed nation. However, it is only to be expected as the UK economy is heavily skewed towards consumer-facing services – an area which was particularly vulnerable to being damaged by lockdown.
- The peak in the unemployment rate was revised down from 9% in Q2 to 7½% by Q4 2020.
- It forecast that there would be excess demand in the economy by Q3 2022 causing CPI inflation to rise above the 2% target in Q3 2022, (based on market interest rate expectations for a further loosening in policy). Nevertheless, even if the Bank were to leave policy unchanged, inflation was still projected to be above 2% in 2023.

It also squashed any idea of using negative interest rates, at least in the next six months or so. It suggested that while negative rates can work in some circumstances, it would be “less effective as a tool to stimulate the economy” at this time when banks are worried about future loan losses. It also has “other instruments available”, including QE and the use of forward guidance.

The MPC expected the £300bn of quantitative easing purchases announced between its March and June meetings to continue until the “turn of the year”. This implies that the pace of purchases will slow further to about £4bn a week, down from £14bn a week at the height of the crisis and £7bn more recently.

In conclusion, this would indicate that the Bank could now just sit on its hands as the economy was recovering better than expected. However, the MPC acknowledged that the “medium-term projections were a less informative guide than usual” and the minutes had multiple references to downside risks, which were judged to persist both in the short and medium term. One has only to look at the way in which second waves of the virus are now impacting many countries including Britain, to see the dangers. However, rather than a national lockdown, as in March, any spikes in virus infections are now likely to be dealt with by localised measures and this should limit the amount of economic damage caused. In addition, Brexit uncertainties ahead of the year-end deadline are likely to be a drag on recovery. The wind down of the initial generous furlough scheme through to the end of October is another development that could cause the Bank to review the need for more support for the economy later in the year. Admittedly, the Chancellor announced in late September a second six month package from 1st November of government support for jobs whereby it will pay up to 22% of the costs of retaining an employee working a minimum of one third of their normal hours. There was further help for the self-employed, freelancers and the hospitality industry. However, this is a much less generous scheme than the furlough package and will inevitably mean there will be further job losses from the 11% of the workforce still on furlough in mid September.

Overall, the pace of recovery is not expected to be in the form of a rapid V shape, but a more elongated and prolonged one after a sharp recovery in June through to August which left the economy 11.7% smaller than in February. The last three months of 2020 are now likely to show no growth as consumers will probably remain cautious in spending and uncertainty over the outcome of the UK/EU trade negotiations concluding at the end of the year will also be a headwind. If the Bank felt it did need to provide further support to recovery, then it is likely that the tool of choice would be more QE.

There will be some painful longer term adjustments as e.g. office space and travel by planes, trains and buses may not recover to their previous level of use for several years, or possibly ever. There is also likely to be a reversal of globalisation as this crisis has shown up how vulnerable long-distance supply chains are. On the other hand, digital services is one area that has already seen huge growth.

One key addition to the Bank's forward guidance was a new phrase in the policy statement, namely that "it does not intend to tighten monetary policy until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% target sustainably". That seems designed to say, in effect, that even if inflation rises to 2% in a couple of years' time, do not expect any action from the MPC to raise Bank Rate – until they can clearly see that level of inflation is going to be persistently above target if it takes no action to raise Bank Rate.

The Financial Policy Committee (FPC) report on 6th August revised down their expected credit losses for the banking sector to "somewhat less than £80bn". It stated that in its assessment "banks have buffers of capital more than sufficient to absorb the losses that are likely to arise under the MPC's central projection". The FPC stated that for real stress in the sector, the economic output would need to be twice as bad as the MPC's projection, with unemployment rising to above 15%.

**US.** The incoming sets of data during the first week of August were almost universally stronger than expected. With the number of new daily coronavirus infections beginning to abate, recovery from its contraction this year of 10.2% should continue over the coming months and employment growth should also pick up again. However, growth will be dampened by continuing outbreaks of the virus in some states leading to fresh localised restrictions. At its end of August meeting, the Fed tweaked its inflation target from 2% to maintaining an average of 2% over an unspecified time period i.e. following periods when inflation has been running persistently below 2%, appropriate monetary policy will likely aim to achieve inflation moderately above 2% for some time. This change is aimed to provide more stimulus for economic growth and higher levels of employment and to avoid the danger of getting caught in a deflationary "trap" like Japan. It is to be noted that inflation has actually been under-shooting the 2% target significantly for most of the last decade so financial markets took note that higher levels of inflation are likely to be in the pipeline; long term bond yields duly rose after the meeting. The Fed also called on Congress to end its political disagreement over providing more support for the unemployed as there is a limit to what monetary policy can do compared to more directed central government fiscal policy. The FOMC's updated economic and rate projections in mid-September showed that officials expect to leave the fed funds rate at near-zero until at least end-2023 and probably for another year or two beyond that. There is now some expectation that where the Fed has led in changing its inflation

target, other major central banks will follow. The increase in tension over the last year between the US and China is likely to lead to a lack of momentum in progressing the initial positive moves to agree a phase one trade deal.

**EU.** The economy was recovering well towards the end of Q2 after a sharp drop in GDP, (e.g. France 18.9%, Italy 17.6%). However, the second wave of the virus affecting some countries could cause a significant slowdown in the pace of recovery, especially in countries more dependent on tourism. The fiscal support package, eventually agreed by the EU after prolonged disagreement between various countries, is unlikely to provide significant support and quickly enough to make an appreciable difference in weaker countries. The ECB has been struggling to get inflation up to its 2% target and it is therefore expected that it will have to provide more monetary policy support through more quantitative easing purchases of bonds in the absence of sufficient fiscal support.

**China.** After a concerted effort to get on top of the virus outbreak in Q1, economic recovery was strong in Q2 and has enabled it to recover all of the contraction in Q1. However, this was achieved by major central government funding of yet more infrastructure spending. After years of growth having been focused on this same area, any further spending in this area is likely to lead to increasingly weaker economic returns. This could, therefore, lead to a further misallocation of resources which will weigh on growth in future years.

**Japan.** There are some concerns that a second wave of the virus is gaining momentum and could dampen economic recovery from its contraction of 8.5% in GDP. It has been struggling to get out of a deflation trap for many years and to stimulate consistent significant GDP growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy. The resignation of Prime Minister Abe is not expected to result in any significant change in economic policy.

**World growth.** Latin America and India are currently hotspots for virus infections. World growth will be in recession this year. Inflation is unlikely to be a problem for some years due to the creation of excess production capacity and depressed demand caused by the coronavirus crisis.

**Interest Rate Forecasts**

The Council’s treasury advisor, Link Group, provided the following forecasts on 11th August 2020 (PWLB rates are certainty rates, gilt yields plus 180bps):

Link Group Interest Rate View 11.8.20										
	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Bank Rate View	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month average earnings	0.05	0.05	0.05	0.05	0.05	-	-	-	-	-
6 month average earnings	0.10	0.10	0.10	0.10	0.10	-	-	-	-	-
12 month average earnings	0.15	0.15	0.15	0.15	0.15	-	-	-	-	-
5yr PWLB Rate	1.90	2.00	2.00	2.00	2.00	2.00	2.10	2.10	2.10	2.10
10yr PWLB Rate	2.10	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30
25yr PWLB Rate	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70	2.70	2.70
50yr PWLB Rate	2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.50	2.50

The coronavirus outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut Bank Rate to first 0.25%, and then to 0.10%, it left Bank Rate unchanged at its meeting on 6th August (and the subsequent September meeting), although some forecasters had suggested that a cut into negative territory could happen. However, the Governor of the Bank of England has made it clear that he currently thinks that such a move would do more damage than good and that more quantitative easing is the favoured tool if further action becomes necessary. As shown in the forecast table above, no increase in Bank Rate is expected within the forecast horizon ending on 31st March 2023 as economic recovery is expected to be only gradual and, therefore, prolonged.

**GILT YIELDS / PWLB RATES.** There was much speculation during the second half of 2019 that bond markets were in a bubble which was driving bond prices up and yields down to historically very low levels. The context for that was heightened expectations that the US could have been heading for a recession in 2020. In addition, there were growing expectations of a downturn in world economic growth, especially due to fears around the impact of the trade war between the US and China, together with inflation generally at low levels in most countries and expected to remain subdued. Combined, these conditions were conducive to very low bond yields. While inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation expectations, the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers. This means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. The consequence of this has been the gradual lowering of the overall level of interest rates and bond yields in financial markets over the last 30 years. Over the year prior to the coronavirus crisis, this has seen many bond yields up to 10 years turn negative in the Eurozone. In addition, there has, at times, been an inversion of bond yields in the US whereby 10 year yields have fallen below shorter term yields. In the past, this has been a precursor of a recession. The other side of this coin is that bond prices are elevated as investors would be expected to be moving out of riskier assets i.e. shares, in anticipation of a downturn in corporate earnings and so selling out of equities.

Gilt yields had therefore already been on a generally falling trend up until the coronavirus crisis hit western economies during March. After gilt yields spiked up during the initial phases of the health crisis in March, we have seen these yields fall sharply to unprecedented lows as major western central banks took rapid action to deal with excessive stress in financial markets, and started massive quantitative easing purchases of government bonds: this also acted to put downward pressure on government bond yields at a time when

there has been a huge and quick expansion of government expenditure financed by issuing government bonds. Such unprecedented levels of issuance in “normal” times would have caused bond yields to rise sharply. At the close of the day on 30th September, all gilt yields from 1 to 6 years were in negative territory, while even 25-year yields were at only 0.76% and 50 year at 0.60%.

From the local authority borrowing perspective, HM Treasury imposed **two changes of margins over gilt yields for PWLB rates** in 2019-20 without any prior warning. The first took place on 9th October 2019, adding an additional 1% margin over gilts to all PWLB period rates. That increase was then at least partially reversed for some forms of borrowing on 11th March 2020, but not for mainstream General Fund capital schemes, at the same time as the Government announced in the Budget a programme of increased infrastructure expenditure. It also announced that there would be a consultation with local authorities on possibly further amending these margins; this was to end on 4th June, but that date was subsequently put back to 31st July. It is clear HM Treasury will no longer allow local authorities to borrow money from the PWLB to purchase commercial property if the aim is solely to generate an income stream (assets for yield).

Following the changes on 11th March 2020 in margins over gilt yields, the current situation is as follows: -

- **PWLB Standard Rate** is gilt plus 200 basis points (G+200bps)
- **PWLB Certainty Rate** is gilt plus 180 basis points (G+180bps)
- **PWLB HRA Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB HRA Certainty Rate** is gilt plus 80bps (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)

It is possible that the non-HRA Certainty Rate will be subject to revision downwards after the conclusion of the PWLB consultation; however, the timing of such a change is currently an unknown, although it would be likely to be within the current financial year.

As the interest forecast table for PWLB certainty rates, (gilts plus 180bps), above shows, there is likely to be little upward movement in PWLB rates over the next two years as it will take economies, including the UK, a prolonged period to recover all the momentum they have lost in the sharp recession caused during the coronavirus shut down period. Inflation is also likely to be very low during this period and could even turn negative in some major western economies during 2020/21.

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

- The overall balance of risks to economic growth in the UK is probably relatively even, but is subject to major uncertainty due to the virus.
- There is relatively little UK domestic risk of increases or decreases in Bank Rate and significant changes in shorter term PWLB rates. The Bank of England has effectively ruled out the use of negative interest rates in the near term and increases in Bank Rate are likely to be some years away given the underlying economic expectations. However, it is always possible that safe haven flows, due to unexpected domestic developments and those in other major economies, could impact gilt yields, (and so PWLB rates), in the UK.

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

- **UK** - second nationwide wave of virus infections requiring a national lockdown
- **UK / EU trade negotiations** – if it were to cause significant economic disruption and a fresh major downturn in the rate of growth.
- **UK - Bank of England** takes action too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- A resurgence of the **Eurozone sovereign debt crisis**. The ECB has taken monetary policy action to support the bonds of EU states, with the positive impact most likely for “weaker” countries. In

addition, the EU recently agreed a €750bn fiscal support package. These actions will help shield weaker economic regions for the next year or so. However, in the case of Italy, the cost of the virus crisis has added to its already huge debt mountain and its slow economic growth will leave it vulnerable to markets returning to taking the view that its level of debt is unsupportable. There remains a sharp divide between northern EU countries favouring low debt to GDP and annual balanced budgets and southern countries who want to see jointly issued Eurobonds to finance economic recovery. This divide could undermine the unity of the EU in time to come.

- Weak capitalisation of some **European banks**, which could be undermined further depending on extent of credit losses resultant of the pandemic.
- **German minority government & general election in 2021.** In the German general election of September 2017, Angela Merkel's CDU party was left in a vulnerable minority position dependent on the fractious support of the SPD party, as a result of the rise in popularity of the anti-immigration AfD party. The CDU has done badly in subsequent state elections but the SPD has done particularly badly. Angela Merkel has stepped down from being the CDU party leader but she intends to remain as Chancellor until the general election in 2021. This then leaves a major question mark over who will be the major guiding hand and driver of EU unity when she steps down.
- **Other minority EU governments.** Austria, Sweden, Spain, Portugal, Netherlands, Ireland and Belgium also have vulnerable minority governments dependent on coalitions which could prove fragile.
- **Austria, the Czech Republic, Poland and Hungary** now form a strongly anti-immigration bloc within the EU. There has also been a rise in anti-immigration sentiment in Germany and France.
- **Geopolitical risks**, for example in China, Iran or North Korea, but also in Europe and other Middle Eastern countries, which could lead to increasing safe haven flows.
- **US – the Presidential election in 2020:** this could have repercussions for the US economy and SINO-US trade relations.

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

- **UK** - stronger than currently expected recovery in UK economy.
- **Post-Brexit** – if an agreement was reached that removed the majority of threats of economic disruption between the EU and the UK.
- The **Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.

# Public Document Pack Agenda Item 14a

## 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, 24 September 2020 at 6.00 pm.

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

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

ALSO IN ATTENDANCE: Councillor N Mison

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.

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

Councillor R. Jackson and K. Girling declared personal interests in Agenda Item No. 7 - Local Government Re-organisation as Members of Nottinghamshire County Council. Councillor B. Clarke Smith declared a personal interest in the same item, given he was a current Member of Parliament.

Councillor K. Girling declared a personal interest in Agenda Item No. 13 - Active4Today - Covid update as a Director of Active4Today.

Councillor T Wendels declared a personal interest in Agenda Items No. 14 – Letter of Comfort for Southwell Leisure Centre Trust as a Trustee and in Agenda Item No. 24 - Litigation Matter.

### 131 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.

### 132 MINUTES OF THE MEETING HELD ON 25 JUNE 2020

The minutes from the meeting held on 25 June 2020 were agreed as a correct record to be signed by the Chairman.

### 133 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

134 COMMUNITY PLAN 2020 - 2023

The Transformation Manager presented a report which set out a proposed refreshed Community Plan which had been updated to reflect our communities and Council priorities during the Covid-19 pandemic. The refreshed version included numerous examples of community spirit and communities coming together to support one another and the continuation of the Council's Humanitarian Assistance Response Team's (HART) approach, which was established during the Covid-19 pandemic.

The refreshed Plan covered the same period, up until 2023, and included 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 out 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 districts natural environment;
- Reduce crime and anti-social behaviour and increase feelings of safety in our communities; and
- Improve the health and well-being of residents.

AGREED (with 6 for and 1 against) That the refresh of the Community Plan 2020-2023 be recommended to Full Council for approval.

Reason for Decision

To approve the Community Plan refresh 2020-2023.

135 LOCAL GOVERNMENT REORGANISATION

The Deputy Chief Executive presented a report which sought approval to set aside the sum of £30,000 to support the Council to engage fully and proactively in the development of proposals for local government re-organisation and wider public services reform. The Government's Devolution and Recovery White Paper was expected to be published in October 2020, to include details of a fresh push to deliver more democratically elected Mayors, Combined Authorities and Unitary Councils.

Appended to the report were reports to Nottinghamshire County Council's Policy Committee seeking approval for the Leader of the County Council to seek support for a unitary local authority in Nottinghamshire, and a letter from the Leaders of all the Borough and District Councils in Nottinghamshire, along with the City Council, setting out their opposition to a single unitary authority.

In order to progress alternative proposals and respond promptly and collaboratively,

the Leaders had recommended engaging external support to assist with a range of key tasks, including preparation and appraisal of options for improving local services, financial assessments and community engagement.

AGREED (unanimously) that:

- (a) the sum of £30,000 be set aside from the Change Management Reserve to support work associated with the forthcoming 'Devolution White Paper' and more specifically, the design and development of options to improve local government and public services more generally in Nottinghamshire;
- (b) the Chief Executive be requested to update this Committee on a regular basis on the progress of the above work; and
- (c) Members note the options for any future Local Government Reorganisation affecting Newark & Sherwood District Council would be referred to Full Council for consideration and debate.

#### Reason for Decision

To provide resource to enable the Council to participate effectively in the interests of its local community.

### 136 CLIMATE EMERGENCY UPDATE

The Policy & Projects Officer presented a report which provided an update of the work overseen by the Climate Emergency Working Group (CEWG) of Members, to produce a climate strategy and action plan for Newark & Sherwood District Council in response to the declared climate emergency. The conclusions from the CEWG, working with The Carbon Trust, were that the Council:

- defines its carbon footprint based on selected operational data as set out in the strategy;
- sets a target date of 2035 for carbon neutrality based on that data;
- is guided by the action plan to reduce carbon emissions in order to meet the target for neutrality; and
- monitors progress against the strategy and action plan by annual reporting to this Committee, with additional operational Committee updates as required.

The Committee welcomed the suggested virtual opportunity for all Members to view the strategy and action plan prior to submission to the Full Council.

AGREED (unanimously) that:

- (a) the Council's carbon footprint to target be recommended for approval by the Full Council - the footprint is calculated as 2,165 tCO<sub>2</sub>e – which incorporates selected emissions from scopes 1, 2 and 3 (this footprint does not include emissions from housing (17,130 tCO<sub>2</sub>e), which have been considered separately);

- (b) 2035 be recommended to the Full Council as the target date for carbon neutrality (the action plan sets out a series of schemes to support the neutral target – subject to feasibility);
- (c) a commitment is added to the Capital Project Feasibility Reserve of £40,000;
- (d) governance of the strategy and action plan, as coordinated by the Environmental Policy and Projects Officer, is overseen by an annual report to Policy & Finance Committee that conveys progress against the annual carbon footprint (additional projects and initiatives will be considered by the relevant officers and committees as required); and
- (e) all Members have the opportunity to view the strategy and action plan at a virtual meeting on a date to be confirmed, prior to presentation to the Full Council.

Reason for Decision

To reduce the Council’s carbon emissions and to formalise its environmental ambitions by agreeing a measured and considered action plan.

137 THE DIGITAL DECLARATION

The Business Manager - ICT & Digital Services presented a report which sought endorsement for the Council signing the ‘Local Digital Declaration’ committing the Council to work towards being a Digital Council. The Local Digital Declaration was a joint initiative by MHCLG and the Government Digital Service (GDS), first published in July 2018. The Local Digital Declaration was a shared ambition for better local public services through digital means and sought to commit to design services that:

- Best meet the needs of the resident;
- Challenge the technology market to offer flexible tools and services that public sector bodies require;
- protect the privacy and security of residents; and
- Deliver better value for money.

A checklist of actions to be undertaken in signing up to the Digital Declaration was set out in the report to Members.

It was proposed to launch the Declaration commitment with a community focused project that worked towards digital inclusivity. Potential funding for this project was available through the Local Digital Fund, from the MHCLG.

AGREED (unanimously) that:

- a) the signing of the Local Digital Declaration be approved; and
- b) the introduction of a digital implications Committee report header be approved.

### Reason for Decision

Signing the declaration will provide a digital vision committing the Council to meeting the needs of the resident, providing better value for money, challenging the technology market and protecting residents privacy and security.

#### 138 CALL RECORDING POLICY

The Business Manager - Customer Services, presented a report which proposed the introduction of call recording, and which sought approval for a Call Recording Policy, including the proposed duration of storage of a recording. The Council did not currently record calls, but a new call centre solution due to be installed in October had such a facility.

It was considered that call recording would improve quality management and aid the investigation of complaints or abusive telephone calls. Callers would be informed that their call was being recorded. All call recordings would be stored by the Council for up to 100 days unless they were part of an enquiry or investigation and would be kept until completion thereof.

AGREED (unanimously) that the Call Recording Policy as set out in the Appendix to the report be approved.

### Reason for Decision

Call recording to be introduced for service management, and therefore assurance over the quality of the Council's customer service, as well as the safety and security of staff in the investigation of complaints, concerns and violent, dangerous, abusive or illegal behaviour.

#### 139 GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 31 JULY 2020

The Business Manager - Financial Services presented a report which compared the Revised Budgets with the Projected Outturn forecast for the period ending 31 March 2021. The forecast was based on four months performance information on the Council's revenue and capital budgets including the General Fund Revenue, HRA and Capital Programme. The accounts showed a projected unfavourable variance against the revised budget of £1.310m on service budgets, with an overall unfavourable variance of £1.174m. Appendix A to the report detailed the variances in service areas and other budgets.

It was reported that the Council had received £1.483m funding from the Government for additional costs as a result of Covid-19. Appendix B to the report detailed the current allocation of that budget to specific expenditure. The report also summarised the position for the Capital Programme up to the end of July 2020. Additions and amendments to the Programme were detailed in Appendix C to the report. The Business Manager - Financial Services advised that an additional £94,000 was to be added to the Capital Programme which was fully funded by the Safer Streets fund for works around bike storage and anti-social behaviour measures around Chatham Court

in Newark.

AGREED (unanimously) that:

- (a) the General Fund projected unfavourable outturn variance of between £0.574m and £0.774m be noted;
- (b) the Housing Revenue Account projected favourable outturn variance of £1.564m be noted;
- (c) the variations to the Capital Programme at Appendix D be approved; and
- (d) the Capital Programme projected outturn and financing of £56.663m be noted.

Reason for Decision

To update Members with the forecast outturn position for the 2020/21 financial year.

140 NEWARK TOWNS FUND - ACCELERATED CAPITAL INVESTMENT

The Director - Planning & Growth, presented a report which sought approval to set up a budget to hold £750,000 of grant funding, alongside an agreement to underwrite £64,500 in anticipation of the grant approval. In September 2019, it was announced that Newark had been chosen as one of 100 towns in the UK to apply for a share of up to £25m worth of investment as part of the Governments 'Town Deal' process. The process for accessing Towns Funding had involved the submission of a Newark Town Investment Plan (TIP). As yet, the TIP was yet to be agreed by the Government. However, on 1 July 2020, the Ministry of Housing, Communities and Local Government (MHCLG) wrote to the Council offering an opportunity to bring forward Capital Investment Projects identified in the TIP to support jobs and economic recovery by way of a £750,000 Capital Grant.

It was proposed that a budget of up to £750k be created to cover works associated with the 3 projects identified in the Newark TIP, which were: delivery and readiness of the former Marks and Spencer site on Stodman Street; deliver and site readiness of a Construction College led by Lincoln College Group; and delivery of new cycle infrastructure in the Town.

AGREED (unanimously) that:

- (a) spend of up to £64,500 is set up in the Capital Programme for work to be undertaken in advance of grant approval as detailed at paragraph 3.2 of the report with a view to financing from the capital provision if required; and
- (b) upon receipt of written approval from the MHCLG that the proposed schemes are acceptable, a budget for Newark Towns Fund of £750,000 (inclusive of £64,500) be added to the Council's Capital Programme fully financed by the Accelerated Capital grant.

Reason for Decision

To make Members aware of the Accelerated Capital Grant and seek approval to underwrite expenditure necessary to meet the spend deadline.

141 ACTIVE4TODAY - COVID UPDATE

The Health Improvement and Community Relations Manager presented a report which provided an update in relation to the current position of Active4Today given the impact of Covid-19. The impacts of the pandemic on the Company were detailed in the appendix to the report. Based on the impacts, it was proposed that the Company use £0.200m of its reserves to support the estimated shortfall, which was currently being forecasted at £0.690m. In addition the Council would make provision to support the remaining deficit which was currently estimated at £0.490m.

AGREED (unanimously) that:

- (a) the content of the Active4Today Covid-19 Impact report (Appendix A) be noted; and
- (b) the allocation of £0.490m from the 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 be approved.

Reason for Decision

To ensure that the funding that Active4Today requires to maintain its sustainability is set aside.

142 LETTER OF COMFORT FOR SOUTHWELL LEISURE CENTRE TRUST

The Business Manager - Financial Services presented a report which detailed a request from Southwell Leisure Centre Trust (SLCT) to enter into an agreement for financial assistance to ensure the sustainability of leisure provision within the Southwell locale as the result of the lack of trading due to the lockdown from Covid-19. Their request was for the Council to enter into a letter of comfort with the Trust in order that the Council underwrite any liabilities the Trust accumulated up to a total amount of £220,000. This was subject to the Trust utilising all of its reserves in the first instance.

The main provisions within the proposed agreement were set out in full in the report. The terms of this Letter of Comfort were to be reviewed on a quarterly basis.

AGREED (unanimously) that the request by SLCT for the Council to enter into a letter of comfort with them in order to safeguard its sustainability be approved.

Reason for Decision

To ensure the sustainability of Southwell Leisure Centre Trust in order for the continuation of leisure provision within the Southwell locale.

143 CLIPSTONE WELFARE REFURBISHMENT PROPOSALS - SECTION 106 FUNDING REQUEST

The Health Improvement and Community Relations Manager presented a report which sought approval to allocate a financial contribution to the refurbishment of the Clipstone Welfare from Section 106 (S106) monies held for the purposes of community facilities provision in Clipstone.

The Clipstone Welfare Trust, which owned and operated the building, had been working with Clipstone Parish Council on proposals to develop the Welfare building as a community hub. This would help deliver a wider offer to the local community.

AGREED (unanimously) that the creation of a £66,385 capital budget within the 2020/21 Capital Programme, all to be financed from Section 106 Agreements held for the purpose of community facility infrastructure improvements in Clipstone, be approved.

Reason for Decision

To enable the proposed project to proceed in a timely manner in order to enhance the community facilities offer in the Clipstone locality.

144 CARELINE - ANALOGUE TO DIGITAL UPGRADE

The Director - Housing, Health & Wellbeing, presented a report regarding the Council's Careline service and the required improvements to ensure service continuity when the national analogue telephone infrastructure switched over to a digital network by 2025. The report requested a capital programme budget to the value of £80,540 to upgrade accordingly.

Careline provided social alarm response services, 24 hours a day, to the Council's supported housing properties, along with 76 customers living in our general needs housing and over 1,000 private sector customers. In addition it provided an out of hours service for Council Tenants. The upgrade would provide future expansion opportunities to meet future needs and particularly in meeting challenges to general health and wellbeing through the outbreak and recovery from Covid-19.

AGREED (unanimously) that a Capital Programme budget to the value of £80,540 to upgrade the infrastructure to ensure readiness and service continuity at digital switchover be approved.

Reason for Decision

To upgrade the infrastructure and ensure no disruption of service for those vulnerable residents who currently receive this support service in supported housing, general needs tenancies and in the private sector.

145 NEWARK & SHERWOOD DISTRICT COUNCIL - COVID-19 UPDATE

The Assistant Director- Transformation & Communication presented a comprehensive

report which provided an update on the impact of Covid-19 on the District of Newark & Sherwood since June 2020. The report provided full details regarding the impact and adaptations of Council services and the workforce, support provided to business within the District, and the action taken in respect of the local outbreak within Newark, at the beginning of August. The report also outlined some of the issues the District was likely to face, and the tools and support in place to help communities going forward.

AGREED (unanimously) that the report be noted as a summary of the pandemic response and recovery activities since June and the context be considered for future working arrangements.

Reason for Decision

To provide context for future working and decision making in relation to the pandemic.

146 COMMUNITY PLAN - QUARTER 1 2020/21 - PERFORMANCE REPORT

The Transformation Manager presented a report which informed Members of the current position against actions and Key Performance Indicators (KPIs) in the Council's Community Plan 2019/23. The Community Plan 2019/23 was adopted on 7 March 2019 and set out the Council's purpose, values and objectives along with improvement/development actions above and beyond normal day to day service related activities.

There were a total of 138 actions within the plan, as well as 85 KPIs used to measure progress against the plan. The report for quarter 1 focused on the 35 quarterly KPIs and 54 Actions.

AGREED (unanimously) that the summary of position against actions and Key Performance Indicators in the Community Plan as at the end of quarter one be noted.

Reason for Decision

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

147 INFORMATION REQUESTS, COMPLAINTS AND RIPA UPDATE

The Director – Governance & Organisational Development presented a report which detailed the activity in relation to requests made to the Council during 2019/20 under the General Data Protection Regulation, Data Protection Act 2018, Freedom of Information Act 2000 and Environmental Information Regulations 2004. The report also advised of the complaints made to the Local Government Ombudsman and the use by the Council of the Regulation of Investigatory Powers Act 2000 (RIPA) during 2019/20.

AGREED (unanimously) that the report be noted.

Reason for Decision

To inform Members of activities in relation to information requests, complaints made to the Local Government Ombudsman and the use of RIPA in 2019/20.

148 ANNUAL STANDARDS REPORT FOR THE PERIOD 1 APRIL 2019 - 31 MARCH 2020

The Committee considered the report of the Director – Governance & Organisational Development and Monitoring Officer, which presented the Annual Standards Report for the period 1 April 2019 to 31 March 2020. The Monitoring Officer had received ten Code of Conduct complaints during the period, seven complaints resulted in no further action being taken and three were currently being investigated by the Monitoring Officer. All complaints related to Parish Councillors.

Register of Interest forms for Newark & Sherwood District Councillors had been issued to all Members following the elections held on 2 May 2019, which had been returned and were published on the Council's website. Newly elected Town and Parish Councillors were also required to complete a Register of Interest form to be published on the Council's website.

AGREED (unanimously) that the Annual Standards Report be noted.

Reason for Decision

To provide Members with details of standards issues in 2019/20.

149 URGENCY ITEMS TAKEN DURING COVID-19 PANDEMIC

The Committee noted the urgency item decisions which had been taken since the last meeting held on 25 June 2020 under the widened urgency provisions. 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:

- i. Newark Towns Fund - Submission of Town Investment Plan / Heritage Action Zone – Entering into Contract with Historic England
- ii. Parish & Town Council Initiative Fund and Community, Sports & Arts Grants Scheme
- iii. Lorry Park Shower Upgrade

AGREED (unanimously) that the urgency items be noted.

150 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.

151 TELEPHONY AND CALL CENTRE SOLUTION

The Committee considered the exempt report regarding a telephony and call centre solution.

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

152 LITIGATION MATTER

The Committee considered the exempt report regarding a litigation matter.

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

Meeting closed at 8.15 pm.

Chairman

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

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# Public Document Pack Agenda Item 14b

## 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, 26 November 2020 at 6.00 pm.

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

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

ALSO IN ATTENDANCE: Councillor R Blaney, Councillor Mrs B Brooks, Councillor Mrs R Holloway and Councillor M Skinner

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.

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

There were no declarations of interest.

### 154 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.

### 155 MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2020

The minutes from the meeting held on 24 September 2020 were agreed as a correct record and signed by the Chairman.

### 156 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

### 157 GROUNDS MAINTENANCE OF HRA LAND

The Director - Housing, Health and Wellbeing presented a report which set out a business case for Newark & Sherwood District Council's Street Scene Service to deliver the grounds maintenance of Housing Revenue Account (HRA) or housing service land rather than contracting the service to a third party. The Director - Housing, Health and Wellbeing reported that the both the Homes & Communities and Leisure & Environment Committees had supported the proposal to bring the existing contract to an end and bring the service in-house and were recommending approval to the Policy & Finance Committee.

The report detailed the review of the current service which had been subject to consultation through a tenant survey. Three options were set out in the report: A- no change to the current contract specification; B - changes to the current specification to deliver a higher specification service in line with tenant requests for improvement; and C - adaptation of the current specification to deliver a higher specification service. In respect of staffing all three options required an increase in the current Street Scene staffing levels. The existing contractor, ID Verde, were likely to have a number of staff working on the contract for the whole time, therefore TUPE regulations would apply if the contract was to be awarded to the District Council.

The report set out the estimated 2021/22 revenue costs of extending the current contract and of the three options proposed if the Council were to deliver the service in-house. General fund revenue costs were for the purchase of small grounds maintenance equipment with the purchase of vehicles and larger equipment would be capital expenditure.

AGREED (unanimously) that:

- (a) the termination of the existing grounds maintenance contract be approved with the grounds maintenance service for the Housing Revenue Account to be in sourced and provided through Newark & Sherwood District Council's Street Scene; and
- (b) a one off revenue cost to the General Fund of £14,420 (to be funded from reserves) and a capital outlay of £133,600 (funded by borrowing) for Option A be approved.

#### Reason for Decision

Providing greater efficiencies through the synergies between the existing in-house provision and the requirements for maintaining HRA land; to improve accountability to tenants on the quality and responsive of the grounds maintenance and street scene, giving a consistent service to tenants; and to strengthen our in-house team and secure additional contracts that enable the Council to improve and maintain a 'Cleaner Safer Greener' District.

#### 158 PARTNERSHIP FOR THE EAST MIDLANDS BUILDING CONSULTANCY

The Director - Planning & Growth presented a report which provided an update on the outcomes of the Practitioner Led Service Review of the service which included the financial position for the East Midlands Building Consultancy (EMBC) and the Council, and the recommended next steps for the partnership and extension of the contract.

The service review was undertaken by Capita with the aim to analyse the current service provision and provide suggested solutions to improve the service in the short, medium and long terms. Three service improvements were suggested: option 1 – business as usual with service improvements; option 2 – joint ventures – larger informal partnership with other councils / partners; and option 3 – a joint authority wholly owned trading company.

The outcome of the review was option 1 - to continue with the existing partnership with South Kesteven District Council and Rushcliffe Borough Council with service improvements which would still allow for services to be provided to other local authorities on a consultancy basis rather than a formal partnership.

The report provided full details of the EMBC financial position which took into account the impact of Covid-19 on income and furloughing staff. Based on income to date the forecast position was that there could be a trading deficit of £8,256 and general fund contribution of £74,167 per partner. If accurate this would comprise an increase of £474 on the budgeted contribution per partner.

AGREED (unanimously) that:

- a) the existing contract with East Midlands Building Consultancy for Building Control Services in partnership with Rushcliffe Borough Council and South Kesteven District Council be extended until April 2023, subject to annual review; and
- b) the financial position of the East Midlands Building Consultancy be noted.

Reason for Decision

To provide a sustainable Building Control service in partnership with neighbouring authorities.

159 REVISED CUSTOMER FEEDBACK POLICY

The Business Manager – Customer Services presented a report which sought approval for a revised Customer Feedback Policy. The Policy had been revised following the re-integration of housing services back into the Council from Newark & Sherwood Homes. The Policy had also been updated to incorporate the latest best practice from the Local Government and Social Care Ombudsman and the Housing Ombudsman to ensure it was compliant with the relevant codes of practice. It was reported that the Homes & Communities had recommended approval of the revised Policy.

AGREED (unanimously) that the revised Customer Feedback Policy be approved.

Reason for Decision

To ensure the Customer Feedback Policy is fit for purpose and adheres to both of the Ombudsman's Code of Practices.

160 NEWARK TOWNS FUND

The Director - Planning and Growth presented a report which provided an update on the Newark Town Investment Plan (TIP) and sought approval for the appropriate budget to progress with feasibility work for the Council owned Great North Road Gateway Site.

In accordance with the Towns Fund guidance, the Newark TIP was formally submitted to the Government on 31 July 2020 which was the deadline for the first cohort. To date seven places within this first cohort had been announced. Following the submission of the TIP a number of qualifications had been provided to the Government who have been assessing the proposals. The Government were still to announce if the TIP was to be supported but it was hoped that the Council would secure significant investment.

The Director – Planning & Growth referred to the report considered by the Economic Development Committee at their meeting held on 18 November which provided an update on a number of TIP projects. The report to this Committee focused on the Great North Road ‘Gateway Site’ which was in the Council’s ownership.

In relation to the existing livestock market it was noted that a third party had confirmed they wished to progress with a new livestock market but not at the current site. The current site remained vacant and redundant. In the interests of reducing holding costs for the Council and preparing the site for redevelopment it was recommended that funds were made available to tender for the demolition and secure holding of the existing cattle market site.

In relation to the lorry park, if the Council were to consider any relocation, it will be necessary for feasibility work to be undertaken in order to understand the acceptability and costs of its relocation. This feasibility work would need to be progressed alongside feasibility work for the technical ability and capacity of the Gateway Site to accommodate a range of aspirations including the International Air and Space Training Institute. The projected costs for demolition of the existing cattle market and the feasibility works were detailed in a separate exempt report.

AGREED (unanimously) that:

- a) the ongoing negotiations with Government to secure a capital contribution from the Towns Fund of up to £25mbe noted;
- b) the allocation of budget outlined in the exempt report to secure the demolition and secure holding of the existing Cattle Market site be approved;
- c) the allocation of budget outlined in the exempt report to undertake feasibility work on the relocation of the Cattle Market and Lorry Park to Newark Showground or other identified site(s) be approved; and
- d) the allocation of budget outlined in the exempt report to undertake feasibility work on developing the Newark Gateway Site (the exiting Cattle Market and lorry park), including the delivery of the Newark Town Investment Plan aspirations be approved.

#### Reason for Decision

To continue the development the Newark Towns Strategy and Investment Plan.

The Business Manager - Planning Policy presented a report which provided the Committee with the first iteration of the Council's Infrastructure Funding Statement (IFS). This comprised of a report relating to the previous financial year on Community Infrastructure Levy (CIL) and Section 106 planning obligations, and a report on the infrastructure projects or types of infrastructure that the Council intended to fund wholly or partly by the levy, excluding the neighbourhood portion. It was noted that the IFS was a requirement of amended CIL legislation.

AGREED (unanimously) that the Infrastructure Funding Statement, attached as an Appendix to the report, be approved for publication before the end of the calendar year.

#### Reason for Decision

To ensure that the District Council was operating in accordance with the requirements of the Community Infrastructure Regulations.

#### 162 FLOWSERVE SITE UPDATE

The Director - Planning & Growth presented a report which provided an update relating to changes in ownership of the Flowserve site, the resulting likely impacts on the Flowserve Sports and Social Club's occupation of sporting land on the site, and a proposition for the Council to enter into a financial relationship to provide a new landowner with an ongoing rental guarantee.

The landlord, CB Collier NK (SSC) Ltd, had informed the Council that, based on an appraisal of the financial standing of the Sports and Social club, it could only support retaining the Sports and Social Club (SSC) or other current sporting and community groups on the site if the Council were to step in to assist. Therefore, a request was made that the Council enter into an arrangement with the landlord to cover, via guarantee, up to £45,000 per annum in year 1, £55,000 per annum in year 2, and £75,000 per annum thereafter. The landlord confirmed that lease expectations were informed by advice from a firm of surveyors. It was considered that such rent levels were unsustainable and the Sports and Social Club, in conjunction with Newark Town Football Club, stated that an affordable lease was £10,000 per annum for the site.

It was considered disappointing that the Sports and Social Club and the landlord were unable to reach a mutually acceptable agreement. Ending the tenancy of the Sports and Social Club would lead to the loss of the sporting and community organisation facilities. However, the Council could act as honest broker for both parties to conclude a mutually acceptable arrangement, albeit that would require a significant reduction in lease expectations. The Council could also assist with work to find new accommodation for any club or organisation displaced if the lease was brought to an end and the Sports and Social Club or individual groups were required to vacate the site. It was noted that the site would remain as protected sports and recreational land irrespective of tenancy.

AGREED (unanimously) that:

- a) CB Collier NK (SSC) Limited be informed that its proposal as detailed in paragraph 2.8 of the report is declined; and
- b) the Council offers to act as a broker between CB Collier NK (SSC) Limited and the Sports and Social Club to assist the parties in reaching a mutually acceptable lease arrangement, and if necessary assist the affected clubs and associations in finding alternative accommodation.

Reason for Decision

To update Members on recent developments and to make clear the Council's position.

163 RECRUITMENT OF ADDITIONAL COMMUNITY RELATIONS OFFICERS

In accordance with Section 100(B)(4)(b) of the Local Government Act 1972, the Chairman agreed to take this item as a late item of business in order to facilitate the recruitment of the proposed Community Relations Officer posts as soon as possible.

The Director - Housing, Health & Wellbeing presented a report which sought approval for the recruitment of two additional full time permanent Community Relations Officers. This proposal would increase the capacity and resilience within the Health Improvement & Community Relations (HART) Team as part of the restructure proposals within the wider Housing, Health & Wellbeing Directorate. It was considered that there was some urgency to recruit the posts in order to respond in a timely manner to the ongoing impacts of Covid-19 and the associated challenges of winter in terms of increased risk of adverse weather conditions and potential flooding which would require a community relations / HART response.

The additional cost for the two Community Relations Officers for a three month period from January through to March 2021 was £17,500 including on-costs. For 2021/22, the additional budget requirement was £75,125 including on costs for the two posts. These figures had been included as part of the draft budget setting process for the Council's overall General Fund.

AGREED (unanimously) that:

- a) the proposal to recruit two additional Community Relations Officers to the existing Health Improvement and Community Relations / HART Team be approved; and
- b) budget provision of £75,125 be made within the General Fund budget for Housing, Health & Wellbeing for the 2021/22 financial year and future years.

Reason for Decision

To ensure the Health Improvement & Community Relations / HART Team structure is able to deliver Business Plan and Community Plan objectives and appropriate emergency response requirement.

164 GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED

## OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 SEPTEMBER 2020

The Deputy Chief Executive, Director - Resources and Section 151 Officer presented a report which compared the Revised Budgets with the Projected Outturn forecast for the period ending 31 March 2021. The forecast was based on six months performance on the Council's revenue and capital budgets including the General Fund Revenue, Housing Revenue Account (HRA) and Capital Programme. The accounts showed a projected unfavourable variance of against the revised budget of £0.953m on service budgets, with an overall unfavourable variance of £1.094m. Appendix A to the report detailed the variances in service areas and other budgets.

It was noted that the main reason for the projected unfavourable variance of £0.953m was because of the predicted £1.643m less in fee income than budgeted for. However it was estimated that the Council would be able to claim between £0.300m and £0.500m from the Government in compensation for such loss of income from fees and charges. Appendix B to the report showed the areas that were predicting falls in income. It was also noted that the Nottinghamshire Business Rates Pool may return some funding for the Council in 2020/21.

The HRA budget showed a projected favourable variance against the approved budget of £1.955m. In respect of the Capital Programme, the additions and amendments which required approval were detailed in Appendix C to the report. If these variations were approved the revised budget would be reduced to £56.998m.

AGREED (unanimously) that:

- a) the General Fund projected unfavourable outturn variance of between £0.594m and £0.794m be noted;
- b) the Housing Revenue Account projected favourable outturn variance of £1.955m be noted;
- c) the variations to the Capital Programme at Appendix C to the report be approved; and
- d) the Capital Programme projected outturn and financing of £56.505m be noted.

### Reason for the Decision

To update Members with the forecast outturn position for the 2020/21 financial year.

## 165 NEWARK CASTLE ELECTRICAL UPGRADE AND FIRE ALARM INSTALLATION

The Business Manager – Heritage, Culture and Visitors presented a report advising Members of health and safety works identified at Newark Castle and requesting that budget was allocated from the Change Management reserve to complete this work in-year.

In 2019, a health and safety review of Newark Castle was undertaken which included

a refresh of the site's fire risk assessment and assessment of the wiring and electrical systems. Following the review, EP Consultants were appointed and commenced work in January 2020 to design a fire alarm system, electrics and emergency lighting system as identified in the review. Work was put on hold due to the pandemic, however the works were now urgently required to ensure the Castle could deliver events during 2021.

AGREED (unanimously) that a capital budget be created in 2020/21 for £85,000, financed from the Change Management and Management Carry Forwards Reserve for the required Newark Castle works.

Reason for Decision

To complete works urgently as identified in the health and safety risk review.

166 OLLERTON LOCAL HOUSING OFFICE - REFURBISHMENT AND RE-PURPOSE

The Business Manager – Customer Services presented a report which sought approval to refurbish the Ollerton local office and refocus the purpose for it to become a multi-use facility. It was reported that it was not possible with the current layouts, to make either the Town Hall or the Council local housing office, Covid-19 secure. Consequently customer facing services could not be delivered from those locations. It was therefore being proposed to refurbish the local housing office to provide space for Customer Services to provide all Council services including a digital area for customers to self-serve, thereby supporting the Council's digital agenda.

Discussions would also take place with other potential partners regarding the possibility of delivering services from this location. However, it was noted that space at this location was limited. The proposed refurbishment was seen as an interim solution whilst the regeneration of Ollerton town centre and the development of a public sector hub came to fruition. Current estimates for costs of the refurbishment were £50,000. The Business Manager – Customer Services reported that the proposal had been supported by the Homes & Communities Committee at their meeting held on 23 November 2020.

AGREED (unanimously) that the proposal to refurbish and re-purpose the local housing office in Ollerton, as detailed in the report be approved and the project be added to the HRA Capital Programme for 2020/21.

Reason for Decision

To enable the Council to deliver a face-to-face service to its customers in the Sherwood area and to have a fit for purpose office facility for officers to access when working in that area of the District.

167 QUARTER 2 (Q2) 2020/21 PERFORMANCE REPORT

The Assistant Director – Transformation & Communications presented a report which gave Members an overview of Quarter 2 performance against the objectives and actions within the Council's refreshed Community Plan for 2019-2023 and a range of

other performance information. The report provided a commentary on progress against the eleven Community Plan objectives, reported on customer contacts, customer feedback and details of staff sickness absence rates.

AGREED (unanimously) that the report be noted.

Reason for Decision

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

168 COVID-19 REVENUE SUPPORT - BUSINESS GRANTS AND ASSURANCE, COUNCIL TAX HARDSHIP FUND, TEST AND TRACE SUPPORT PAYMENTS

The Business Manager – Revenues & Benefits presented a report which provided Members with an update on the administration of a number of revenue support schemes including the business rate grant fund(s), the council tax hardship fund and test and trace support payments, all in light of the Covid-19 pandemic. The report also provided assurances over the pre and post checks that had been conducted so far.

AGREED (unanimously) that:

- a) the progress made with the administration of the Business Grant Schemes, Council Tax Hardship Fund and the Test and Trace Support Payments be noted; and
- b) the pre and post assurance checks conducted so far be noted.

Reason for Decision

To provide Members with an update on the administration of a number of Covid-19 revenue support schemes and to provide assurance of those schemes.

169 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.

170 URGENCY ITEM - NEXT STEPS ACCOMMODATION PROGRAMME

The Committee noted the exempt urgency item.

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

171 NEWARK TOWNS FUND

The Committee considered the exempt report regarding Newark Towns Fund.

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

172 DEVELOPMENT OF THE FORMER ROBIN HOOD HOTEL

The Committee considered the exempt report regarding the development of the former Robin Hood Hotel.

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

173 OLLERTON HALL

The Committee received an exempt update regarding Ollerton Hall.

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

Meeting closed at 8.23 pm.

Chairman

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

Document is Restricted

# Public Document Pack Agenda Item 14c

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Economic Development Committee** held in the Broadcast from the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Wednesday, 18 November 2020 at 6.00 pm.

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

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

ALSO IN ATTENDANCE: Councillor Mrs L Dales

APOLOGIES FOR ABSENCE: Councillor Mrs M Dobson (Committee Member), Councillor P Harris (Committee Member) and Councillor R White (Committee Member)

### REMOTE MEETING LEGISLATION

This 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.

#### 72 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.

#### 73 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.

#### 74 MINUTES OF MEETING HELD ON 9 SEPTEMBER 2020

AGREED that the Minutes of the meeting held on 9 September 2020 were a correct record and would be signed by the Chairman.

#### 75 CHAIRMAN'S REPORT

The Chairman stated that a great deal had happened since the September meeting of the Committee both in relation to Covid and non-Covid matters. Some of the actions taken placed the Council in a position to recover from the pandemic in a way which would directly address the challenges presented. The Agenda before Committee for consideration was one of the most important in recent times as it sought approval for strategies and the delivery thereof with proposals to set a clear agenda for the future and the important contributions of the Council, along with others, on the ground.

Since the last meeting the Council confirmed that Business Grants supporting the first wave of national lockdown came to a final total of £27,869,105.67. Also support was given to over 800 residents by the HART team. In the community, residents and businesses had to endure Tier 2, Tier 3 and then further national restrictions. The Council worked to ensure that the often confusing messages were clearly reported using media channels, via the parish councils and with the army of ambassadors out in the district talking to businesses and helping them to prepare. The Chairman offered his personal thanks and those of the Committee to those involved.

The Chairman advised that, along with colleagues across the County, the Government had been pushed to have grant support ready for businesses as soon as the restrictions came into force. He noted that, largely due to the work of this Council and Rushcliffe BC, there was a single application form to complete for businesses to access funds from 5 live grant regimes with Newark & Sherwood (N&S) being the first to launch grant support in the County. N&S were the first to pay grant and had now issued funds to 457 businesses, totalling £1,595,546. He noted that Officers had volunteered to work the previous weekend to ensure that the grants were paid.

In relation to the humanitarian response to the national restrictions N&S continued to help those in need, via both the County Council's hub and the HART team with a steady rise in demand for support for food and medicine delivery being experienced.

The Agenda before Committee gave a clear message of intent and direction for what the Council and their partners were seeking to achieve through an Economic Growth & Covid Recovery Strategy and a Visitor Economy Strategy. There was continued progress on: the Newark & Towns Fund Project and the hopefully, soon to be released, news on the former Robin Hood Hotel; the potentially transformation plans for the redevelopment of Ollerton Town Centre, in partnership with Ollerton & Boughton Town Council and the new grant opportunities through the Place to Ride Scheme.

## 76 FORWARD PLAN - NOVEMBER 2020 TO OCTOBER 2021

The Committee considered the Forward Plan for Economic Development Committee from 1 November 2020 to 31 October 2021.

The Director – Planning & Growth advised that there were a number of reports due to be considered by the Committee in January 2021 many of which would provide the Members with updates on progress. He particularly drew their attention to:

- Phase 2 of the Buttermarket, Newark
- Ollerton & Boughton Neighbourhood Study
- Forest Corner Master Plan

AGREED that the report be noted.

77 ECONOMIC GROWTH STRATEGY

The Committee considered the report and presentation given by the Business Manager – Economic Growth which sought Members’ approval for the adoption of the revised 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 a set of key priorities were identified and evidenced as needed to deliver a prosperous local economy. Subsequent to that workshop there had been significant changes in the local, regional and national economy that required reflection with the objectives and priorities. The effect of the pandemic, nationally and locally, had created challenges that needed addressing over the next 5 years, likewise the opportunities presented through the Government in the form of the Town’s Fund which needed to be considered in the local economic development. It was reported that three areas of work had been undertaken: the visioning work by Members in late 2019; the Town Investment Plan created and supported in July 2020; and the Economic Recovery Plan undertaken in September 2020, all of which aligned with regional and local strategies, including the Regional Economic Recovery Plan and Newark & Sherwood’s Community Plan.

The presentation provided details of the priorities to achieve economic growth and the key stakeholders and partners with who the Council would work. Details of why economic growth was required were listed together with the specific goals and how these would be achieved and measured.

In considering the report a Member queried whether it was possible to bring forward the possibility of a new hotel in Newark rather than the planned 2026. The Business Manager advised that there was a phased approach to the actions listed within the strategy and that the action for a hotel was for delivery, meaning that work to secure this would start in 2021. Subject to Newark Towns Funding the Director – Growth & Regeneration was confident of delivery prior to 2026.

In relation to the above comment, a Member queried whether there was sufficient support and resource within the Economic Growth Team to achieve the Action Plan within the strategy. He also commented that he would wish to see the connection between businesses and the Council grow further from that developed during the Pandemic. In response, the Director – Planning & Growth advised that discussions in relation to resources and delivery targets were to be held. There would also be discussions held in relation to wider matters, e.g. key account management, business planning and budget setting for the following year.

AGREED (unanimously) that the Newark & Sherwood Economic Growth Strategy 2021/2026 be adopted.

78 VISITOR ECONOMY STRATEGY

The Committee considered the report presented by the Business Manager – Tourism which sought Members’ support for the refreshed Visitor Economy Strategy for 2020/2023.

The report set out that the refresh of the Strategy had been interrupted by the Pandemic but that it was now complete. It had taken into account some significant developments, noting these as: the Covid-19 pandemic itself; production of the Destination Management Plans for Newark, Southwell and Sherwood Forest; development of distinct but complementary brands; publication of Nottinghamshire County Council's Visitor Economy Strategy; improved understanding of visitors and their experience; and a reinvigorated district-wide Tourism Action Group. Paragraph 3.0 stated that the Strategy could now be considered more relevant in supporting the districts post Covid-19 economic recovery and outlined the strategic principles by which the Council would support the district's visitor economy to increase its economic impact, fulfil the vision within the Community Plan and to create a greater sense of civic pride.

The Chairman thanked the Members of the Committee who had participated in the development of the Destination Management Plans, referring to the success of the Sherwood Forest and Southwell Plans. He noted that the Newark Plan had not achieved such a successful engagement with partners, something the Business Manager agreed to address.

In considering the report, Members agreed that the Committee and the Council were looking forward and that the refreshed Strategy provided a complete packed to create growth in that sector.

In response to whether the Autumn Staycation Campaign had been successful, the Business Manager stated that this had been paused due to the Pandemic and the restrictions associated with being in Tier 3. He advised that the competition was still open for entries until the end of November, following which he would compile all the data and report back to Committee on the findings.

AGREED (unanimously) that the refreshed NSDC Visitor Economy Strategy for 2020-2023 be noted and supported.

## 79 NEWARK TOWNS FUND UPDATE

The Committee considered the report presented by the Director – Planning & Growth which sought to update Members on discussions with the Government following the submission of the Newark Town Investment Plan (TIP) on 31 July, which was part of cohort 1. Paragraph 3.0 of the report set out that 7 places within cohort 1 had been announced with negotiations progressing to develop Heads of Terms and Business Cases. Following the Newark TIP submission a number of qualifications had been provided to the Government for assessing the proposals. A decision on this was expected during November 2020. If successful the Council would then be invited to negotiate and agree Heads of Terms with the Government, alongside a timetable to develop Business Cases within the next 12 months for all supported projects. Feedback prior to submission had been that the submission was strong, ambitious, transformative and deliverable.

In considering the report, Members agreed that the TIP showed the breadth of the ambitions and deserved the support of central Government. A Member specifically referred to the whole vision of the Gateway Site noting that this had been an ambition of the Council for a number of years. In supporting the TIP, a Member queried what, if any, alternative plans were in place should the funding levels not match the level the Council wanted. The Director advised that should the funding levels be lower than anticipated, a number of projects would still be delivered but in a phased approach and potentially exploring additional funding sources and/or structures.

In relation to the possible relocation of the Newark Lorry Park, a Member queried as to whether its current popularity was due to its close proximity to the town centre and whether this would wain should it be relocated to the Newark Showground. The Director advised that a period of consultation would be undertaken with drivers to ascertain what would continue to make it attractive to them when relocated. It would also be necessary to look at what would replace the lorry park and what benefits its replacement would bring to the town.

The Chairman referred to the proposal to repurpose the upper floors of the former Marks & Spencer site into residential accommodation. He noted that this change would lead the way with landlords of other businesses doing the same. It also had a cost benefit for ongoing revenue as having residential accommodation above a commercial premise would result in a reduction in business rates.

The Chairman expressed his disappointment with the way in which the matter had been reported on national media stating that the town should not be disadvantaged due to the fact that their MP was a Minister. He added that the whole of the district would feel the benefit of the improvements in Newark and that the plans were ambitious, deliverable and should be supported without delay.

AGREED (unanimously) that:

- (a) the ongoing negotiations with Government to secure a capital contribution from the Towns Fund of up to £25m be noted;
- (b) the ongoing progress of the Newark Town Investment Plan projects listed in Section 2.0 of the report be noted;
- (c) Policy & Finance Committee be recommended:
  - (i) to allocate the appropriate budget to secure the demolition and secure holding of the existing Cattle Market site;
  - (ii) to allocate the appropriate budget to undertake feasibility works on the relocation of the Cattle Market and Newark Lorry Park to Newark Showground or other identified site(s); and
  - (iii) to allocate the appropriate budget to undertake feasibility work on developing the existing Cattle Market and Newark Lorry Park site to accommodate the Newark Town Investment Plan aspirations.

Councillor R.V. Blaney left the meeting following the above Item.

80 OLLERTON TOWN CENTRE

The Committee considered the report presented by the Director – Planning & Growth which sought to provide Members with an update on discussions regarding Ollerton Town Centre. The report also sought support for additional feasibility work jointly with Ollerton & Boughton Town Council (OBTC) and the Forest Shopping Centre (FSC).

The report set out some of the ongoing activities being undertaken by the district council and its partners across Ollerton and the wider area. Alongside and aligned to those activities had been the previous work on the proposed Public Sector Hub, a One Public Estate (OPE) project which had been shelved in late-2018 due to difficulties with the alignment of capital funding and commitments across the key partners. Following subsequent meetings it was clear that there remained a commitment from some partners to revisit how best to deliver and host linked and wrap-around services in Ollerton Town Centre. The report provided Members with details as to the reasons that the district council felt well placed to lead on the feasibility development and to bring forward the proposals, which were listed in paragraph 3.0 of the report.

In presenting the report the Director thanked all the local ward Members and OBTC for their continued support and work on the project.

One of the local Members stated that he was very supportive of the project, noting the challenges faced to deliver the OPE, adding that it could be of great benefit to the high street. In closing the debate, the Chairman thanked the local Member for his support and the part he had played in securing the engagement of OBTC and FSC in working on the project.

AGREED (unanimously) that:

- (a) the contents of the report be noted; and
- (b) the outcome of the feasibility study be presented to a future meeting of the Committee, alongside proposals for wider consultation and engagement with partners.

81 PLACES TO RIDE APPLICATION

The Committee considered the report presented by the Business Manager – Tourism which sought to update Members on the application for British Cycle grant funding for a new recreational cycling scheme at Thoresby Vale, Edwinstowe, working in partnership with Harworth Group PLC.

Details of the Stage One submission were provided in paragraph 2.0 of the report with the submission being appended to the report. Having reviewed the submission, British Cycling notified the Council in October 2020 that they were being invited to proceed to the second stage as they believed the scheme had the potential to help them achieve the objectives and aspirations of the Places to Ride programme. It was, however, noted that progression to stage two did not guarantee grant funding.

Paragraph 3.0 of the report set out the proposals, noting that the estimated cost of the scheme being £695,000. Grant funding from British Cycling was being sought for £150,000 (22%) and if successful, the remaining cost would be met by the Harworth Group PLC. It was reported that British Cycling anticipated announcing their decision in January 2021 with delivery of the scheme by March 2022.

Members agreed that the report demonstrated one of the innovative ideas the Council were developing to encourage people into the district.

AGREED (unanimously) that:

- (a) the progression beyond the stage one funding requirements be noted; and
- (b) the progression of a stage two application, in conjunction with Harworth Group PLC and local stakeholders, be supported.

## 82 NON-DESIGNATED HERITAGE ASSET CRITERIA

The Committee considered the report presented by the Senior Conservation Officer which sought Members' approval to publish a draft Criteria for Non-Designated Heritage Assets. The report set out that the creation of a local heritage list would allow local councils and communities to identify and celebrate historic buildings, archaeological sites and designed landscapes that enriched and enlivened their area. It was reported that such a list sat within a broader framework for identifying and protecting buildings and areas of heritage or townscape interest. Inclusion on such a list delivered a sound, consistent and accountable way of identifying local heritage assets to the benefit of good strategic planning for the area and would benefit owners and developers wishing to fully understand local development opportunities and constraints. Paragraph 2.7 of the report detailed how the draft criteria would work and listed the common overarching themes. Details of the consultation, the next steps and the proposals to undertake these were also provided for Members consideration.

In considering the report a Member queried whether such a list would assist with planning enforcement. The Senior Conservation Officer advised that there was a graduated approach between designated and non-designated assets. He added that there was a balanced judgement in reaching a view on a property and that the list would provide clarity as to what was considered to be important.

In response to when the previously agreed Conservation Area Review would be undertaken, the Senior Conservation Officer advised that it would be brought to Committee early in 2021. There had been a delay in commencing the consultation due to the Pandemic but it was hoped this would commence shortly.

AGREED (unanimously) that:

- (a) the publication of the draft Non-Designated Heritage Asset Criteria be approved; and

- (b) delegated authority be given to the Conservation Team to carry out a public consultation.

83 NEWARK HERITAGE ACTION ZONE PROGRAMME DESIGN

The Committee considered the report presented by the Director – Planning & Growth which sought to update Members on the Newark High Street Heritage Action Zone (HAZ), which included the update on the Programme Design for 2020-2024. The report set out the background to the HAZ and the delays to work commencing on the proposals and updates due to the Pandemic. Details of the Newark Conservation Area were provided and that the most significant concentration of heritage at risk properties, combined with vacancy and other key high street problems had been identified during work undertaken with Historic England. Paragraph 3.2 of the report detailed that the initial bid had sought funding of £250,000 which was to be match funded by the Council and the private sector. However, this had now risen to £275,000, primarily to cover the cost of a full-time HAZ Officer, which was an essential requirement of the fund and matches the commitment to delivering the project outcomes. Also included for Members' consideration were details of Parts 1 and 2 of the HAZ, The Projects and the Cultural Program respectively.

In considering the report it was noted that the proposals were focussed on Newark but that information gathered could be used for the benefit of other areas in the district. The Director added that plans could be developed and put in place to use the data insight work.

In response to a query about match funding, the Director advised that in order for the public monies to be released, the private sector funding must be confirmed for an identified scheme.

It was noted that conversations had already been held with businesses in the town who were supportive of the proposals and that the HAZ Officer would make every effort to encourage participation.

AGREED (unanimously) that the report be noted.

84 OLLERTON HALL UPDATE

The Committee considered the report presented by the Director – Planning & Growth which sought to update Members on the negotiations with the 'preferred bidder' for Ollerton Hall. The report provided Members with the actions taken so far to secure the preferred bidder and what the necessary next steps were to finalising the legal terms.

In considering the report the Members agreed that they welcomed the work undertaken towards the redevelopment of Ollerton Hall.

AGREED (unanimously) that the report be noted.

85 ECONOMIC DEVELOPMENT REVENUE & CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 SEPTEMBER 2020

The Committee considered the report presented by the Director – Resources/Deputy Chief Executive which sought to provide Members with a comparison between the Revised Budgets for the period ending 31 March 2021 with the Projected Outturn Forecast for the period. The figures were based on six months’ performance information on the Council’s revenue and capital budgets. Attached to the report as an appendix was a report to be presented to the Policy & Finance Committee which detailed the forecasted financial position to 31 March 2021 of the Council as at 30 September 2020. Paragraph 2.3 reported that the Economic Development Committee had an unfavourable variance of £0.737m, details of which were contained within Appendix A to the Policy & Finance report.

In considering the report Members queried as to the level of variance noted. The Director advised that the figures given were a range of possible unfavourable variance and that the Council was waiting for funding from the loss of income from the Government due to the Pandemic and the pool of return.

AGREED (unanimously) that the report be noted.

86 URGENCY ITEM - MINUTE OF DECISION

AGREED (unanimously) that the Urgency Item – Minute of Decision in relation to the DEFRA Tree Consultation be noted.

87 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.

88 HERITAGE & CULTURE UPDATE REPORT

The Committee considered the exempt report presented by the Business Manager – Heritage, Culture & Visitors which sought to provide Members with an update on the results of the visitor research project and the following financial year.

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

89 ROBIN HOOD DEVELOPMENT UPDATE

The Committee considered the exempt report presented by the Director – Resources/Deputy Chief Executive which sought to update Members on the development of the former Robin Hood Hotel.

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

Meeting closed at 8.15 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 **Homes & Communities Committee** Broadcast from Castle House, Great North Road, Newark, Notts NG24 1BY on Monday, 23 November 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 Mrs I Brown, Councillor M Brown, Councillor S Carlton, Councillor L Dales, Councillor L Goff, Councillor J Lee and Councillor Mrs S Saddington

ALSON IN ATTENDANCE: Councillor Mrs L Hurst

APOLOGIES FOR ABSENCE: None

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.

### 68 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.

### 69 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

That there would be an audio recording of the meeting undertaken by the Council.

### 70 MINUTES OF MEETING HELD ON 14 SEPTEMBER 2020

AGREED (unanimously) that the Minutes of the meeting held on 14 September 2020 be approved as a correct record and to be signed by the Chairman.

### 71 POLICING IN NEWARK AND SHERWOOD – INSPECTOR HEATHER SUTTON

Inspector Heather Sutton from Nottinghamshire Police gave a short briefing to the Committee with reference to current activities in Newark and Sherwood.

### 72 ANTISOCIAL BEHAVIOUR – INTERVENTIONS AND ENFORCEMENT AND POLICY REVIEW

The Committee considered the report from the Business Manager for Public Protection providing information on the current position with regard to antisocial behaviour across the district and the range of interventions and enforcement used to combat this behaviour.

The report proposed that following Newark and Sherwood Homes having had their own Antisocial Behaviour Policy and the move to Housing Services within the Council, it would therefore be appropriate to have a single corporate policy for antisocial behaviour.

Officers from both the Public Protection and Housing Services are working together to provide a draft policy for March Committee cycle.

AGREED (unanimously) that:

- (a) the Committee noted the data relating to ASB, requesting a 6 monthly update; and that,
- (b) Members supported the production of a single ASB Policy for the Council.

### 73 CHAIRMAN'S REPORT

The Chairman updated the committee that since the last meeting, the public protection team has been supporting residents and businesses through the introduction of tiered restrictions to help give advice and guidance around living with Covid-19. The officers have been supported by colleagues across the Council who became community advocates out and about across the District to support residents in understanding the restrictions. Now the situation has changed to national restrictions and the team are responding to issues around ASB and enforcement issues. The team continues to be very busy in providing a balance of enforcement and support. The Chairman then went on to thank all of those staff who have supported the Council in these activities and that it was appreciated.

The Chairman then highlighted how the Housing, Health and Wellbeing Directorate has also been busy with continued focus on responding to Covid through HART, supporting residents at risk of homelessness and proactively supporting colleagues and residents around wellbeing during this time.

The Chairman informed the committee that the Tenant Engagement Officer was now in place and could therefore look forward to seeing the tenant engagement review moving forward over the coming months.

The Chairman confirmed that last week saw the much anticipated release of the Housing White Paper – two years after the Green Paper was released. There is focus on realigning the relationship between tenant and landlord with greater transparency and accountability and changing the role of the Social Housing Regulator to extend their reach to consumer regulation. A paper will be coming to the January committee to help understand the changes this will bring to the role as a Landlord and to the tenants.

The Chairman informed the committee that tenants and colleagues will be consulted in completing a self-assessment of the Council's compliance with regulatory standards and the Housing Ombudsman's effective complaints handling.

The Chairman also highlighted a paper on the agenda to discuss the future delivery of the grounds maintenance service and how it provides the opportunity to bring greater accountability, quality and consistency to this service.

The Chairman expressed to committee members that they had a packed agenda and going forward a lot of work for the Committee and gave thanks to the teams continuing to work hard and provide services for residents during these challenging times and approaching the festive season.

74 FORWARD PLAN - DECEMBER 2020 TO NOVEMBER 2021

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

One Member showed concern that some items go to this committee, then are taken to the Policy & Finance Committee, with a suggestion to go directly to Policy & Finance for decision.

75 GROUNDS MAINTENANCE OF HRA LAND

The Committee considered the report from the Director of Housing, Health and Wellbeing providing Members with a business case for Newark and Sherwood's Street Scene Service to deliver the Grounds Maintenance of HRA (Housing Revenue Account, or Housing Service land) land going forward, rather than contracting to a third party for this service.

To obtain an in principle decision to bring the existing contract to an end and bring the service in-house.

Members presented with details of enhanced levels of service available, to form part of a future consultation (with tenants subject to approval of business case).

AGREED (unanimously) that:

- (a) Members approved in principle the termination of the existing grounds maintenance contract and recommended that the grounds maintenance service for the HRA be in sourced and provided through the NSDC Street Scene.
- (b) Members to request the decision from this committee and the Leisure & Environment Committee for consideration of matters relating to this proposal that fall within its remit before being sent to Policy & Finance Committee for approval.

76 OLLERTON LOCAL HOUSING OFFICE AND RE-PURPOSE

The Committee considered the report from the Business Manager for Customer Services to seek approval to refurbish the Ollerton local office and refocus the purpose of it to become a multi-use facility, subject to the Policy & Finance

Committee approving the required budget.

The report highlighted that the investment in Ollerton would bridge provision of a local outreach whilst the Council progresses its longer term plans for the area. All residents will receive a good quality, one stop service for all their council services and well as a much needed self-service provision.

AGREED (unanimously) that Members supported the proposal to refurbish and re-purpose the local housing office in Ollerton, as detailed in the report, and recommend to the Policy & Finance Committee that this project be added to the HRA Capital Programme for 2020/21.

77 REVISED CUSTOMER FEEDBACK POLICY

The Committee considered the report from the Business Manager for Customer Services to seek approval of the revised Customer Feedback Policy, subject to final approval by the Policy & Finance Committee.

The Committee were informed that this policy brings together feedback arrangements across the whole Council and will enable this to be dealt with in a timely manner by a manager best placed to resolve the issue with appropriate escalation if matters are unresolved. This will be a strong foundation for using customer feedback to inform and improve the council services.

AGREED (unanimously) that Members of the Committee supported the revised Customer Feedback Policy and recommend it to the Policy & Finance Committee for final approval.

78 AIDS AND ADAPATIONS POLICY

The Committee considered the report from the Strategic Lead for Asset & Development providing the Committee with a revised policy for aids & adaptations to demonstrate Newark and Sherwood District Council's commitment to providing assistance and delivering solutions to meet the needs of customers that are long term sick or disabled, to enable them to enjoy a good quality of life and sustain independent living in their home, for as long as possible.

AGREED (unanimously) to approve the Aids and Adaptations Policy as drafted.

79 GAS SERVICING ACCESS ARRANGEMENTS

This item was withdrawn from the Agenda, following further work it will be brought to a future committee meeting.

80 HOUSING SERVICE 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 September 2020.

A previous report was considered by the committee in September 2020.

The Committee noted that performance was improving and the Chairman thanked the team for their efforts.

AGREED (unanimously) that the Committee noted the performance of the Housing Service compliance functions for September 2020.

#### 81 HOUSING SERVICES QUARTER 2 PERFORMANCE

The Committee considered the report from the Performance Officer, providing an overview of performance and satisfaction within housing services for Quarter 2 of 2020/21.

A previous report was considered by the committee in September 2020.

This report provided assurance to Members that standards and performance are high, and where they are not, actions are in place to address this, particularly where there are risks associated, therefore enabling the Committee to meet its obligations to tenants.

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.

#### 82 RIGHT TO BUY REPORT

The Committee considered the report from the Compliance and Assurance Officer, providing Members with a briefing about the Right to Buy which can apply to homes which are owned by the Council. In particular, the report explained the eligibility of properties which have been adapted to meet the needs of tenants.

The report explained how Right to Buy allows eligible council and housing association tenants in England to buy their home with a discount. The discount is currently capped at £84,200 for the Newark and Sherwood area, however this figure is set each year in line with CPI so can increase. The level of discount is calculated using the number of year's tenancy for the applicant, currently this is 35% for the first 5 years and an additional 1% for each year (houses) and 50% for the first 5 years and an additional 2% for each year (Flats).

Eligibility requirements apply to the tenants and some properties are exempt from the Right to Buy, legislation balances the rights of the tenant's aspirations of home ownership whilst recognising the importance of protecting the housing stock to meet the needs of current and future residents.

AGREED (unanimously) that the contents of the report be noted.

83 AFFORDABLE HOUSING DELIVERY 2019/20

The Committee considered the report from the Housing Development Officer providing the Committee with detail on affordable housing delivery across the district for the financial year 2019/20, along with a guide on future anticipated delivery.

The report provided the Committee with an update on the progress being made to deliver the approved 5 year council housing (Housing Revenue Account) development programme. The Committee to receive further updates going forward in the forward plan.

AGREED (unanimously) that the Committee noted the affordable housing delivery and progress of the Council's five year development programme.

84 ROUGH SLEEPER UPDATES

The Committee considered the report from the Homelessness Strategy and Safeguarding Officer informing Committee Members of the annual rough sleeper estimate for 2020 for Newark and Sherwood and provided an update on the rough sleeper initiative funding and work programme and update on the winter night shelter plans for 2019/20.

The Committee found the report to be very informative and thanked the team. Members were encouraged to let Officers know of any rough sleepers so support could be provided.

AGREED (unanimously) that the Committee noted the content of the report and endorsed the ongoing work to support rough sleepers and those vulnerably housed in the Newark and Sherwood District.

85 HOMES & COMMUNITIES REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 SEPTEMBER 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 six 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  
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Policy & Finance Committee on 26 November 2020.

AGREED (unanimously) that the contents of the report be noted.

86 URGENCY ITEM – COMMUNITY LOTTERY – GAMBLING COMMISSION LICENCE SUBMISSION

The report provided the Committee with the urgency decision that had been taken to secure urgent delegated approval to adopt a number of bespoke policies, procedures and terms and conditions agreements that were required to meet the compliance requirements of the Gambling Commission (GC) to secure the Council's Community Lottery Licence.

NOTED the Urgency Item – Minute of Decision.

87 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.

88 URGENCY ITEM – NEXT STEPS ACCOMMODATION PROGRAMME

The Committee considered the exempt report regarding the Urgency Item – Next Steps Accommodation Programme.

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

Meeting closed at 8.50 pm.

Chairman

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

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# Public Document Pack Agenda Item 14e

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** broadcast from Castle House, Great North Road, Newark NG24 1BY on Tuesday, 17 November 2020 at 6.00 pm.

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

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

ALSO IN ATTENDANCE: Councillor K Girling

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

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.

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

Councillor S Carlton declared a personal interest in Agenda Item 6 – Active4Today – Performance Update and Draft Business Plan 2021/22, as he was a member of the Board of Active4Today.

### 69 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.

### 70 MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2020

AGREED that the Minutes of the meeting held on 22 September 2020, be approved as a correct record to be signed by the Chairman.

The Chairman informed the Committee that the order of business on the agenda would be changed. Agenda Item 12 – Grounds Maintenance of HRA Land would be taken in Part 1 – Items for Decision, after Item 7 as the report was no longer confidential.

### 71 CHAIRMAN'S REPORT

The Chairman delivered an update to the Committee in relation to key developments that had taken place between Committee meetings from services within the  
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Committee remit.

It was reported that the response to Covid-19 had continued to affect services within the Council's responsibility and Members would be aware that the national restrictions had meant that Council leisure centres had closed once more.

The Managing Director of Active4Today – Andy Carolan, provided an update on the agenda in relation to the impact Covid-19 was having on the business and its finances.

Even before the national restrictions, the regulations in both tier 2 and tier 3 were having a detrimental impact and the Council would therefore be closely monitoring what the exit plan from the national restrictions looked like post 2 December. During October, colleagues from public protection were heavily involved in supporting businesses across Newark and Sherwood to meet the new requirements that tier 2 brought to their operations. This also involved joint work with colleagues in the police to undertake weekend visits to pubs to ensure that they too were operating in line with the new regulations. Whilst the vast majority were, one pub was issued with an enforcement notice. Again, the team would be closely monitoring the exit plan post 2 December, as they were likely to be involved once more in ensuring compliance with whatever the replacement regulations would be. Despite the operational challenges that Covid continued to bring, the Chairman was pleased to be able to inform Members about a number of positive developments which had been achieved.

Four of the Council's parks, which were maintained by the Council's grounds maintenance team, had been awarded Green Flag Status once again. The Council was rightly proud of the parks and open spaces and this award showed that the Castle Gardens, Sconce and Devon, Vicar Water and Sherwood Heath were being looked after to the highest standards. On the agenda was a report recommending that spaces within HRA land were looked after once more by the Council which was a great opportunity to ensure greater consistency in standards and better accountability for more of our open spaces. The Council also continued to make good progress with the new pool at the Dukeries Leisure Centre in Ollerton, which was currently on programme to complete the works in June 2021. This week the steels for the superstructure were set to go in, this would make the development even more real for the community in what would be a very positive facility. The chairman also informed Members regarding the report on the Council's Climate Emergency Strategy and Action Plan, which would go to Full Council on 15 December 2020. Once approved, a number of interventions that were proposed to reduce the Council's carbon footprint would be in the gift of this Committee, including reducing the footprint from the Council's biggest emitters – the leisure centres. The Chairman looked forward to receiving a report next year setting out how the Council would proceed with this.

72 ACTIVE4TODAY - PERFORMANCE UPDATE AND DRAFT BUSINESS PLAN 2021/22

The Committee considered the report presented by the Health Improvement and Community Relations Manager which presented the Active4Today Draft Business Plan, 2021/22. The Committee was also updated regarding the Company's performance to end of October 2020 and the exceptional circumstances that had impacted on the Company as a result of Covid-19 throughout the year to date.

It was reported that as a result of Covid-19, site closures and restricted operating parameters had a significant impact on the trading activity to date and would have serious ramifications for the company in respect of trading activity for the foreseeable future. Members were informed that it was important to recognise that the review of the Company's governance arrangements may lead to further changes to the operating model, to be considered by the Committee and may impact on the business plan and therefore the draft plan may require further work.

Members congratulated the team for the work they were undertaking in this difficult time and asked for an update regarding which Leisure Centres were still operating.

The Health Improvement and Community Relations Manager confirmed that the Newark Fitness Centre was still open for school swimming, which was good news that some footfall was going through the centre as part of the school PE curriculum.

The Managing Director of Active4Today confirmed that the closure restrictions had also been lifted for the Southwell Leisure Centre swimming pool and through negotiations with County swimming, school swimming was continuing. Good feedback regarding the swimming programme being provided had been received from Nottinghamshire County Council schools. A4T staff were also continuing with the maintenance of their leisure centres i.e. legislative checks such as legionella and reviewing Covid-19 provisions in preparation for the opening date. The report also noted the positive feedback from customers regarding the work undertaken during the pandemic at the leisure centres.

Members asked for detailed information regarding childhood obesity as the report only indicated that childhood obesity was developing. The Health Improvement and Community Relations Manager confirmed that the work being undertaken to address childhood obesity was far wider than just what Active4Today was offering. Active4Today was trying to provide activities to address obesity and had developed a number of programmes, specific details of interventions to reduce childhood obesity as part of the business plan was still being prepared. Work was being undertaken with schools, bursaries had been given to young people where price was a barrier and work was also being undertaken with health programmes. It was confirmed that a report would be submitted to the January meeting of the Committee including a comparison with local/national obesity figures. The report would also inform Members of the priorities in the physical activity and sport plan.

AGREED (unanimously) that:

- (a) the Committee considered the draft themes for the Active4Today Draft Business Plan 2021/2022 and make any representations to the Company via the Authorised Officer;
- (b) the performance up to period 7 to 31 October 2020 be noted;
- (c) Active4Today provides the January committee meeting with its latest in-year financial position and full year forecast in order that the Committee can form judgements on the appropriateness of further financial contributions; and information regarding childhood obesity be included in the update report to the January meeting of the Committee

73 FLY TIPPING ACTION PLAN

The Committee considered the report presented by the Business Manager – Public Protection, which informed Members of the challenges in progressing the Fly Tipping Action plan and sought agreement for a new timetable for implementing co-ordinated actions in the district. The report also set out the impact of Coronavirus on levels of fly tipping and the enforcement response.

A Member sought clarification regarding how many fly tipping prosecutions the Council had secured in the last two years for each Member ward. It was confirmed that information would be circulated to Members.

A Member asked if any progress had been made regarding the Household Waste Recycling Centres taking in trade waste. It was confirmed that discussions were taking place with Nottinghamshire County Council and Veolia, a system would be put in place to allow the trader to register and they would then be charged per tonne for their waste.

AGREED (unanimously) that:

- (a) the progress made on the action plan be noted;
- (b) the new time table for delivery of the action plan be agreed;
- (c) the enforcement actions being taken against fly tipping be supported; and
- (d) information regarding the number of fly tipping prosecutions secured by the Council in the last two years for each Member ward, be circulate to all Members of the Council.

74 GROUNDS MAINTENANCE OF HRA LAND

The Committee considered the joint report of the Director of Housing, Health and Wellbeing and Director of Communities & Environment which was presented to Members by the Business Manager Environmental Services a business case for Newark and Sherwood's Street Scene Service to deliver the Grounds Maintenance of HRA (Housing Revenue Account, or Housing Service land) land going forward, rather than contracting to a third party for this service. Members were also asked to consider an in principle decision to expand the existing Newark & Sherwood District Council (NSDC) Street Scene service to include the maintenance of HRA land, noting the potential obligations under TUPE of bringing the service in-house and the initial financial outlay required. Members were further presented with details of enhanced levels of service available, which would form part of a future consultation with tenants subject to the approval of the business case as outlined in 1.2 of the report.

Member considered the proposals and supported the scheme as they were confident of the workmanship, recognised the benefits of bringing the works back in-house and suggested that the works could be expanded further to Parish Councils. It was also suggested that tenants and residents could be engaged regarding grass cutting and the possibility of having meadow land, with some land having an early and late cut to allow the land to become wild and engage with nature. The Business Manager

Environmental Services confirmed that Parish Councils were being looked into and the Development team was progressing with the Cleaner, Greener scheme in the district.

A Member asked if the football pitch in Coddington could be considered as a woodland walk as the Coddington residents were in support of the change. It was also suggested that an asset land audit be undertaken for Coddington as there were numerous small areas of land in between properties that the Council owned and the residents were keen to take over the maintenance of that land. It was suggested that the land could be transferred to the Parish Council to save tax payers money. The Business Manager Environmental Services confirmed that a land asset survey was being undertaken for the entire district.

AGREED (unanimously) that:

- (a) in principle the expansion of the existing NSDC Street Scene team to accommodate the HRA grounds maintenance contract and to endorse the grounds maintenance service for the HRA to be in sourced, be approved;
- (b) the potential TUPE implications of bringing the service in house be noted; and
- (c) the decision from the Leisure & Environment committee be referred to the Homes and Communities Committee for consideration of matters relating to this proposal that fall within its remit before being sent to the Policy and Finance Committee for approval.

75 LEISURE & ENVIRONMENT REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 SEPTEMBER 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 that period, based on meetings with Financial Services staff and the appropriate Business Manager. These were based on six months’ performance information on the Council’s revenue and capital budgets, including:

- General Fund (GF) Revenue
- Capital Programme

Members were informed that it was requested by Members at the Policy & Finance Committee during February 2020 that reports be presented to the Operational Committees for noting, in order for them to understand the financial position of their Committee.

The Business Manager – Financial Services informed Members that the projected figures contained within the report were produced prior to the Governments changes to Tier 3 and the country lockdown. Due to this there was a further unfavourable variance of £56,000 to Newark Livestock Market. Therefore the overall variance to be reported to the Policy and Finance Committee was £202,000 to date. The main

reasons for this variance was detailed in Appendix A to the Policy and Finance Report contained within the agenda. Members were asked to note that this position was still an indication of the anticipated outturn position and officers continued to work throughout the year revising their forecasts. Further forecast reports closer to the financial year end would give a more accurate assessment of the outturn position.

It was reported that the current position for the Council was an unfavourable variance of circa £0.537m-£0.737m. 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.

AGREED (unanimously) that the report be noted.

76 MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE - ANNUAL STATEMENT OF ACCOUNTS

The Committee considered the report presented by the Business Manager Financial Services, which presented the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee, Appendix 2 to the report, which was taken from the Committee's Urgency Decision report, which was appended to the report as Appendix 1. The report and the relevant Urgency Decision taken during Covid-19 was also attached as Appendix 3 to the report.

AGREED (unanimously) that the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee be noted.

77 URGENCY ITEMS - MINUTE OF DECISION

The Committee noted the decision that various regulations had recently been published providing an opportunity to issue fixed penalty notices for a number of offences relating to breaches of coronavirus controls. In accordance with regulations 18(11)(a)(iv) of the Health Protection (Coronavirus, Collection of Contact Details etc. and Related Requirements) Regulations 2020 No. 1005, Newark and Sherwood District Council designated officers named below as authorised persons to enforce the provisions of the regulations and to issue penalty charge notices, to the extent set out in the regulations.

All staff in the following posts were authorised to issue fixed penalty notices under the regulations contained within the report.

Business Manager – Public Protection  
Senior Environmental Health Officers  
Environmental Health Officers  
Environmental Health Technical Officers  
Community Protection Officers  
Licensing Enforcement Officers  
Anti-Social Behaviour Officers

The urgency item agreed by Members listed on the Minute of Decision was to ensure

that the authorisation of fixed penalty notices in accordance with regulations proceeded without unnecessary delay.

AGREED (unanimously) that the urgency item be noted.

78 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.

Members suggested the following:

- Council land assets – the remit be looked at to see if the Leisure & Environment Committee was the appropriate Committee to provide a list of Council land assets.
- Regular updates regarding the Swimming Pool located at the Dukeries Leisure Centre site.
- Obesity performance figures – a report be submitted to the 19 January 2020 meeting regarding national obesity figures and how the Council would measure the local figures and action plan.

AGREED (unanimously) that:

- (a) the Forward Plan be noted; and
- (b) the following suggested items be researched and included on the Leisure and Environment Committee Forward Plan:
  - Council land assets – the remit be looked at to see if the Leisure & Environment Committee was the appropriate Committee to provide a list of Council land assets.
  - Regular updates regarding the Swimming Pool located at the Dukeries Leisure Centre site.
  - Obesity performance figures – a report be submitted to the 19 January 2020 meeting regarding national obesity figures and how the Council would measure the local figures and action plan.

Meeting closed at 7.45 pm.

Chairman

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# Public Document Pack Agenda Item 14f

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Broadcast from Castle House, Great North Road, Newark, Notts. NG24 1BY on Thursday, 12 November 2020 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)

Councillor Mrs K Arnold, Councillor L Brazier, Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor S Carlton, Councillor P Harris, Councillor R Jackson, Councillor Mrs S Michael, Councillor Mrs S Saddington, Councillor I Walker, Councillor K Walker and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor R White

### 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.

### 32 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.

### 33 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.

### 34 MINUTES OF THE MEETING HELD ON 3 SEPTEMBER 2020

AGREED that the Minutes of the meeting held 3 September 2020 were a correct record and signed by the Chairman.

### 35 FORWARD PLAN (NOVEMBER 2020 TO OCTOBER 2021)

AGREED that the Forward Plan for the period 1 November 2020- 31 October 2021 be noted.

### 36 ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business. Agenda Item 7 was taken after Item 4. The agenda resumed its stated order thereafter.

37 PROGRESS OF THE 2020 ANNUAL CANVASS

The Electoral Services Manager presented a report which updated Members on progress on the Annual Canvass since their last meeting on 3 September. The total number of responses was 51,154 from 57, 778, representing an 88.54% return rate. Further reminder forms were dispatched on 16 October 2020. The new Register of Electors would be published on 1 December 2020.

The Electoral Services Manager explained that, with regard to university students in the District, information was sought from a single point of contact on campus, however, it was noted that many students chose to remain registered at their home address and use a postal vote.

AGREED the progress of the 2020 Annual Canvass be noted.

38 NATIONAL STATUTORY STANDARDS FOR HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE PASSENGERS

The Business Manager - Public Protection presented a report reviewing new statutory guidance relating to hackney carriage and private hire vehicle passengers and to highlight the changes required to the Councils' Taxi Policy to comply with the guidance. The specific amendments required were detailed in the report but were minimal as the Policy was very much in line with the requirements in the guidance. The amended policy would be brought to the Committee for formal adoption.

In considering the report, Members discussed private hire vehicles licensed in other local authority areas operating in the District. The Business Manager - Public Protection noted that it was recommended when using a private hire vehicle, to ask where the license had been issued. The license issued by the Council did include the Newark & Sherwood District Council logo, however implementing a uniform colour or design would be difficult for business due to cost implications and the reduction in the night-time economy as a result of the Covid-19 Pandemic. Members agreed that a national standard for licensed vehicles would be beneficial to improve safety and standards.

AGREED (unanimously) that:

- (a) the detail of new statutory guidance relating to taxis and private hire vehicles and the implications for the Council's current policy be noted;
- (b) Members endorse that the elements of the policy set out in paragraph 4.2 should be amended; and
- (c) the amended policy be included on the Forward Plan and brought back to Committee for approval.

39 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS (JULY TO SEPTEMBER 2020)

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.

With regard to street and house to house collections, Members noted that most of the charities listed were not based in the District and not specifically collecting for the charities within the District.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.24 pm.

Chairman

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# Public Document Pack Agenda Item 14g

## 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, 12 November 2020 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)

Councillor Mrs K Arnold, Councillor L Brazier, Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor S Carlton, Councillor P Harris, Councillor R Jackson, Councillor Mrs S Michael, Councillor Mrs S Saddington, Councillor I Walker, Councillor K Walker and Councillor Mrs Y Woodhead

APOLOGIES FOR Councillor R White  
ABSENCE:

### 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.

### 36 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.

### 37 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.

### 38 MINUTES OF THE MEETING HELD ON 3 SEPTEMBER 2020

AGREED (unanimously) that the Minutes of the meeting held on 3 September 2020 be approved as a correct record and signed by the Chairman.

### 39 FORWARD PLAN (1 NOVEMBER 2020 TO 31 OCTOBER 2021)

AGREED that the Forward Plan for the period 1 November 2020 - 31 October 2021 be noted and that the following item be added to the meeting to be held on Thursday, 11 March 2021.

- Report on setting noise limits to use in considering noise nuisance.

40 PUBWATCH SCHEME IN NEWARK & SHERWOOD

The Business Manager - Public Protection, presented a report regarding Pubwatch Schemes in Newark & Sherwood District. Pubwatch was a voluntary scheme set up to promote best practice to achieve a safer environment in all licensed premises throughout the U.K. The report gave details of the Pubwatch Schemes running in the District, including Newark, Ollerton, Blidworth & Rainworth and Southwell. The forums ran with varying degrees of success, however they were a useful forum for licencees and for the Council. Officers supported the forums where possible and through them, had been able to issue guidance, particularly in relation to the Covid-19 Pandemic. The Chairman had attended a number of Pubwatch meetings and recommended provision of a standard agenda to provide a uniform structure for the meetings.

Members considered that it was appropriate for the Chairman and Vice Chairman of the Licensing Committee to attend Pubwatch meetings.

AGREED (unanimously) that

(a) the Council producing a standard agenda for the meetings; and

(b) Officers promote the benefits of the Scheme locally.

41 MINUTES OF LICENSING SUB-COMMITTEES

41a The 616, Wellow

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of The 616, Wellow held on 18 August 2020 be noted.

41b 18 Castlegate, Newark

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of 18 Castle Gate, Newark held on 21 August 2020 be noted.

41c Swan & Salmon, Newark

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of Swan and Salmon, Newark held on 24 September 2020 be noted.

41d Bramley Apple, Southwell

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of Bramley Apple, Southwell held on 29 October 2020 be noted.

42 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 July and 30 September 2020. The Business Manager- Public Protection highlighted the action taken in relation to the Covid-19 Pandemic.

Members wished to express their thanks to all staff in provision of the response to the Covid-19 Pandemic.

AGREED (unanimously) that the report be noted.

43 TEMPORARY EVENT NOTICES (JULY TO SEPTEMBER 2020)

The Committee considered the report presented by the Senior Licensing Officer in relation to the Temporary Event Notices received between 1 July and 30 September 2020.

AGREED that the report be noted.

Meeting closed at 6.56 pm.

Chairman

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# Public Document Pack Agenda Item 14h

## 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, 6 October 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  
J Lee, 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

### 249 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 Mrs P Rainbow declared a personal interest in Agenda Item No. 9, 10, 11 – Land Rear of 49 The Ropewalk, Southwell (20/01433/FUL, 20/01418/FUL, 20/01421/FUL), as her husband had previously tried to purchase that land.

### 250 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.

### 251 MINUTES OF THE MEETING HELD ON 8 SEPTEMBER 2020

The Business Manager – Planning Development confirmed that no new material issues had been received within the consultation period regarding Minute No. 235 – P.A. Freight Services Ltd, International Logistics Centre, Park House, Farndon Road, Newark-on-Trent (11/01300/FULM), full planning permission would therefore be approved.

AGREED that the minutes of the meeting held on 8 September 2020 were approved as a correct record of the meeting, to be signed by the Chairman.

### 252 BULCOTE FARM, OLD MAIN ROAD, BULCOTE (15/00784/FULM) AND (17/02325/FULM)

The Committee considered the report of the Business Manager – Planning Development, which sought full planning permission and listed building consent for a development comprising 56 residential units (Use Class C3) and community building (Use Class D1) through the conversion of a Grade II Listed Farm Complex "Bulcote Steading" and associated enabling residential development, with associated parking and landscaping. The application was presented to Committee in conjunction with application ref: 17/02325/FULM as follows:

Development comprising 9 residential units (Use Class C3) associated with Planning Application 15/00784/FULM and Listed Building Consent 15/00785/LBC for the Conversion of Grade II Listed Farm Complex "Bulcote Steading" and associated enabling residential development, with associated infrastructure, parking and landscaping.

Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development. Members were also advised that the listed building consent should be omitted from the application title, as this was being considered separately.

Councillor K Simpson on behalf of Bulcote Parish Council spoke against the application, in accordance with the views of Bulcote Parish Council, as contained within the report.

Councillor T Wendels – Local Ward Member (Lowdham) spoke against the application on the grounds that Bulcote was situated within the Green belt, was a small village with no facilities and had a population of 309 people. The 65 dwellings would have a significant increase in the population and the village needed to be protected. The site access was inadequate, the applicant has had sufficient time to secure suitable access. The Highways Authority was not happy with the proposed access and were continuing to object. There were also flood management concerns. He commented that the applicant needed to secure funding from Historic England to restore the listed buildings.

The Business Manager – Planning Development confirmed that Historic England would consider providing grants subject to the buildings being Grade I or II\* listed, or the conservation area needed to be at risk, that funding was therefore not available to the applicant.

Members considered the application and some Members commented that if the proposal was not accepted then this beautiful building would go to ruin and would put a conservation area at risk. The designs put forward were sympathetic to the building. Other Members felt that the population of Bulcote would increase, concern was raised regarding quantum and the large amount of rebuild. The new buildings in their own right were good, however they would dominate the site at large and were not right within that setting. The level crossing was considered as border line risk.

A Member commented that the level crossing was no different for surrounding villages of Bleasby, Fiskerton etc. who were all hemmed in by the Newark Western Railway line, these residents would be in no different situation. Members raised concern regarding the level crossing and suggested that an alternative way was required for emergency vehicles. It was confirmed that an alternative route could be suggested for emergency vehicles using a private route to access the A6097.

A separate vote was taken for each application as follows:

AGREED (with 11 votes For and 3 votes Against) that planning permission be granted for application 15/00784/FULM

(with 10 votes For and 4 votes Against) that planning permission be granted for application 17/02325/FULM

Both applications are subject to the following:

- (a) referral to the Secretary of State;
- (b) completion of a section 106 agreement for the following:
  - ensuring the land the listed buildings are situated on are not severed from the other land;
  - binding contract for the carrying out of works for redevelopment of the site in accordance with all the necessary permissions and consents.
  - that phasing of the development ensures the works necessary (and permitted as part of this and the full planning application, if approved) to the listed buildings are completed in full whilst enabling a number of the enabling dwellings to be constructed and sold to provide funding for the heritage works;
  - having a clerk of works (or similar) to monitor the works to the listed buildings to ensure they are undertaken correctly;
  - a management company to oversee the wider development once completed;
  - the development proposed under the listed building consent is tied into the agreement;
  - the highway works as shown on drawing number 0398-02 rev G or as may be agreed through negotiation;
  - Primary education contribution of £243,964; and
  - recommendations proposed by the Council's solicitor and agreed with by the Business Manager – Planning Development;
- (c) the following planning conditions. (Each application's conditions are reported under their respective application number); and
- (d) an informative advising the applicant to seek access along A6097 when incident affecting railway crossing making it not operational.

253 BULCOTE FARM, OLD MAIN ROAD, BULCOTE (15/00785/LBC)

The Committee considered the report of the Business Manager – Planning Development, which sought listed building consent for the conversion of a Grade II Listed Farm Complex "Bulcote Steading" into 24 residential units (Use Class C3) and community building (Use Class D1).

Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development.

Members considered the application acceptable.

AGREED (unanimously) that Listed Building Consent be approved subject to the completion of a Section 106 Planning Obligation and the conditions, as contained within the report.

- ensuring the land the listed buildings are situated on are not severed from the other land;
- binding contract for the carrying out of works for redevelopment of the site in accordance with all the necessary permissions and consents.
- that phasing of the development ensures the works necessary (and permitted as part of this and the full planning application, if approved) to the listed buildings are completed in full whilst enabling a number of the enabling dwellings to be constructed and sold to provide funding for the heritage works;
- having a clerk of works (or similar) to monitor the works to the listed buildings to ensure they are undertaken correctly;
- a management company to oversee the wider development once completed;
- the development proposed under the listed building consent is tied into the agreement; and
- recommendations proposed by the Council's solicitor and agreed with by the Business Manager – Planning Development.

254 LAND AT NEW LANE, BLIDWORTH (20/00475/FULM)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for a residential development of 81 no. 2, 3 and 4 bed dwellings and ancillary 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 following: Conservation Officer; Neighbourhood Parties; Applicant; and Mark Spencer MP.

Councillor Cheesmond on behalf of Blidworth Parish Council spoke against the application, in accordance with the views of Blidworth Parish Council, as contained within the report.

Members considered the application and concern was raised regarding the increase in traffic that would be generated from this site. Concern was also raised regarding the proposed double yellow lines on New Lane, it was felt that this would kill the High Street as there wasn't a car parking area in situ to be used when visiting the shops on New Lane. Concern was also raised in respect to the safety of elderly residents when crossing the road. Some Members commented that this was over development of the site and would remove a green open space. Other Members commented that the site had been allocated for 100 houses and the argument for over development would be difficult to defend on appeal as the application was for 81 dwellings.

AGREED (with 10 votes For and 4 votes Against) that full planning permission be approved subject to the following:

(a) the conditions outlined below; and

(b) the sealing of a signed Section 106 agreement securing the details contained in the report.

255 FIELD AT GREAT NORTH ROAD, FERNWOOD (20/01177/FULM)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for a single petrol filling station forecourt building with associated drive thru, drive thru kiosk, 6no. car pump islands, canopy, HGV fuelling, dedicated parking and landscaping.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Councillor N Mison – Local Ward Member (Farndon and Fernwood) spoke against the application. He explained that the site was low lying and flooded, mitigation work was taking place for drainage works. The proposed road infrastructure was raised with particular issues with some of the proposed junctions and noise implications to a residential care home. The increase in traffic was also raised and the implications on safety regarding the new Southern Secondary School. It was felt that taking into consideration all the service stations on the Farndon Relief Road, on balance this service station was not required.

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from Highways England.

Members considered the application and raised concerns regarding highway safety impacts, particularly the safety of pedestrian's accessing the site or travelling within the site. An amendment to the motion to approve the application was proposed for deferral.

AGREED (unanimously) that the application be Deferred for assessment of highway safety impacts – particularly safety of pedestrians who might access the site or travel within the site.

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 L Brazier left the meeting at this point).

256 LAND REAR OF 49 THE ROPEWALK, SOUTHWELL (20/01433/FUL)

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of 5(no.) single storey dwellings (Scheme D).

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 Southwell Civic Society and Neighbouring Party.

Members considered the application and it was felt that five single storey dwellings on this site was over intensive on part back land.

A vote to approve Planning Permission was taken and lost with 3 votes For and 9 votes Against.

(Having declared a Personal Interest in this application Councillor Mrs P Rainbow took no part in the debate or vote).

AGREED (with 9 votes For and 3 votes Against) that contrary to Officer recommendation, planning permission be refused on the grounds of over intensive development on part back land site. The wording of reason for refusal to be agreed in conjunction with Chairman, Vice Chairman and Business Manager – Planning Development.

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

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	Absent
M. Brock	Against
M. Brown	Against
L. Dales	For
M. Dobson	Absent
L. Goff	Against
R. Holloway	For
J. Lee	For
P. Rainbow	Took no part in the vote
M. Skinner	For
T. Smith	For
I. Walker	For
K. Walker	For
Y. Woodhead	For

257 LAND REAR OF 49 THE ROPEWALK, SOUTHWELL (20/01418/FUL)

The Committee considered the report of the Business Manager – Planning

Development, which sought the erection of 4 No. 2-storey dwellings (Scheme A).

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 Southwell Civic Society.

Members considered the application and it was felt that the development was over intensive.

A vote to approve Planning Permission was taken and lost with 2 votes For and 10 votes Against.

(Having declared a Personal Interest in this application Councillor Mrs P Rainbow took no part in the debate or vote).

AGREED (with 9 votes For, 1 vote Against and 2 Abstentions) that contrary to Officer recommendation, planning permission be refused on the grounds of over intensive development. The wording of reason for refusal to be agreed in conjunction with Chairman, Vice Chairman and Business Manager – Planning Development.

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

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	Absent
M. Brock	For
M. Brown	Abstention
L. Dales	For
M. Dobson	Absent
L. Goff	Against
R. Holloway	For
J. Lee	Abstention
P. Rainbow	Took no part in the vote
M. Skinner	For
T. Smith	For
I. Walker	For
K. Walker	For
Y. Woodhead	For

258 LAND REAR OF 49 THE ROPEWALK, SOUTHWELL (20/01421/FUL)

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of 3 No. dwellings: 2 x 2-storey and 1 x single storey (Scheme B)

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 following: Southwell Civic Society; Neighbouring Party; and Officers.

Members considered the application and concern was raised regarding the scale of the development and the massing.

A vote was taken and lost to approve planning permission with 1 vote For and 11 votes Against.

(Having declared a Personal Interest in this application Councillor Mrs P Rainbow took no part in the debate or vote).

AGREED (with 11 votes For and 1 vote Against) that contrary to Officer recommendation planning permission is refused, on the grounds of over intensive development. The wording of reason for refusal to be agreed in conjunction with Chairman, Vice Chairman and Business Manager – Planning Development.

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

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
L. Brazier	Absent
M. Brock	For
M. Brown	For
L. Dales	For
M. Dobson	Absent
L. Goff	Against
R. Holloway	For
J. Lee	For
P. Rainbow	Took no part in the vote
M. Skinner	For
T. Smith	For
I. Walker	For
K. Walker	For
Y. Woodhead	For

259 LAND AT FERNWOOD SOUTH, NOTTINGHAMSHIRE (16/00506/OUTM)

The Committee considered the report of the Business Manager – Planning Development, which was an updated report in respect of outline planning application for a phased residential development of up to 1,800 dwellings; a mixed use Local Centre of up to 0.75ha to include up to 535sqm of A1 food retail (not exceeding 420sqm) and non-food retail (not exceeding 115sqm), A3 food and drink uses (not exceeding 115sqm), D1 community uses (not exceeding 1,413sqm); sports pavilion up

to 252sqm; primary school (2.2ha) with school expansion land (0.8ha); formal and informal open space including sports pitches, pocket parks, structural landscaping / greenspace and drainage infrastructure; principal means of access, internal roads and associated works. All other matters to be reserved. The report provided members with an updated viability position received from the applicant and a request for changes to trigger points in relation to reviews.

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 NCC Transport and Travel Services.

Members consider the application acceptable.

AGREED (unanimously) that outline planning approval be granted subject to the conditions appended at Appendix 3 to the report and the signing of a S106 agreement to secure the contributions in Appendix 4 to the report.

260 APPEALS LODGED

AGREED that the report be noted.

261 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 5.47 pm.

Chairman

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# Public Document Pack Agenda Item 14i

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **Planning Committee** Broadcast from the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Tuesday, 3 November 2020 at 2.00 pm.

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

Councillor M Brock, Councillor R Crowe, Councillor Mrs L Dales, Councillor L Goff, Councillor Mrs R Holloway, Councillor Mrs P Rainbow, Councillor Mrs S Saddington, Councillor M Skinner, Councillor K Walker and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor T Wendels

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

### 262 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor R Crowe declared a personal interest in Agenda Item No. 6 – Grove Bungalows, Barnby Road, Newark (20/01720/OUTM), as the application was considered by Newark Town Council's Planning Committee, which he was present when considered. He stated that he would not take part in the debate or vote regarding this item.

Councillors Mrs 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 P Rainbow declared a personal interest in Agenda Item No. 9 – Land Rear of 49 & 49A The Ropewalk, Southwell (20/01422/FUL), as her husband had previously tried to purchase that land.

Councillor Mrs R Holloway declared a personal interest in Agenda Item No. 7 – Field Reference Number 7108 Eakring Road, Bilsthorpe (20/00873/FULM), as this was considered by Bilsthorpe Parish Council, Councillor Mrs Holloway however took no part in the vote at Parish Council level.

### 263 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.

### 264 MINUTES OF THE MEETING HELD ON 6 OCTOBER 2020

AGREED that the minutes of the meeting held on 6 October 2020 were approved as a correct record of the meeting and signed by the Chairman.

The Chairman informed the Planning Committee of an additional urgent report entitled – Land at New Lane, Blidworth (20/00475/FUL), which would be taken after

Agenda Item 14 – Temporary Structures.

265 FIELD AT GREAT NORTH ROAD, FERNWOOD- 20/01177/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought full planning permission for a proposed single petrol filling station forecourt building with associated drive thru, drive thru kiosk, 6no car pump islands, canopy, HGV fueling, dedicated parking and landscaping.

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: Nottinghamshire County Council Highways and the Planning Case Officer.

The Business Manager – Planning Development informed Members of a suggested amendment to Condition 2 as follows:

Condition 2 - Report on Electric Vehicle Charging Provision dated June 2020.

Clarification was sought regarding the height of the fence around the site. The Business Manager – Planning Development confirmed that to her knowledge there wasn't a specific height, however the height of a fence was usually 1.8 metres, which could be included within the conditions if required if Members were minded to approve the application.

Members considered the application and found no valid reasons for refusal.

AGREED (with 10 votes For and 2 votes Against) that full planning permission be approved subject to the following:

- (a) conditions and reasons contained within the report, with the amendment as in the above minute to Condition 2 and the additional condition regarding the specified height of the fence being 1.8 metres if required; and
- (b) a Section 106 agreement securing off-site highways works and the road safety audit required by Highways England.

266 GROVE BUNGALOW BARNBY ROAD NEWARK ON TRENT - 20/01720/OUTM

The Committee considered the report of the Business Manager – Planning Development, which sought outline planning permission for a residential development of up to 17 no. new dwellings following the removal of Grove Bungalow and existing outbuildings. This was a resubmission of Application No. 19/02158/OUTM.

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.

The Senior Planning Officer informed Members of the suggested amendment to Recommendation B and an informative to the applicant regarding tandem parking as contained within the Schedule of Communication.

Members considered the application and felt that the reduction of two units from 19 dwellings to 17 was not significant and felt that the road network was not sufficient.

(Having declared a Personal Interest Councillor R Crowe took no part in the debate or vote).

A vote was taken and lost to approve outline planning permission with 5 votes For and 6 Votes Against.

AGREED (with 10 votes For and 1 Abstention) that contrary to Officer recommendation outline 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 and character 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 for the proposed development and lack of contributions as set out below.

Affordable Housing	30% on site (5 units in total; 3 x 2 bed affordable rent and 2 x 3 bed shared ownership)
Bus Stop Infrastructure	£13,000 for 2 new bus stops on Barnby Road
Community Facilities	£1,384.07 per dwelling (£23,529.19)
Children’s Play Space	£927.26 per dwelling (£15,763.42)
SUDS/drainage features	To be maintained for the lifetime of the development and

	that drainage strategy be implemented on third party land (with relevant land owners joining in) prior to any other development being carried out on the site
Monitoring contributions for all contributions will also be sought along with appropriate standard triggers for all	As per SPD

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	Apology for absence
M. Brock	For
R. Crowe	Took no part in the vote
Mrs L. Dales	For
Mrs M. Dobson	Apology for absence
L. Goff	For
Mrs R. Holloway	Abstention
Mrs P. Rainbow	For
Mrs S. Saddington	For
M. Skinner	For
T. Smith	Apology for absence
I. Walker	For
K. Walker	For
Mrs Y. Woodhead	For

267 FIELD REFERENCE NUMBER 7108 EAKRING ROAD BILSTHORPE - 20/00873/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for a residential development of 103 dwellings and associated access and 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 Dlp Planning on behalf of the applicant.

Members considered the application and the number of large developments which were being considered within Bilsthorpe were commented upon. Three large applications were being submitted, this one in the North, one in the south and one in the west, which had a combined increase in housing of 28% within the village. Two of the developments would be constructed at the same time which would cause problems for residents with increase traffic levels and the loss of open green space. Bilsthorpe had currently a significant amount of traffic travelling through the village to

access the recycling centre. The village was also used as a rat run at busy times. Bilsthorpe Parish Council had also requested a level crossing be included within the plans, however that had not been addressed. On the positive side a significant amount of money had been secured through the Section 106 legal agreement, which was reported to have a significant impact for the village hall improvements project and the play parks. It was further commented that although the land had been included as allocated land, the indication was for seventy-five dwellings, consent had been for eighty-five, however the developer had come back with a proposal for one hundred and three dwellings. It was suggested that planning permission could be refused on the grounds that the proposal does not manage the transition in the built up area of Bilsthorpe as required within the Council's Allocation document.

A vote was taken and lost to approve planning permission, with 4 votes For and 8 votes Against.

AGREED (with 9 votes For and 3 votes Against) that contrary to Officer recommendation, full planning permission be refused on the grounds that the number of units as proposed does not manage the transition in the built up area of Bilsthorpe as required in the Council's Allocation document and the issues of tandem parking, number of units, housing mix/design forms the reasons for refusal.

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	Apology for absence
M. Brock	For
R. Crowe	Against
Mrs L. Dales	For
Mrs M. Dobson	Apology for absence
L. Goff	For
Mrs R. Holloway	For
Mrs P. Rainbow	Against
Mrs S. Saddington	For
M. Skinner	For
T. Smith	Apology for absence
I. Walker	For
K. Walker	Against
Mrs Y. Woodhead	For

268 LAND OFF MAIN STREET BALDERTON - 20/01405/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought material change of use of land for stationing of caravans for residential occupation with associated development (new access, hard standing, utility block). The application was part retrospective.

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 following: the Agent; Nottinghamshire County Council Highways Authority; and Planning Case Officer.

The Senior Planning Officer informed the Committee of the suggested additional amendments to the recommendation, should Members be minded to approve the application which included an amendment to Condition 6, as contained with the schedule of communications and as follows:

1. With regard to recommendation b), given the limited timescale set out in the recommendation, it is considered that a period of 6 months to complete the S106 is too long and this should be reduced to 3 months and a requirement for all the works to be completed within 3 months of the date of the permission has been added. To provide additional flexibility, the agreement with the Chair, Vice-Chair and Business Manager has also been added to recommendation b), so that it now reads as follows:-

“the completion of a section 106 legal agreement within **3** months of the date of this Planning Committee (failure to do so would result in a refusal on the grounds that the scheme fails to secure a safe vehicular and pedestrian access to/from the site **unless otherwise agreed with the Chair, Vice Chair and Business Manager - Planning Development**) to secure two footways either side of Hollowdyke Lane, to secure details of the width, position, radii and construction of the access and to secure a bound material for the access for a distance of 5m into the site **and for all agreed works to be completed within 3 months of the date of the permission, unless otherwise agreed in writing with the Chair, Vice-Chair and Business Manager - Planning Development.**”

2. Following the completion of the S106 requiring highway details to be secured, an additional condition be imposed to limit the existing informal access in the south-west corner of the site for pedestrian use only, the precise wording of which shall be agreed between the Chair, Vice-Chair and Business Manager – Planning Development.
3. To accord with the above timescales, amend condition 11 on the agenda to read “Within **three** months of the date of this permission”.

The imposition of an additional condition as follows:

“Notwithstanding the hedgerow details submitted and within one month of the date of this permission, a revised soft landscaping scheme shall be submitted to and approved in writing by the local planning authority and these works shall be carried out as approved in accordance with Condition 6. These details shall include: full details of every tree and hedge to be planted (including its proposed species, size and approximate date of planting) and details of tree planting pits including associated irrigation measures, tree staking and guards, and structural cells. The scheme shall be designed so as to enhance the nature conservation value of the site, including the use of locally native plant species.

Reason: In the interests of visual amenity and biodiversity.”

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.

Councillor J Lee, Local Ward Member (Balderton North & Coddington) spoke against the application on the grounds of health and wellbeing for the four children which live on site as the land and noise levels were inappropriate for a young family. He suggested that given the current pandemic a one year temporary permission should be granted to allow them time to relocate.

Members considered the application and it was commented that the application should be approved given that there was not enough Gypsy Travellers sites in the Newark and Sherwood District. Other Members commented that the site was not suitable on health grounds for this family to settle upon. It was further stated that this site had been approved on appeal for flats, the independent planning inspectorate had considered this site acceptable for habitation. The family were already living on the site with the noise issue.

AGREED (with 8 votes For, 3 votes Against and 1 Abstention) that planning permission is approved for a temporary period of 3 years subject to

- (a) the conditions and reasons contained within the report and additional amendment as contained within the above minute and schedule of communication;
- (b) the completion of a section 106 legal agreement within 3 months of the date of this Planning Committee (failure to do so would result in a refusal on the grounds that the scheme fails to secure a safe vehicular and pedestrian access to/from the site unless otherwise agreed with the Planning Committee Chairman, Vice-Chairman and Business Manager - Planning Development) to secure two footways either side of Hollowdyke Lane, to secure details of the width, position, radii and construction of the access and to secure a bound material for the access for a distance of 5m into the site and for all agreed works to be completed within 3 months of the date of the permission, unless otherwise agreed in writing with the Planning Committee Chairman, Vice-Chairman and Business Manager - Planning Development;
- (c) an additional condition to those agreed under (a) to limit the existing informal access in the south-west corner of the site for pedestrian use only, the precise wording of which shall be agreed between the Planning Committee Chairman, Vice-Chairman and Business Manager – Planning Development; and
- (d) to accord with the above timescales, amend condition 11 on the agenda to read “Within three months of the date of this permission”.

269 LAND AT REAR OF 49 & 49A THE ROPEWALK, SOUTHWELL - 20/01422/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the erection of two, two storey dwellings (Scheme C).

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: Neighbouring parties; Case Officer; the Agent.

The Planning Case Officer had provided an amendment to Conditions 2 and 3 as contained within the Schedule of Communications as follows:

#### Condition 2

The development hereby permitted shall not be carried out except in complete accordance with approved proposed plans reference;

- Scheme C Site Plan – C 02B;
- Scheme C Plots 1 Elevations – C 05B;
- Scheme C Plots 1 and 2 Garages – C 03;
- Scheme C Plot 1 Plans – C 06B;
- ~~Scheme C Plot 2 Elevations – C 07B;~~
- Scheme C Plot 2 Plans – C 08B;
- Scheme C Cross Section – C 04B;

Reason: So as to define this permission.

#### Condition 3

Notwithstanding the **detail shown on plan reference Scheme C Plot 2 Elevations – C 07B**, ~~approved plans referred to the previous condition the first floor full height window and Juliette balcony on the south eastern side elevation of Plot 2 as shown on Scheme C Plot 2 Elevations – C 07B, is not approved.~~ **prior** to the occupation of this plot, revised window details shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to occupation and thereafter retained for the lifetime of the development. For the avoidance of doubt, any first floor windows on the south eastern side elevation of Plot 2 shall be modest in size and obscurely glazed to level 3 or higher on the Pilkington scale of privacy or equivalent.

Reason: To protect neighbouring amenity.

Members considered the application and commented that the two dwellings were very large having a footprint of 186 sq metres and were contemporary and different in design. They felt that the dwellings would dominate and be detrimental to the street scene. Flooding was also of concern as large amounts of flood water had travelled down the Ropewalk which was adjacent to this site.

(Having declared a Personal Interest Councillor Mrs P Rainbow took no part in the debate or vote. Councillor M Skinner was absent when this item was considered).

AGREED (with 9 votes For and 1 Abstention) that full planning permission be approved subject to the conditions contained within the report with the amendments to Conditions 2 and 3 as in the above minute.

270 LAND REAR OF THE VINERIES, LOWER KIRKLINGTON ROAD, SOUTHWELL - 20/01190/OUTM

The Committee considered the report of the Business Manager – Planning Development, which sought outline planning permission for forty-five dwellings.

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 and Planning Case Officer.

Members considered the application and it was commented that as this was an allocated site Members could only make objection regarding the detail. Concerns were raised regarding the site having the ability to urbanise the gateway into Southwell. The three arm roundabout was questioned whether it would be safe when another site in close proximity to this one would be developed with one-hundred further houses. It was suggested that the access for this site would have been better achieved from Kirklington Road, in order to alleviate the need for the roundabout. Drainage was reported as an issue within this area and the surface water runoff into Springfield Dyke, which was not maintained. The surface water also ran through the garden of a private property on Springfield Road which also raised concern. A pumping station was suggested as a solution for the drainage issues raised which was not included on the plan. It was suggested that the application be deferred in order for the balancing pond to be located in a different place and access to be reconsidered.

(Councillor M Skinner did not take part in the vote as he was not present for the duration of the presentation).

AGREED (with 8 votes For, 1 vote Against and 2 Abstentions) that:

- (a) outline planning permission be approved subject to the conditions contained within the report; and
- (b) the execution of a legal agreement to secure the contributions set out in the table within the report.

271 COSY COT, CLIFTON LANE, THORNEY - 20/01280/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought full planning permission for the demolition of the existing dwelling and the erection of a replacement dwelling with associated works.

Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development.

Members considered the application acceptable subject to the removal of Permitted Development Rights, Class A – extensions to dwellings.

AGREED (unanimously) that full planning permission be approved subject to the the conditions contained within the report and the removal of Permitted Development Rights, Class A – extensions to dwellings.

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.

272 17 GUNTHORPE ROAD, LOWDHAM - 20/00889/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the demolition of a dwelling and erection of a replacement dwelling and detached garage/workshop.

Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development.

Councillor Emma Wilson on behalf of Lowdham Parish Council spoke against the application, in accordance with the views of Lowdham Parish Council, as contained within the report.

Councillor T Wendels – Local Ward Member (Lowdham) spoke against the application on the grounds of flooding, including the most recent flooding in February 2020 were ninety properties flooded. The Environment Agency’s objection was read out to the Committee, as contained within the report which made it clear that the proposed application was not acceptable. The two storey proposed dwelling had a footprint which was double that of the current property.

Members considered the application and it was commented that no further development should be undertaken given the impact in surface water drainage that this may cause to surrounding properties in a flood area such as this. Lowdham Parish Council had indicated that a flood defence scheme was being undertaken and until that had been concluded no further developments should be approved.

The Business Manager – Planning Development confirmed that if this was an application for a new dwelling, this application would be refused based on the advice of the Environment Agency (EA). The risk to people’s lives as commented by the EA was considered to be not relevant as the householder could take refuge on the first floor. The applicant could extend the ground floor footprint through permitted development rights and the floor levels would not be in the Local Planning Authority’s control. Whilst the hard surface area of the proposed dwelling would increase, in terms of flooding itself it would have little impact. It was suggested that if the Committee were minded to approve the application permitted development rights - Class A could be removed for extensions.

(As Councillor Mrs P Rainbow was not present for the entire presentation due to connection failure, she took no part in the debate or vote).

A vote was taken and lost to approve planning permission with the removal of

permitted development rights Class A, with 1 vote For and 10 votes Against.

AGREED (with 10 votes For and 1 votes Against) that contrary to Officer recommendation full planning permission be refused on the grounds of the advice of the Environment Agency response.

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	Apology for absence
M. Brock	For
R. Crowe	For
Mrs L. Dales	For
Mrs M. Dobson	Apology for absence
L. Goff	For
Mrs R. Holloway	For
Mrs P. Rainbow	Did not vote
Mrs S. Saddington	For
M. Skinner	For
T. Smith	Apology for absence
I. Walker	For
K. Walker	Against
Mrs Y. Woodhead	For

273 LAND AT NORWELL ROAD CAUNTON - 20/01436/RMA

The Committee considered the report of the Business Manager – Planning Development, which sought reserved matters approval for the erection of one, four bed house with attached garage and one, four bed house with detached garage.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Members considered the application acceptable.

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

274 TEMPORARY STRUCTURES

The Committee considered the report of the Director – Growth & Regeneration which sought Committee approval for the adoption of a policy for under enforcement of temporary structures requested as a result of the Covid – 19 pandemic.

The Planning Committee Chairman requested that this information be sent out to all Members of the Council as they would be aware of any temporary structures within their Wards and they could notify the Planning Development Business Unit.

AGREED (unanimously) that:

- (a) the approach to under enforcing breaches of the planning regulations for temporary structures for businesses for a temporary period up until the 31 March 2021 be approved;
- (b) after 31 March 2021, Officers will review the requests received or any temporary structure erected without a request to determine whether it is appropriate to allow the structure to remain for a longer period of time; and
- (c) this information be sent out to all Members of the Council as they would be aware of any temporary structures within their Wards and they could notify the Planning Development Business Unit

275 URGENT REPORT - LAND AT NEW LANE, BLIDWORTH - 20/00475/FUL

The Committee considered the report of the Business Manager – Planning Development, regarding Land at New Lane, Blidworth, which sought Committee approval to amend Condition 17 of the previously agreed conditions. The reason for the urgency of the report was in order for the decision to be issued without delay.

This application was presented at the 6 October 2020 Planning Committee. Members resolved to approve the application subject to conditions and an associated legal agreement. The decision was yet to be issued awaiting completion of the aforementioned legal agreement. Since the October meeting, colleagues at Nottinghamshire County Council as the Highways Authority had contacted Officers requesting a very slight change to the suggested condition 17. The change proposed was shown with strikethrough below:

Condition 17

Prior to the commencement of development, the Highway works as shown for indicative purposes only on drawing 190024/P/001/G shall be completed. For the avoidance of doubt, these works require a Traffic Regulation Order ~~to enable the priority workings~~, which will need to be agreed and fully implemented to the satisfaction of the Local Planning Authority in discussion with the Highways Authority. Reason: To provide adequate & safe access to the site.

It was reported that for absolute clarity, the overall off site highways works would not change. NCC Highways had simply pointed out that the condition was technically worded incorrectly as the ‘give way to oncoming vehicles’ was a red roundel sign giving an order, it was one of the few of this sort that does not require the making of a Traffic Regulation Order. The off-site highways works would still need to be implemented on site but they would be undertaken through the associated Section 278 Highways agreement. A traffic regulation order would still be required for the other off site highways works including the waiting restrictions (e.g. double yellow lines). The position on the ground would be identical to what Members considered at the October meeting.

AGREED (unanimously) that the revision to condition 17 be accepted and the

application be approved in line with the original Officer recommendation / late items schedule / associated legal agreement.

276 APPEALS LODGED

AGREED that the report be noted.

277 APPEALS DETERMINED

AGREED that the report be noted.

278 ENFORCEMENT REPORT- QUARTER TWO

The Committee considered the report of the Business Manager – Planning Development, which updated Members regarding the second quarter from 1 July 2020 to 30 September 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 and showed an overview of the enforcement activity compared to previous quarters.

AGREED (unanimously) that the report be noted.

279 PERFORMANCE REPORT- QUARTER TWO

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 July to September 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 had 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 performance had continued to be met and exceeded, notwithstanding the need to work remotely due to Covid-19. The recent recruitment into the team had and would enable further positive changes to be made to the service for the benefit of the District's communities and businesses.

AGREED (unanimously) that the content of the report be noted.

Meeting closed at 5.37 pm.

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **Planning Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 1 December 2020 at 2.00 pm.

PRESENT: Councillor R Blaney (Chairman)

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

APOLOGIES FOR Councillor I Walker (Vice-Chairman)

ABSENCE:

The Planning Committee undertook a minutes silence in remembrance of a Planning Officer Tom Swan, who sadly passed away on the 17 November 2020.

### 280 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor Mrs L Dales declared a personal interest as she was the Council's appointed representative on the Trent Valley Internal Drainage Board.

### 281 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 would be webcast.

### 282 MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2020

AGREED that the minutes of the meeting held on 3 November 2020 were approved as a correct record of the meeting, to be signed by the Chairman.

### 283 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 an existing building from office use (Class B1(a)) to seventeen Apartments (Class C3) (Phase 1) and erection of an apartment block for up to a maximum of twenty-six Apartments (Phase 2) with all matters reserved.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development. Members also considered the revisions to Condition 4 acceptable.

AGREED (unanimously) that the revision to Condition 4 be accepted and the application be approved otherwise in line with the original Officer recommendation, late items schedule and associated legal agreement.

284 SITE ADJACENT GOLDCREST LANE AND SKYLARK WAY, CLIPSTONE 20/00772/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for residential development of nine bungalows.

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 local neighbours.

Councillor M Brown – Local Ward Member (Edwinstowe and Clipstone) spoke against the application on the grounds of no amenities and facilities for the residents of the estate, which had been proposed at the start of the development but never came to fruition. The small parcel of land was considered too small for the proposed nine bungalows in an already high density estate.

Members considered the application and it was commented that there was no evidence provided in the report that the developer had undertaken a marketing exercise regarding the early year's provision. Members also felt that the site was tight for the proposed nine bungalows, but were advised that the number of dwellings had been reduced from ten bungalows to nine to allow for car parking. It was also confirmed that the density of the site accorded with the Council's local plan.

AGREED (with 10 votes For, 3 votes Against and 1 abstention) that planning permission be approved subject to:

- (a) the conditions and reasons contained in the report; and
- (b) a variation to the existing S106 legal agreement to remove the requirement to provide a children's nursery and to secure a commuted sum of £13,841 plus indexation and ensure the existing community facilities contributions are used towards the refurbishment of the Clipstone Welfare building.

285 BRIDGEFIELD FARM, WIGSLEY ROAD, THORNEY MOOR 20/00054/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought retrospective planning permission for the retention of mobile poultry units and access drive.

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:

Neighbouring Parties; Parish Council; and Local Planning Authority Independent consultant. Members were also informed that Historic England had informed the Local Planning Authority before the meeting that they had no objection.

The Business Manager - Planning Development requested that an additional informative be added to the conditions, if the Committee were minded to approve the application, as follows:

Condition 8

The applicant should avoid arranging all of the arks in a single long row (e.g. a long row running south to north) as it may result in some "accumulations" of downwind odours if the wind picks up odours over a long fetch path of arks.

Members considered the application and concern was raised regarding the smell which was being emitted from the premises and the nuisance to residents of neighbouring properties. It was commented that a lot of Members concerns were environmental issues and not material planning matters. It was commented that the Council had commissioned an independent reports from the RSK, who had confirmed that the odour emissions were acceptable. For this reason Thorney Parish Council had removed their objection.

(Councillor M Skinner left the meeting during the debate).

AGREED (with 8 votes For, 4 votes Against and 1 abstention) that full planning permission be approved subject to the conditions and reasons contained in the report.

286 LAND AT HEALEY CLOSE, COLLINGHAM 20/01481/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for one, one-bed unit and associated landscaping and parking.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Councillor M Davies on behalf of Collingham Parish Council spoke against the application, in accordance with the views of Collingham Parish Council, as contained within the report.

Members considered the application and felt that the proposed house was not in keeping with the street scene and neighbouring properties as this plot of land was surrounded by bungalows. Members requested that the application be deferred in order for Officers to consider the possibility of a bungalow on site, utilising the whole site, whilst also retaining the additional six car parking spaces.

Councillor M Skinner entered the meeting during the debate and took no part in the vote.

AGREED (unanimously) that the application be deferred in order for Officers to

explore whether a single storey dwelling was possible, still retaining the six car parking spaces.

287 LEGISLATIVE UPDATES TO GENERAL PERMITTED DEVELOPMENT ORDER

The Committee considered the report of the Director – Growth and Regeneration, which updated Members regarding a recently published Statutory Instrument (SI). SI 2020 No. 1243 - The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 3) Order 2020.

It was reported that this statutory instrument would have a significant impact in terms of decision making for the types of permitted development proposals this applies to. The Government had made a number of changes to the Town and Country Planning (General Permitted Development) (England) Order 2015 since it originally came into force. This latest amendment included a number of amendments as set out in the report.

AGREED that:

- (a) the contents of the report be noted; and
- (b) further changes to legislation will be reported to the Planning Committee.

288 APPEALS LODGED

AGREED that the report be noted.

289 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 3.32 pm.

Chairman

# Public Document Pack Agenda Item 14k

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit & Accounts Committee** Broadcast from Castle House, Great North Road, Newark, Notts, NG24 1BY on Wednesday, 30 September 2020 at 10.00 am.

PRESENT: Councillor Mrs S Michael (Chairman)

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

APOLOGIES FOR

ABSENCE: Councillor M Brown (Committee Member)

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.

### 38 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.

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

There were no declarations of intention to record the meeting.

### 40 MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2020

That the Minutes of the meeting held on 5 February 2020 be approved as a correct record and signed by the Chairman.

### 41 ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business. Agenda Item 9 was taken after Item 7. The agenda resumed its stated order thereafter.

### 42 ANNUAL INTERNAL AUDIT REPORT

The Committee considered the Annual Internal Audit Report from Assurance Lincolnshire providing a summary of Internal Audit work undertaken during 2019/2020 to support the Annual Governance Statement by providing an opinion on the organisation's governance, risk management and internal control environment.

The report ending 31 March 2020 was issued in June having taken into account Covid-19 although there would be greater impact in the next financial year.

AGREED (unanimously) that the Audit & Accounts Committee considered the Annual

Internal Audit report and that it be noted.

43 TREASURY MANAGEMENT OUTTURN REPORT 2019/20

The Committee considered the report from the Assistant Business Manager, Financial Services giving Members the opportunity to review the annual Treasury Outturn report to be presented to Council on 13 October 2020.

The Committee noted that there were no breaches to the approved prudential indicators during the period 2019/20.

AGREED (unanimously) that the Treasury Outturn position for 2019/20 be noted.

44 ANNUAL EXTERNAL AUDIT STRATEGY MEMORANDUM 2019/20

The Committee considered the External Audit Strategy Memorandum for the 2019/20 Statement of Accounts work and Value for Money Conclusion provided by Mazars.

The Mazars representative informed the Committee that the report included the reintegration of Newark and Sherwood Homes back to the Council.

AGREED (unanimously) that the Committee noted the External Audit Strategy Memorandum.

45 EXTERNAL AUDITORS' ANNUAL AUDIT COMPLETION REPORT

The Committee considered the External Auditors Annual Audit Completion report from the Business Manager for Financial Services.

The report informed Members that due to Covid-19 the national deadlines for submission of the draft and audited financial statements had been pushed back to 31 August and 30 November respectively.

The Committee were made aware that although the accounts had been audited, final confirmation of an unqualified opinion cannot be concluded until the final report has been commissioned from the external auditors of the Nottinghamshire Pension Fund due to the materiality of the Council's pension liability. Therefore, the conclusions on the Statement of Accounts and Value for Money would be anticipated conclusions and to be finalised in a further report to the November Committee.

AGREED (unanimously) that:

- a) the Committee received the External Auditors Annual Audit Completion Report for 2019/20; and
- b) the Committee noted the adjustments to the audited draft financial statements set out in the report.

46 AUDITED DRAFT STATEMENT OF ACCOUNTS

The Committee considered the report from the Business Manager and Assistant

Business Manager for Financial Services to review the Council's audited draft Statutory Accounts for the financial year ended 31 March 2020.

The report informed the Committee that the audit had identified only one significant misstatement due to an allowance for 2020/21 financial years' provision against revaluation of the business rates debt being held at 31 March 2020. This debt was not held on the balance sheet at that date therefore the provision would not be held and the Committee were aware that all relevant notes were adjusted for the misstatement.

AGREED (unanimously) that:

- a) Members noted the Annual Governance Statement for the financial year ended 31 March 2020; and
- b) Members noted the draft audited Statement of Accounts for the financial year ended 31 March 2020.

#### 47 AUDIT & ACCOUNTS COMMITTEE ANNUAL REPORT

The Committee considered the report from the Business Manager for Financial Services informing Members of the activity undertaken by the Audit and Accounts committee during the 2019/20 financial year.

The report informed the Members that having seen the account for the year, the Committee had discharged its responsibilities as per the Constitution. Having also assessed itself against the CIPFA Practical Guidance for Audit Committees questionnaire, having drawn up an action plan for areas that did not conform to best practice.

The report also explained how the Committee had added value to the organisation, having requested the Internal Audit Process report be clearly set out to inform when Officers are attending the Committee to then gain assurance that areas of identified weakness are being resolved.

A Committee Member questioned a decision previously taken by the Committee not to have an independent member appointed to the Committee. The Deputy Chief Executive, Director of Resources and S151 Officer then referred to the Redmond Review, Sir Tony Redmond's long awaited report on local authority financial reporting and external audit in England which had made a number of robust recommendations, including the creation of a new audit regulator and supports independent members.

AGREED (unanimously) that:

- a) the Committee noted the Audit and Accounts Committee Annual Report's activity within the year and referred on to the Council for noting.

#### 48 INTERNAL AUDIT PROGRESS REPORT

The Committee considered the report from Assurance Lincolnshire providing the

Internal Audit Progress report with a summary of Internal Audit work undertaken during 2020/21 against the agreed audit plan and any remaining reports from 2019/20.

The report provided the latest progress report covering the period up to 31 August 2020 having agreed the Audit Plan for 2020/21 at the February Audit and Accounts Committee, reporting throughout the year on the progress made and if any changes to the plan are requested.

Representatives were available at the meeting to take any questions with regard to Building Control, ICT and Health and Safety.

AGREED (unanimously) that:

- a) the Audit and Accounts Committee considered and commented upon the latest Internal Audit Progress report and approved the extensions to the implementation dates.

49 FRAUD RISK ASSESSMENT

The Committee considered the report from the Business Manager for Financial Services informing Members of the update of the Fraud Risk Register which had been undertaken during February 2020.

The report had reviewed all of the services provided by the Council, highlighting any new areas where fraud might occur as well as the types of fraud in determining if there were any new risks to the Council.

AGREED (unanimously) that the update to the Fraud Risk Register be noted.

50 COUNTER-FRAUD ACTIVITIES FROM 1 NOVEMBER 2019 TO 31 AUGUST 2020

The Committee considered the report from the Business Manager for Financial Services informing Members of counter-fraud activity undertaken since the last update reported on 27 November 2019. The report to Members would have been a bi-annual report, this had changed due to Covid-19.

The report advised the Committee that discussions had taken place with Assurance Lincolnshire in relation to producing a virtual training session, to highlight areas of fraud that Officers should be aware of. This will remind Officers of the “red flags” that they should be mindful of and what action should be taken where these flags are noticed. It was anticipated that this would be deployed to Officers in Q3 of this financial year.

AGREED (unanimously) that the content of the report be noted.

51 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 Homes England Compliance Audit

Report 2019/20 – HRA 5 Year Development Programme.

NOTED the Urgency Item – Minute of Decision taken during the Covid-19 Pandemic.

52 AUDIT COMMITTEE WORK PLAN

The Committee noted the Work Plan, to include a future item with reference to the Redmond Review discussed earlier in the meeting.

53 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.

54 DATE OF NEXT MEETING

The next meeting would be held on Wednesday 25 November 2020.

Meeting closed at 11.30 am.

Chairman

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit & Accounts Committee** Broadcast from Castle House, Great North Road, Newark, Notts, NG24 1BY on Wednesday, 25 November 2020 at 10.00 am.

PRESENT: Councillor Mrs S Michael (Chairman)

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

APOLOGIES FOR

ABSENCE: Councillor Mrs M Dobson (Committee Member)

55 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.

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.

56 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

There were no declarations of intention to record the meeting.

57 MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2020

That the Minutes of the meeting held on 30 September 2020 be approved as a correct record and signed by the Chairman.

58 EXTERNAL AUDITORS' SUPPLEMENTARY LETTER TO ANNUAL AUDIT COMPLETION REPORT

The Committee considered the External Auditors' Supplementary Letter to the Annual Audit Completion report from the Business Manager for Financial Services at Appendix A.

The Committee had been updated with an amendment to the Management Letter of Representation at Appendix C of the report, to include a paragraph on 'Unadjusted Misstatements'.

The Audit Completion report follow up letter identified that 3 out of the 4 outstanding audit items had been completed with no matters to report, the audit area for Pension was ongoing. This was due to the lateness of the IAS19 assurance letters and the audited financial statements being made available and therefore the Council's external auditors were unable to gain satisfactory assurance over the net pension liability figure within the accounts.

Whilst this is out of the Council's control, the auditors advised the Committee that they were hoping to issue the audit report by the second week of December. This was also impacting on other Councils within Nottinghamshire in the same way.

AGREED (unanimously) that:

- a) the Committee received the External Auditors Annual Audit Completion Report Supplementary Letter for 2019/20; and
- b) the Letter of Representation signed by the Director of Resources – S151 Officer and the Chairman of the Committee, be approved.

59 GOING CONCERN STATUS OF THE COUNCIL

The Committee considered the Going Concern Status of the Council report from the Business Manager for Financial Services.

The concept of a 'going concern' assumes that an authority, its functions and services will continue in operational existence for the foreseeable future. The report was able to conclude in regard to the Council's arrangements and those factors as highlighted in the report, that the Council remained a going concern.

AGREED (unanimously) that the conclusion of the assessment made of the Council's status as a going concern for the purposes of the Statement of Accounts 2019/20 be noted.

60 APPROVAL OF THE STATEMENT OF ACCOUNTS

The Committee considered the report from the Business Manager for Financial Services for the approval of the Council's Statutory Accounts for the financial year ended 31 March 2020.

The report highlighted the aim of the Regulations was for the Committee to demonstrate ownership of the accounting statements. To assist Members of the Committee to review the accounts before final adoption, the Audited Draft Statement of Accounts and Annual Governance Statement was brought to the last committee on 30 September 2020.

AGREED (unanimously) that:

- a) Members approved the Annual Governance Statement for the financial year ended 31 March 2020;
- b) Members approved the Statement of Accounts for the financial year ended 31 March 2020;
- c) Members give delegation to the S151 Officer and the Chairman to sign a revised set of accounts if required as per paragraph 4.5; and
- d) Members noted that as per the previous report the S151 Officer and the

Chairman had signed the Letter of Representation.

61 STRATEGIC RISK MANAGEMENT

The Committee considered the report from the Safety and Risk Management Officer to provide an update on the Council's Risk Management arrangements and status of the Council's Strategic Risks.

The report highlighted how Strategic Risks were those that have the potential to halt or interfere with the Council's ability to achieve its priorities and/or deliver its statutory duties.

The Committee were advised that once agreed with SLT, the new Strategic Risk Register would be provided to the Committee for their consideration.

AGREED (unanimously) that the arrangements for reviewing the Strategic Risks and the proposal for bringing the new Risk Register back to this Committee be noted.

62 INTERNAL AUDIT PROGRESS REPORT

The Committee considered the report from Assurance Lincolnshire providing the Internal Audit Progress report with a summary of Internal Audit work undertaken during 2020/21 against the agreed audit plan and any remaining reports from 2019/20.

The report provided the latest progress report covering the period up to 31 October 2020 having agreed the Audit Plan for 2020/21 at the February Audit and Accounts Committee, reporting throughout the year on the progress made and if any changes to the plan are requested.

AGREED (unanimously) that the Committee considered and commented upon the latest Internal Audit Progress Report and approved the extensions to the implementation dates.

63 TREASURY MANAGEMENT 2020-21 MID YEAR REPORT

The Committee considered the report from the Assistant Business Manager for Financial Services, providing Members with an update on the Council's treasury activity and prudential indicators for the first half of 2020/21.

The report provided the Committee with a summary of the Council's borrowing, investment and capital expenditure position as at 30 September 2020.

The Council were able to confirm that no prudential indicators had been breached during the first six months of the financial period 2020/21, with a further breakdown at section 9 of the report.

AGREED (unanimously) that:

- a) the Treasury Management activity be noted and recommended to Full

Council on 15 December; and

- b) the Prudential Indicators detailed in Section 9 of the report be noted.

64 REDMOND REVIEW

The Committee considered the report from the Business Manager for Financial Services, summarising the review conducted by Sir Tony Redmond on the arrangements in place to support the transparency and quality of local authority financial reporting and external audit in England.

The review recommended 23 recommendations across a range of areas. Based on the recommendations contained within the report, there would likely be major changes to the financial reporting and external audit framework over the coming years. Officers will continue to monitor the external environment to ensure that if and when these recommendations are approved for use by the relevant organisations, the Council ensures the relevant provisions are in place to accommodate the change.

The Committee then discussed the pros and cons as to recruiting an Independent person to assist the Committee and from this a job description to be prepared and approved prior to any advertising. A report to be taken to the next Audit & Accounts Committee providing more information for Members to consider.

AGREED (unanimously) that:

- a) the Committee noted the review concluded by Sir Tony Redmond and discussed the recommendations raised.

65 AUDIT COMMITTEE WORK PLAN

The Committee noted the Work Plan.

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 DATE OF NEXT MEETING

The next meeting would be held on Wednesday 3 February 2021.

Meeting closed at 10.50 am.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Trustee Board of the Gilstrap and William Edward Knight Charities** broadcast from Castle House, Great North Road, Newark NG24 1BY on Friday, 2 October 2020 at 2.00 pm.

PRESENT: Councillor Mrs I Brown, Councillor R Crowe, Councillor Mrs R Crowe, Councillor Mrs G Dawn, Councillor K Girling, Councillor L Goff, Councillor D Lloyd and Councillor M Skinner

APOLOGIES FOR ABSENCE: Councillor M Cope

### 1 APPOINTMENT OF CHAIRMAN

Councillor Keith Girling proposed and Councillor Mathew Skinner seconded that Councillor Mrs Rita Crowe be appointed as Chairman of the Board of Trustees for the Gilstrap and W.E. Knight Charities.

AGREED (by 3 votes for with 1 abstention) that Councillor Mrs R Crowe be appointed as Chairman of the Board of Trustees for the Gilstrap and W.E. Knight Charities.

### 2 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

None

### 3 DECLARATION OF INTENTION TO RECORD THE MEETING

The Chairman advised those present that the meeting was being livestreamed by the Council on social media.

### 4 MINUTES OF THE MEETING HELD ON 3 OCTOBER 2019

AGREED that the minutes of the meeting held on 3 October 2019 be approved as a correct record.

### 5 GUIDANCE ON THE COUNCIL'S ROLE AS CORPORATE TRUSTEE AND MEMBERS OF THE TRUSTEES BOARD

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

The report set out the background to the establishment and set-up of the current Board of Trustees and the powers and duties when acting in that capacity. Specific key duties were listed in paragraph 3.3 of the report.

In considering the report a Trustee noted that there were a number of newly appointed Trustees, suggesting that an informal meeting or training session be held to clearly set out the objectives of the Charity as defined in the Trust Schemes, adding that this would lead to more informed decision making.

AGREED (unanimously) that:

- (a) the contents of the report be noted; and
- (b) a training session be arranged for the Trustees to meet with the Clerk to the Board in order to fully explore the Trust Schemes that applied to the charities, in particular the objectives and purposes of the Trusts. Such training to also include details of the finances of each Scheme.

## 6 FINANCIAL PERFORMANCE REPORT

The Trustees considered the report presented by the Assistant Business Manager – Financial Services which set out the financial performance figures for the W.E. Knight Trust and the Gilstrap Endowment Fund for the financial year ended 31 March 2020.

The report set out that the W.E. Knight charity had no active functions and that monies were retained within the Charity's account until such time as the Trustees chose to disburse it. It was noted that the Gilstrap charity received an annual income of £43,826.92 for the lease of the Gilstrap building.

AGREED (unanimously) that the financial performances for the year ended 31 March 2020 be noted.

## 7 NEWARK R&M CRICKET CLUB PROJECT

The Trustees considered the report presented by the Clerk to the Board of Trustees which sought to provide an update on progress made by Newark R&M Cricket Club in respect of their ground development project and to consider a request for additional funding.

The report set out the background to the awarding of funding to the cricket club and provided details of the now complete Phase 1. It was noted that the provision of new changing rooms formed Phase 2 of the project and that these had been designed in accordance with the technical requirements of the ECB. It was reported that the planning application for the changing rooms had been unsuccessful as it did not meet accessibility requirements. In order to overcome the issue the Club were proposing to amend the design to include the installation of a lift on the front external stairs with the internal access to both sides of the building being reconfigured, the cost of which was an additional £13,134. It was noted that there remained unallocated funds of £38,956.65 in the W.E. Knight accounts.

In considering the report a Trustee queried whether the cricket club had been offered an alternative location which was not at risk from flooding. In response it was reported that the ground level was being raised to mitigate this risk. The location was in the ownership of the cricket club and unless the mitigation works were undertaken the ECB would not approve the development.

AGREED (unanimously) that:

- (a) the update regarding the Newark R&M Cricket Club project be noted; and
- (b) the request for further funding towards the installation of a lift for the changing room building be approved.

## 8 APPLICATIONS FOR GRANT FUNDING

The Trustees considered the report presented by the Clerk to the Board of Trustees in relation to two applications made to the Gilstrap Charity for grant funding. These were from: the Newark Book Festival; and the Newark Civic Trust (NCT). Paragraph 2 of the report set out the current approved criteria for funding with details of the applications being provided in paragraph 3. Redacted copies of the application forms were attached as appendices to the report.

### Newark Book Festival

In considering the application the Trustees expressed concern in relation to the amount of funding being sought. The Trustees suggested that the overheads of the organisation should have been reduced and that the application, originally made in March 2020, had not been fully revised. The Trustees commented that they looked to support organisations which were able to sustain themselves and would have wanted to have sight of more than one year's financial accounts.

It was suggested that the application be deferred pending submission of additional information.

### Newark Civic Trust

In considering the application the Trustees were advised that the production of the town trails had been adapted in light of the pandemic with some of the information having been made available online as well as in the usual paper leaflet format.

The Trustees were supportive of the town trails, suggesting that consideration should be given to the production of a booklet rather than individual leaflets. A nominal charge could be made in the region of £0.50 to help towards the funding of the booklet. The Trustees also suggested that the trails be promoted on the Visit Newark website and that Newark Civic Trust (NCT) be thanked for their efforts.

The Trustees discussed whether it would be appropriate for NCT to combine some of their less popular trails and whether the Woodwork Department at Newark College could be approached to make some leaflet display boards for placing in strategic locations in the area. It was noted that this could result in a more frequent print run of the leaflets but that it was hoped that the information therein would not need to be changed for 2 to 3 years. Discussions in relation to advertising were also held as this would help towards the cost of the printing.

It was also noted that the NCT's Civil War Trail and the National Civil War Centre did not complement each other and that consideration could be given to aligning the information provided by the two bodies.

In summary, the Trustees agreed that they would support the application for funding in the sum of £2,500 if the NCT considered the following suggestions:

- i) combine some of the less popular trails to reduce the number of leaflets printed, thereby reducing costs and that consideration be given to the production of a booklet, to include advertising space to create an income;
- ii) that an online presence for the town trails information be introduced; and
- iii) that a partnership be entered into with Newark College to build leaflet display boards for the town trail leaflets.

AGREED (unanimously) that:

- (a) the determination of the Newark Book Club application for funding be deferred pending receipt of additional financial information; and
- (b) the Newark Civic Trust's application for funding in the sum of £2,500 be approved subject to consideration of the following suggestions:
  - i) combine some of the less popular trails to reduce the number of leaflets printed, thereby reducing costs and that consideration be given to the production of a booklet, to include advertising space to create an income;
  - ii) that an online presence for the town trails information be introduced; and
  - iii) that a partnership be entered into with Newark College to build leaflet display boards for the town trail leaflets.

Should the Newark Civic Trust not be in agreement to the above suggestions, the sum of £1,918.00 be approved.

## 9 LAND OFF CEDAR AVENUE/LINCOLN ROAD, NEWARK - UPDATE REPORT

The Trustees considered the report presented by the Clerk to the Board of Trustees in relation to the future options for the land owned by the Gilstrap Charity at Cedar Avenue, Newark. The report set out the background as to the use of the land as a non-designated public open space and the siting of a multi-use games area. Details of the two unauthorised encampments by travellers and the associated costs to secure their removal were provided and that this had resulted in the decision to sell the land for development. Following an informal tender process an offer was received from Nottingham Community Housing Association but subsequently withdrawn after they failed to gain planning permission. Paragraph 4 of the report set out 3 alternative options for the land as: re-advertise the land for disposal on the open market; retain the land as Charity property with its use as amenity field and public open space; and dispose of the land to a public body or other organisation to retain as an amenity field and public open space. An alternate proposal had been received from the Winthorpe Estate Residents Group which was to develop the site into a 'Children's Wood and Wildlife Meadow'.

A Trustee suggested that consideration of the report be deferred until the previously agreed training had taken place. He also expressed concern in relation to receiving the proposal from the Winthorpe Residents Group as the members thereof were currently anonymous. He suggested that the Group should reflect on their anonymity.

A further Trustee was in agreement with the deferral stating that the terms of the Gilstrap Charity were wide and that the training would provide the Trustees with a better understanding. He stated that the asset was costing more to maintain than previously. He noted that the Council were currently undertaking an assessment of the district's green and open spaces and suggested that any decision on the future use of the land should await the outcome of that, adding that if it was to remain an open space then he would wish to see it sold to an organisation who were able to maintain it accordingly. He further noted that some of the suggestions of the Winthorpe Residents Group were exciting but that the Trustees could not contemplate entering into an agreement with an anonymous organisation.

A Trustee queried whether any attempt had been made to identify the members of the Group. In response the Clerk advised that both herself and the Chief Executive had sent several emails asking for the members to identify themselves so that meaningful conversations could be held but that each time this request had been refused.

A Trustee stated that she was in agreement with the deferment adding that it was hoped that the Winthorpe Residents Group would declare their identities. She suggested that work on the Groups proposal be started and stated that she was pleased that the voting Trustees had agreed not to sell the land. She also requested that clarity be provided at the training session on the role of the non-voting Trustees. In response, a Trustee clarified that no decision on the future use of the land had yet been taken.

A Trustee advised that all the appointed Trustees had the right to speak but not all could vote. He stated that it would be inadvisable for work on the Group's proposal to commence as this could result in monies being wasted and again noted that the Trustees could not contemplate entering into an agreement with an anonymous organisation. The Clerk to the Board of Trustees added that the alternate proposal was well presented but acknowledged the concerns of the Trustees.

In noting that a meeting had not been held for 12 months, a Trustee queried why it was now felt that training was necessary. In response it was stated that delays in holding a meeting had been largely down to the unavailability of a member of the Gilstrap family together with the cancellation of all meetings from March 2020 due to the Covid-19 Pandemic.

**AGREED** (unanimously) that consideration of the options detailed in the report for the future use, retention or disposal of the land off Cedar Avenue/Lincoln Road, Newark be deferred pending the Trustees receiving training as referred to in Minute No. 5 above.

10 DATE OF NEXT MEETING

AGREED (unanimously) that meetings of the Board of Trustees would be held quarterly and commence at 6.00pm.

Meeting closed at 3.18 pm.

Chairman