



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000
www.newark-sherwooddc.gov.uk

Monday, 1 February 2021

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

To all Members of the Council:

MEETING: Full Council

DATE: Tuesday, 9 February 2021 at 6.00 pm

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

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

**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**

AGENDA

Page Nos.

Remote Meeting Details

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

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

1. Apologies for absence
2. Minutes from the meeting held on 15 December 2020 4 - 9
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)
9. 2021/22 Housing Revenue Account (HRA) Budget and Rent Setting 10 - 28
10. Change in Committee Membership 29
11. Proposed Changes to the Constitution - Financial Policies and Procedures 30 - 31
12. Notices of Motion (if any)
13. Minutes for Noting
 - (a) Policy and Finance Committee- 21 January 2021 32 - 45
 - (b) Economic Development Committee- 13 January 2021 46 - 56
 - (c) Homes and Communities Committee- 18 January 2021 57 - 67
 - (d) Leisure and Environment Committee- 19 January 2021 68 - 77

(e)	Planning Committee- 12 January 2021	78 - 81
(f)	Shareholder Committee- 8 December 2020	82 - 86
(g)	Councillors Commission - 11 January 2021	87 - 90

Agenda Item 2

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** broadcast from Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY on Tuesday, 15 December 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 S Carlton, Councillor B Clarke-Smith, Councillor Mrs R Crowe, Councillor D Cumberlidge, Councillor Mrs L Dales, Councillor Mrs G Dawn, 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 Mrs S Michael, Councillor N Mison, Councillor N Mitchell, Councillor Mrs S Saddington, Councillor M Skinner, Councillor T Smith, Councillor K Walker, Councillor T Wendels, Councillor R White and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor M Brown, Councillor M Cope, Councillor Mrs M Dobson, Councillor P Peacock and Councillor I Walker

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.

Prior to the transaction of business the Council stood in silence in memory of Tom Swan.

92 MINUTES FROM THE MEETING HELD ON 13 OCTOBER 2020

AGREED that that minutes of the meeting held on 13 October 2020 be approved as a correct record and signed by the Chairman.

93 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. 14 – Minutes for Noting.

94 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 the Chairman advised that the meeting was being streamed live.

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, updated Members in respect of the proposed local government reorganisation initiative led by Nottinghamshire County Council. He advised that, in response to a joint letter from district leaders inviting joint discussions, the Leader of the County Council had replied stating that due to the delay in the White Paper on devolution, the County Council would focus on their response to the Covid-19 Pandemic.

In addition, Councillor Lloyd announced that the Council were about to launch a Community Resilience Grant Scheme and he encouraged all Members to get involved with the scheme and in doing so, support their local communities.

Councillor R. Blaney, as Chairman of the Planning Committee, advised that Highways England had commenced a consultation on the A46 Newark Northern Bypass (A46 Trans-Midland Trade Corridor). The consultation period was scheduled to end on 2 February 2021 and he advised that the Economic Development Committee would consider a response at their meeting in January 2021.

Councillor R. Jackson, as Chairman of the Leisure & Environment Committee, advised the Council that given the close proximity to residential properties, the bottle bank site in Southwell had now been moved to a more suitable location. He added that an additional site was being sought to enable further bottle banks to be provide, and that the Council were considering possible kerbside collections.

In addition, Councillor Jackson referred to the green garden waste collection service which only operated on a monthly basis in December, January and February. He confirmed that this information was available on the Council's website, but acknowledged but that this had led to some confusion with residents. He also reported that throughout the pandemic there had only been a single occasion when a bin collection had been missed and expressed his thanks to officers.

CLIMATE EMERGENCY STRATEGY AND ACTION PLAN

The Council considered the report of the Director – Communities & Environment which provided an update of the work overseen by the Climate Emergency Working Group in producing a Climate Strategy and Action Plan. This was in response to the declared climate emergency by the Council.

The Working Group had worked with the Carbon Trust to create the strategy and action plan which were set out in the report. In considering the report, Members stated that it was a honest and comprehensive assessment and welcomed the proposals contained therein.

AGREED (unanimously) that:

- (a) the Council's baseline footprint for carbon reduction be approved - the footprint is calculated as 2,165 tCO₂e – which incorporates selected emissions from scopes 1, 2 and 3 (this footprint does not include emissions from housing (17,130 tCO₂e), which have been considered separately);

- (b) 2035 be 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; and
- (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).

97 SCHEDULE OF MEETINGS 2021/22

The Council considered the report of the Chief Executive which set out a proposed schedule of meetings for the period May 2021 to May 2022. The report highlighted the change to the date of the Annual Council Meeting to Tuesday 18 May 2021 which enabled greater time between the elections scheduled to take place on 6 May 2021 and more time for the political groups to hold their annual meetings. In addition, it was proposed that the Policy & Finance Committee Budget Meeting scheduled to be held on Thursday 18 February 2021, be moved to Monday 22 February 2021 in order to avoid school holidays.

AGREED (unanimously) that:

- (a) the proposed Schedule of Meetings for 2021/22 (attached as Appendix A to these Minutes) 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.

98 LOCALISED COUNCIL TAX SUPPORT SCHEME 2021/22

The Council considered the report of the Director – Resources which sought to confirm the continuation of the Council’s Localised Council Tax Support Scheme, which had been implemented on 1 April 2013, for the 2021/22 financial year with minor changes. The changes sought were to uprate the income and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works & Pensions.

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

In considering the report, Members raised concerns in relation to the increase in claimants of universal credit; how such an increase would affect the local tax base for both the district and parish councils; and whether any forecasts had been undertaken in relation to the continued response to the Covid-19 Pandemic and Brexit. In response, Councillor D. Lloyd advised that forecasts were difficult, but the Council were aware of the current issues and would mitigate accordingly, and he referred to the ongoing efforts to help residents of the district back into work and/or training.

AGREED (unanimously) that the Council continues to adopt the existing Localised Council Tax Support Scheme for all potential claimants for the financial year 2021/22 and updates the income disregards and premiums in accordance with the Departments for Works & Pensions annual uprating criteria for 2021/22.

99 TREASURY MANAGEMENT 2020-2021 MID-YEAR REPORT

The Council considered the report of the Business Manager - Financial Services which provided an update on the Council's treasury activity and prudential indicators for the first half of 2020/21. The report included a summary of treasury balances, details of the capital expenditure and both borrowing and investment activities.

Councillor N. Mitchell referred to the possibility of new borrowing being required in the remainder of the current financial year and sought clarification on whether this was a caveat due to the unpredictability of recent months, or whether there was a realistic chance that the Council would need to borrow due to known risks. It was agreed to provide Councillor Mitchell with a written response.

AGREED (unanimously) that the Treasury Management Activity and Prudential Indicators be noted.

100 MINUTES FOR NOTING

100a POLICY AND FINANCE COMMITTEE- 24 SEPTEMBER 2020

Minute No. 144 – Careline – Analogue to Digital Upgrade

Councillor P. Harris requested details of the likely revenue impact for residents of the upgrade.

Councillor D. Lloyd agreed to provide Councillor Harris a written response.

Councillor Mrs I. Brown left the meeting following the consideration of these minutes.

100b POLICY AND FINANCE COMMITTEE- 26 NOVEMBER 2020

Minute No. 157 – Grounds Maintenance of HRA Land

Councillor P. Harris stated that residents in his ward had experienced difficulties with the previous company delivering grounds maintenance and that the output specifications were not being delivered. He added that he would like to see specifications being met, and possibly upgraded in the future.

Councillor D. Lloyd stated that bringing the contract back in-house enabled the Council to fully understand the current standard of service provision and make improvements where required. He added that the Council had also made a commitment to improve tenant engagement and therefore wished to work with them to set a target.

100c ECONOMIC DEVELOPMENT COMMITTEE- 18 NOVEMBER 2020

100d HOMES AND COMMUNITIES COMMITTEE- 23 NOVEMBER 2020

100e LEISURE AND ENVIRONMENT COMMITTEE- 17 NOVEMBER 2020

Minute No. 73 – Fly Tipping

Councillor L. Goff requested that he be provided with updates of any prosecutions for fly tipping in the Devon Ward.

Councillor R. Jackson agreed to provide Councillor Goff with a written response.

100f GENERAL PURPOSES COMMITTEE- 12 NOVEMBER 2020

100g LICENSING COMMITTEE- 12 NOVEMBER 2020

100h PLANNING COMMITTEE- 6 OCTOBER 2020

100i PLANNING COMMITTEE- 3 NOVEMBER 2020

100j PLANNING COMMITTEE- 1 DECEMBER 2020

100k AUDIT AND ACCOUNTS COMMITTEE- 30 SEPTEMBER 2020

100l AUDIT AND ACCOUNTS COMMITTEE- 25 NOVEMBER 2020

100m BOARD OF WE KNIGHT & GILSTRAP TRUSTEES- 2 OCTOBER 2020

Minute No. 9 – Land off Cedar Avenue/Lincoln Road, Newark

Councillor L. Goff asked if the Winthorpe Estate Resident's Group had provided their individual contact details.

Councillor Mrs R. Crowe advised that no details had been provided to date.

Meeting closed at 7.24 pm.

Chairman

COUNCIL MEETING - 9 FEBRUARY 2021

2021/22 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

1.0 Purpose of Report

1.1 To seek Council's approval of the Housing Revenue Account (HRA) budget for the 2021/22 financial year (01 April 2021 – 31 March 2022) and proposed changes in rent levels and service charge levels for 2021/22.

2.0 Background Information

2.1 At its meeting on 21 January 2021, the Policy & Finance Committee approved the HRA budget for 2021/22, financial plan to 2024/25 and proposed changes in rent and service charge levels for 2021/22, as set out in **Appendix A**.

3.0 Proposals

3.1 In light of the above, officers are proposing to Council that it approves:

- a) the Housing Revenue Account (HRA) budget for 2021/22, as set out in **Appendix A1**;
- b) an increase of 1.5% (Consumer Price Index (CPI) + 1%) in the 2021/22 rents of all properties in the HRA as at 31 March 2021;
- c) an increase of 1.5% (CPI + 1%) in all 2021/22 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
- d) that the TV licence costs payable by tenants of Gladstone House in 2021/22 remain at £0.21 per week.

4.0 Digital Implications

4.1 Details of the digital implications relating to the 2021/22 HRA budget and rent setting report are set out in **Appendix A**.

5.0 Equalities Implications

5.1 Details of the equalities implications relating to the 2021/22 HRA budget and rent setting report are set out in **Appendix A**.

6.0 Financial Implications

6.1 Details of the financial implications relating to the 2021/22 HRA budget and rent setting report are set out in **Appendix A**.

7.0 Community Plan – Alignment to Objectives

7.1 Details of the how the objectives in the Community Plan align to the proposals in the 2021/22 HRA budget and rent setting report are set out in **Appendix A**.

8.0 RECOMMENDATIONS that Council approves:

- (a) the Housing Revenue Account (HRA) budget for 2021/22, as set out in Appendix A1;**
- (b) an increase of 1.5% (Consumer Price Index (CPI) + 1%) in the 2021/22 rents of all properties in the HRA as at 31 March 2021;**
- (c) an increase of 1.5% (CPI + 1%) in all 2021/22 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and**
- (d) that the TV licence costs payable by tenants of Gladstone House in 2021/22 remain at £0.21 per week.**

Background Papers

Nil.

For further information please contact Caroline Wagstaff (Business Manager - Housing Projects) on extension 5637 or Mohammed Sarodia (Assistant Business Manager - Financial Services) on extension 5537.

Sanjiv Kohli

Deputy Chief Executive, Director – Resources and Section 151 Officer

Suzanne Shead

Director – Housing, Health & Wellbeing

POLICY & FINANCE COMMITTEE

21 JANUARY 2021

2021/22 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

1.0 Purpose of Report

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

- a) provide the actual outturn of the HRA for the 2019/20 financial year (1 April 2019 - 31 March 2020) (column 2 of **Appendix A1**);
- b) examine the proposed income and expenditure on the HRA for the 2021/22 financial year (column 4 of **Appendix A1**), in accordance with Section 76 (Duty to prevent debit balance on Housing Revenue Account) of the *Local Government and Housing Act 1989*;
- c) provide indicative amounts of income and expenditure for the 2022/23 to 2024/25 financial years (columns 5 to 7 of **Appendix A1**); and
- d) set rent levels and service charges for 2021/22 (with effect from the first Monday in April 2021).

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

2.0 Background Information

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

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

Council determination of HRA budget and rent setting	9 February 2021
Newark & Sherwood District Council update of rent systems	By end of February 2021
Generation of rent cards and letters to notify tenants of variation of their rent levels (tenants are required to be given one month's notice by law of rent changes).	By end of February 2021

2.3 Any slippage from these key dates would jeopardise the implementation of rent increases from the first Monday in April 2021, and as a consequence, pose a risk to the sustainability of the 30-year HRA Business Plan (BP).

Statutory Duty

2.4 Section 76 of the *Local Government and Housing Act 1989* requires local housing authorities to set a budget annually for their HRA, and that implementation of the budget proposals will not result in a debit balance (deficit position) at year-end.

- 2.5 Following housing financing reforms (self-financing) in April 2012 the council's HRA has been operating within a 30-year business plan. The inputs and assumptions in the Business Plan are key to setting the HRA budgets annually for each year of the HRA's four-year medium-term financial plan (MTFP).
- 2.6 Members will be aware that on 8 July 2015, Government announced that registered providers (including social housing stock-owning local authorities) had to reduce social housing rents by 1% each year for four years from 2016/17, in accordance with section 23 (Reduction in social housing rents) of the *Welfare Reform and Work Act 2016*. 2019/20 was the last year of the 1% rent reduction.
- 2.7 The 1% annual rent reductions resulted in the HRA Business Plan losing more than £11m (13%) in rental income over the four years. This was equivalent to more than six months' worth of rental income in 2019-20, or the funds to build more than 100 homes.
- 2.8 Whilst rents were increased by 2.7% this year (2020/21); in real terms this amounted to just 1% after taking account of inflation and is but a fraction of the recovery of lost income. If members still have ambitions to develop funds to build more homes in the future and ensure good quality and safe homes for existing tenants and increase commitment to zero carbon initiatives; then continued small rent increases above inflation will be required to fund this.
- 2.9 Members should note that any surpluses in 2020/21 are unlikely to be repeated and are the result of underspend due to an abnormal year in terms of a pandemic and the restructure of the Housing services resulting in holding a number of senior posts vacant.
- 2.10 Due to Covid-19 pandemic there have been supply problems for a wide range of products in the building and maintenance trade which has already lead to significant increases in costs this year. This is currently masked in the HRA as only essential repairs were carried out during the first lockdown period due to Covid-19. Now teams have caught up with the backlog and we enter the busiest half of the year this impact will become more visible as we restrict our services again. Officers are also predicting that these increases in costs will not reduce post Covid-19. It is also anticipated that current fixed costs in framework agreements will also need to have their prices revised upwards during next year.
- 2.11 Members will also be aware that now that Brexit has been implemented, there will be an even greater impact on the supply chain for building supplies and other materials than as per paragraph 2.10 above. The HRA will need to position itself to be able to absorb cost increases as necessary.

Rent Standard 2020

- 2.12 In February 2019, the Secretary of State for Housing, Communities & Local Government published a Direction to the Regulator of Social Housing (RSH) to set a Rent Standard which would apply from 2020. This was published alongside a Policy Statement on Rents for Social Housing 2018 (Rent Policy Statement) for the Regulator to have regard to when setting its Rent Standard.

- 2.13 The Rent Standard 2020 specifies that rents must be set in accordance with the Rent Policy Statement. The government’s Rent Policy Statement now allows annual rent increases to social rent and affordable rent properties for at least five years, up to (and including) the Consumer Price Index (CPI) rate published for September of the preceding financial year plus 1%.
- 2.14 As the CPI for September 2020 was 0.5%, the Rent Policy Statement allows an annual rent increase of 1.5% for 2021/22. This would represent an average weekly social rent increase of £1.16 per week (based on average social rent in 2020/21 of £77.56) and provide around £300,000 of additional income for the HRA next year.
- 2.15 By providing a five-year rent settlement, the Government has recognised:
- “the need for a stable financial environment to support the delivery of new homes”, and that “enabl[ing] registered providers to plan ahead” will allow them “to make the best possible use of their resources”.*
- 2.16 In restricting annual rent increases to CPI + 1%, the Government aims to:
- “strike a fair balance between the need to maintain existing affordable homes and the provision of additional affordable housing; the interests of existing and potential social housing tenants; and the cost to taxpayers through Housing Benefit/Universal Credit”.*
- 2.17 From 1 April 2020, therefore, social housing providers registered with the RSH (‘registered providers’) must now comply with the Rent Standard 2020.
- 2.18 The table below shows that the council’s social housing rents across the main bedroom sizes compare favourably against Local Housing Allowance (LHA) rates for all of the Broad Rental Market Areas (BRMAs) within the district, as well as market rents; and that they are testament to the value for money that they offer.

WEEKLY RENT COMPARISON 2020/2021

		1 Bed	2 Bed	3 Bed	4 Bed
Social Rents	Newark and Sherwood DC	£69.54	£76.63	£82.86	£89.78
Local Housing Allowance Rates	LHA Grantham and Newark BRMA	£86.30	£111.62	£132.33	£182.96
	LHA North Nottingham BRMA	£80.55	£103.56	£109.32	£155.34
	LHA Nottingham BRMA	£108.16	£126.58	£143.84	£184.11
	LHA Lincoln BRMA	£97.81	£117.37	£132.33	£172.60
Market Rates	Newark	£113.08	£128.08	£159.69	£206.31
	Nottingham (NG5 Postcode)	£121.38	£153.69	£181.62	£206.54

Borrowing Cap

- 2.19 As part of the HRA self-financing reforms introduced in April 2012, the government set a maximum amount of housing debt that each local authority could have. In subsequent years, the government awarded some local authorities limited increases to their housing borrowing limits. On 29 October 2018, the Limits on Indebtedness (Revocation) Determination 2018 revoked all previous determinations that specified limits on local authority housing indebtedness.

- 2.20 Though councils are no longer restricted in how much they can borrow in their HRAs, there is still the requirement for councils to make sure that all borrowing is affordable and proportionate within the context of their 30-year HRA business plan (HRA BP). The council has used the expert external advice it obtained on the assumptions in the BP to monitor the affordability of future indebtedness. Anticipated future levels of indebtedness are currently viable within the plan.

30-year HRA Business Plan (BP)

- 2.21 The BP summarises the viability of the council's plans to fulfil its management, maintenance and investment responsibilities to its HRA assets over the next 30-years. Key assumptions are made in the BP based on the council's strategic priorities and policies, detailed stock data and other factors.
- 2.22 The assumptions in the BP are key to setting the HRA budgets annually for each year of the HRA's four-year MTFP. Adverse variations in these assumptions can have significant consequences, as the examples in paragraph 2.7 make clear. Failure therefore for Members to agree the proposals in this report could lead to a material impact on the delivery of housing management services to tenants, as well as the viability and delivery of the council's approved HRA development programme, Yorke Drive regeneration scheme and other investment activities.
- 2.23 The council obtained expert external advice on monitoring the BP's capacity for borrowing (paragraph 2.20). The narrative of the HRA BP and assumptions in the financial model will be reviewed and updated when circumstances allow and presented to the Committee for approval.
- 2.24 Officers monitor relevant government policy announcements and model the implications of these on the HRA BP. The Draft Building Safety Bill was published in July 2020; the Fire Safety Bill 2019-21 is currently with the House of Lords for review; and the Social Housing White Paper was released in November 2020. Officers will model the impacts of these changes on the HRA BP as further details become available. There is an expectation of increased scrutiny on performance, accountability to tenants and an increased expectation of regulation.

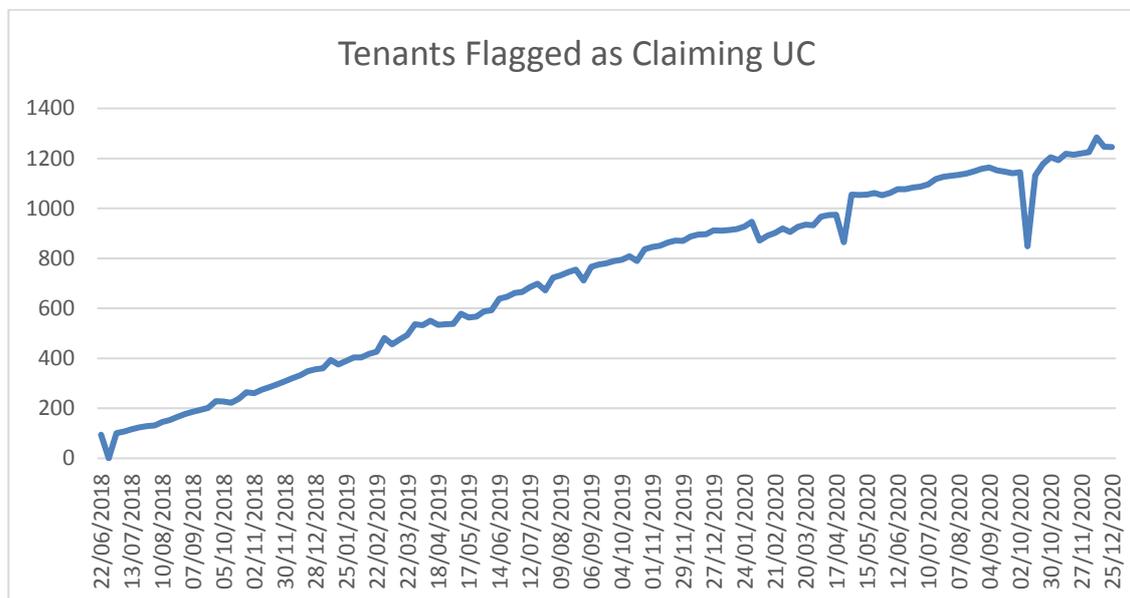
Rent Cycle

- 2.25 A member of the Board of Newark and Sherwood Homes Ltd requested in 2018 that the council consider a review of its secure tenancy agreement, to move from a 48 week rent cycle (with 4 rent free weeks) annually to a 52 week rent cycle annually.
- 2.26 A paper was taken to the Board in November 2018 which considered the options and proposed that a working party be set up to investigate further. Officers have not actively progressed this proposal, as other priorities have since taken precedent as a result of the Covid-19 pandemic and transfer of services back into the Council.

Universal Credit (UC) and Housing Benefit (HB)

- 2.27 Universal Credit (UC) is the Government's working-age benefit which combines six means-tested ('legacy') benefits, including Housing Benefit (HB), into a single monthly payment. UC was a central feature of the government's *Welfare Reform Act 2012*. The Government started rolling out UC in 2013, with the full service commencing in 2018 across Newark and Sherwood.

2.28 Since 2018, there has been a significant increase in the number of council housing tenants claiming UC. As per the graph below, the number of tenants claiming UC has increased from 95 to 1245 between June 2018 and December 2020. The council expects over 2,000 tenants to be claiming UC once all relevant households have transferred to UC.



2.29 As the number of council housing tenants claiming UC is increasing, the number claiming Housing Benefit (HB) as a standalone ('legacy') benefit is decreasing. Around 2,300 of council households currently have tenant(s) in receipt of legacy HB. This represent around 40% of the housing stock.

2.30 Despite the trends outlined above, a significant number of council housing tenants will continue to receive legacy HB even after all relevant households have transferred to UC. This is because eligible adults of all ages (including older people) can claim legacy HB, whereas only eligible adults of working-age can claim UC. Nearly half of the council's social housing stock is designated for older people.

2.31 Around 1,450 of the 2,300 households, or just under two-thirds, are entitled to the maximum amount of HB, and around 850 households to partial HB.

2.32 Residents claiming HB or UC who need additional help with meeting their housing costs can request a Discretionary Housing Payment (DHP) from their local council. Claimants are supported to make claims for DHP where appropriate with a view to sustain tenancies wherever possible.

2.33 The Committee should note that officers recognise the importance of supporting tenants at an early stage to sustain their tenancies, especially around rent collection, benefit entitlement and arrears management.

2.34 This commitment to a supportive approach is illustrated by two specific projects within the Community Plan, the Healthy Start project and the Targeted Arrears Support Project, which seek to ensure tenancies are sustained wherever possible.

- 2.35 The Healthy Start project will implement a range of initiatives to ensure new tenancies start in a positive way to give the best chance of tenancy success; whilst the Targeted Arrears Support Project will aim to provide targeted support to tenants that have been financially affected by the Coronavirus pandemic.

Service Charges

- 2.36 In addition to rent, local authorities can charge for other services they provide (service charges). Section 93 (Power to charge for discretionary services) of the *Local Government Act 2003* requires charges to be set such that taking one financial year with another, the income from charges for a service does not exceed its costs of provision.
- 2.37 The Policy Statement on Rent for Social Housing (February 2019) sets out an expectation that service charge increases remain within the limit of rent charge of CPI + 1% in order to keep service charges affordable. **Appendix C** details the current (2020/21) and proposed (2021/22) service charges, with proposed increases to current charges of 1.5% (CPI + 1%). Subsequent paragraphs provide details about the services that tenants are charged for.

Housing-Based Support Services

- 2.38 The main housing-based support service provided is a community alarm service, to help tenants live more independently. Tenants with lifeline units in their properties can raise an alarm call from anywhere in the home if they require this. Around half of the council's social housing properties have these lifeline units.
- 2.39 Tenants in properties with lifeline units currently pay £1.76 per week for the community alarm service and this report proposes to increase that charge by 2 pence a week to a weekly charge of £1.78 per week. This represents an increase of around 1.14% per week. This charge is mandatory, in line with the terms of their tenancy agreement. This charge is not eligible for housing benefit.
- 2.40 As well as a range of other support services, officers also provide intensive housing management (IHM) services for tenants in extra care housing schemes. As tenants in these properties need higher levels of support to sustain their tenancies, the charges for IHM services vary depending on the scheme that tenants live in. The council currently has three extra care housing schemes (Bilthorpe Bungalows, Gladstone House and Vale View), with a fourth in Boughton due for completion in Summer 2021.
- 2.41 Details of the current and proposed service charges are in **Appendix C**.

Other Housing Based Services

- 2.42 In addition to charges for IHM services and lifeline units, tenants at Gladstone House are charged for receiving certain meals and a television (TV) licence. As the cost of provision is unchanged, it is proposed that the TV licence charge remains unchanged (£0.21 per week).
- 2.43 Other weekly service charges applied to tenants are for the costs of water and sewerage provided to properties at Vale View (£3.83 per week) and for the costs (where appropriate) of landscaping, lighting and drainage provided to 70 general needs properties (average weekly charge of £5.45 per week).

2.44 Details of the current and proposed service charges are in **Appendix C**.

Non-Housing Based Services

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

2.46 Whilst it may be possible to increase rents by more than 1.5% (CPI + 1%) for more desirable garages, officers are aware that a large increase in rent may increase the expectations of tenants around improvements to the condition and security of garages. It is therefore proposed not to introduce differential rent levels at the current time.

2.47 Officers continue to identify existing and redundant garage sites which could be suitable for inclusion in the council's approved housing development programme.

2.48 Details of the current and proposed service charges are in **Appendix C**.

3.0 Proposals

3.1 In light of the above, officers are proposing to the Committee that it recommends to Council at its meeting on 9 February 2021:

- a) the HRA budget for 2021/22, as set out in **Appendix A1** to this report;
- b) an increase of 1.5% (CPI + 1%) in the 2021/22 rents of all properties in the HRA as at 31 March 2021;
- c) an increase of 1.5% (CPI + 1%) in all 2021/22 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
- d) that the TV licence costs payable by tenants of Gladstone House in 2021/22 remain at £0.21 per week.

4.0 Digital Implications

4.1 There are no digital implications directly arising from this report.

5.0 Equalities Implications

5.1 The proposed rent increase would apply to all council social housing dwellings, whether or not these are occupied, rather than to the tenants themselves or to tenants in specific properties. The proposed rent increase is therefore not expected to discriminate against any of the characteristics protected under the Equality Act 2010.

- 5.2 Notwithstanding Para 5.1 it is noted that the proposed rent and service charge increases may potentially have a minimal adverse impact on working-age tenants in receipt of benefits. It should be noted however that these tenants are unlikely to fall into one main protected characteristic group. Also, as outlined in paragraph 2.32, working-age council housing tenants claiming benefits in need of help with housing costs can request a DHP from the council. The Government has not yet announced how much DHP it will be giving councils for 2021/22.
- 5.3 Though the proposed rent and service charge increases are not expected to adversely impact tenants in receipt of State Pension (as State Pension will increase by 2.5% for 2021/22), officers recognise the importance of supporting tenants of all ages to sustain their tenancies, as outlined in paragraph 2.33.

6.0 Financial Implications (FIN20-21/4185)

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

Right to Buy (RTB)

- 6.2 The council signed a Retention Agreement with the Secretary of State to use 30% of its retained receipts (1-4-1 receipts) from properties sold under the RTB scheme on the provision of replacement social housing. The one-for-one replacement of RTB sales with new affordable rent homes is at the national level.
- 6.3 If the council is unable to spend its retained receipts within three years of receiving them, it must return these to Government with interest of 4% above the base rate (currently 0.75%).
- 6.4 By December 2020, the council managed to spend all of the 1-4-1 receipts received between April 2013 and December 2017; and by December 2023, the council anticipates that it will spend all of the 1-4-1 receipts received between January 2018 and December 2020.
- 6.5 Officers closely monitor spend against the council's approved HRA development programme to ensure that 1-4-1 receipts are used as appropriate.
- 6.6 The number of RTB sales affects how much the council receives in 1-4-1 receipts, and thus how much the council must spend on replacement social housing from its own resources or borrowing, though also affects the number of properties from which the council receives weekly rent.
- 6.7 Officers consider current and prospective local and national trends in RTB sales when setting the HRA budget annually.

7.0 Community Plan – Alignment to Objectives

- 7.1 The implementation of the proposals in this report will directly support the council's HRA to meet multiple objectives of the Community Plan 2020-2023, such as to:

- a) *“Create vibrant and self-sufficient local communities...”*; and
- b) *“Create more and better quality homes...”*.

7.2 Some of the actions the council is taking to achieve the Community Plan objectives are:

- Enhancing the quality of empty homes when let;
- Encourage tenancy success in a home by developing and delivering the first phase of the 'Healthy Start';
- Integrate the management of housing revenue account green spaces within the public realm;
- Support the regeneration of a central estate and improve local amenities through delivering Yorke Drive Regeneration Project;
- Contribute to the offer for digital inclusion for tenants and local communities.

8.0 **RECOMMENDATIONS**

That the following recommendations be made to Council at its meeting on 9 February 2021:

- a) **the HRA budget for 2021/22, as set out in Appendix A1 to this report;**
- b) **an increase of 1.5% (CPI + 1%) in the 2021/22 rents of all properties in the HRA as at 31 March 2021;**
- c) **an increase of 1.5% (CPI + 1%) in all 2021/22 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and**
- d) **that the TV licence costs payable by tenants of Gladstone House in 2021/22 remain at £0.21 per week.**

Reason for Recommendations

To advise Members of the proposed HRA budget and changes in rent and service charge levels for 2021/22 and for these to be recommended to Council at its meeting on 9 February 2021.

Background Papers

Nil.

For further information please contact Caroline Wagstaff (Business Manager - Housing Projects) on Extension 5637 or Mohammed Sarodia (Assistant Business Manager - Financial Services) on Extension 5537.

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

Suzanne Shead
Director – Housing, Health & Wellbeing

HOUSING REVENUE ACCOUNT (HRA) - OUTTURN 2019/20, BUDGET 2020/21 and BUDGETS 2021/22 to 2024/25

Annual rent increases of Consumer Price Index (CPI) + 1% between 2021/22 and 2024/25

CPI + 1%

CPI + 1%

CPI + 1%

CPI + 1%

1.50% estimate 1.5%

estimate 1.5%

estimate 1.5%

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
SUMMARY	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	OUTTURN	BASE BUDGET				
	£	£	£	£	£	£
INCOME						
Rents: dwellings	(21,878,849)	(21,615,550)	(22,761,110)	(23,104,790)	(23,453,690)	(23,807,900)
Rents: non-dwellings	(183,647)	(291,440)	(169,140)	(169,140)	(169,140)	(169,140)
Charges for services	(1,028,495)	(804,070)	(1,172,560)	(1,193,390)	(1,214,670)	(1,236,360)
Contributions to expenditure	(1,342,427)	(565,550)	(954,750)	(968,070)	(982,250)	(990,490)
Sub Total - Income	(24,433,419)	(23,276,610)	(25,057,560)	(25,435,390)	(25,819,750)	(26,203,890)
EXPENDITURE						
Repairs & maintenance	2,076,559	2,372,360	1,907,910	1,963,090	2,019,890	2,078,420
Supervision & management	7,882,013	7,748,020	8,171,500	8,398,980	8,688,250	8,931,240
Special services	0	266,180	386,500	427,430	436,620	414,080
Rents, rates, taxes & other charges	913,684	623,020	791,020	890,560	908,620	845,220
Depreciation & impairment	4,451,849	5,649,000	5,420,200	5,854,200	6,177,500	6,413,700
Debt management costs	81,613	80,000	80,000	80,000	80,000	80,000
Revenue expenditure funded by capital	38,500	0	0	0	0	0
Revaluation loss or (gain)	18,625,553	0	0	0	0	0
Pension-related one-off costs	4,252,934	0	0	0	0	0
Efficiency savings: prospective revenue initiatives	0	0	0	690,000	690,000	690,000
Efficiency savings: revenue initiatives	0	0	100,000	0	0	0
Efficiency savings: contribution to capital	0	0	590,000	0	0	0
Sub Total - Expenditure	38,322,704	16,738,580	17,447,130	18,304,260	19,000,880	19,452,660
NET COST OF SERVICES	13,889,285	(6,538,030)	(7,610,430)	(7,131,130)	(6,818,870)	(6,751,230)
Interest payable/(receivable)	4,314,785	3,788,690	3,770,030	3,809,390	3,659,930	3,455,750
Increase/(decrease) in provision for bad debt	374,830	456,070	0	0	234,540	238,080
Capital grants & contributions	(2,272,512)	(520,000)	0	0	0	0
(Profit)/loss on sale of non-current assets	507,545	0	0	0	0	0
NET OPERATING EXPENDITURE	16,813,934	(2,813,270)	(3,840,400)	(3,321,740)	(2,924,400)	(3,057,400)
APPROPRIATIONS						
(Profit)/loss on sale of non-current assets	(507,545)	0	0	0	0	0
Financial instrument account	(493)	0	0	0	0	0
Pension-related costs	(4,385,951)	0	0	0	0	0
Revaluation loss or (gain)	(18,625,553)	0	0	0	0	0
Capital grants & contributions	2,272,512	520,000	0	0	0	0
Revenue expenditure funded by capital	(38,500)	0	0	0	0	0
Revenue contribution to/(from) Major Repairs Reserve	4,113,586	2,293,270	3,840,400	3,321,740	2,924,400	3,057,400
Contributions to earmarked reserves	358,011	0	0	0	0	0
HRA (SURPLUS)/DEFICIT FOR YEAR	0	0	0	0	0	0
WORKING BALANCE brought forward (b/f)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
WORKING BALANCE carried forward (c/f)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)

HOUSING REVENUE ACCOUNT (HRA) - BUDGET 2020/21 to 2024/25

SUBJECTIVE SUMMARY

CODE	SERVICE	2020/21	2021/22	MORE/(LESS)	2022/23	2023/24	2024/25
		BASE BUDGET £	BASE BUDGET £		BASE BUDGET £	BASE BUDGET £	BASE BUDGET £
EMPLOYEES							
111	SALARIES AND WAGES	4,304,190	3,783,170	(521,020)	3,895,830	4,011,860	4,131,390
112	OTHER SALARIES/WAGES PAYMENTS	16,160	0	(16,160)	0	0	0
113	NATIONAL INSURANCE	383,390	346,510	(36,880)	356,910	367,640	378,690
114	SUPERANNUATION	606,320	678,440	72,120	698,790	719,760	741,340
EMPLOYEES SUB-TOTAL		5,310,060	4,808,120	(501,940)	4,951,530	5,099,260	5,251,420
PREMISES-RELATED EXPENDITURE							
211	REPAIRS AND MAINTENANCE	700,420	598,260	(102,160)	713,440	724,940	632,780
212	ENERGY COSTS	217,270	185,170	(32,100)	190,730	196,470	202,360
214	RATES	7,590	8,400	810	8,570	8,740	8,920
215	WATER SERVICES	44,390	48,780	4,390	50,250	51,750	53,310
216	FIXTURES AND FITTING	11,980	14,330	2,350	14,580	14,830	15,100
217	CLEANING AND DOMESTIC	11,080	5,030	(6,050)	5,080	5,130	5,180
TRANSPORT-RELATED EXPENDITURE							
311	TRANSPORT	200	29,340	29,140	30,200	31,080	31,990
312	RECHARGE FROM TRANSPORT POOL	227,950	193,800	(34,150)	199,610	205,590	211,770
315	CAR ALLOWANCES	0	103,660	103,660	104,040	104,430	104,830
SUPPLIES & SERVICES							
411	EQUIPMENT AND FURNITURE	18,650	20,830	2,180	21,210	21,590	21,990
412	MATERIALS	539,250	545,900	6,650	562,280	579,160	596,540
421	CATERING	75,450	123,330	47,880	126,280	129,320	132,450
431	CLOTHING AND UNIFORMS	8,070	6,860	(1,210)	6,940	7,020	7,100
440	NASH PROJECTS	89,820	138,590	48,770	141,850	145,210	148,660
441	GENERAL OFFICE EXPENSES	68,250	18,000	(50,250)	18,540	19,100	19,670
451	CONTRACTUAL	1,223,680	1,062,070	(161,610)	1,093,140	1,125,130	1,158,070
452	OTHER SERVICES	1,648,910	2,475,550	826,640	2,545,240	2,620,160	2,695,770
456	INTEREST PAYABLE	56,890	0	(56,890)	0	0	0
461	COMMUNICATIONS AND COMPUTING	193,300	44,090	(149,210)	45,350	46,640	47,960
471	STAFF	149,010	8,900	(140,110)	9,110	9,320	9,550
482	SUBSCRIPTIONS	34,130	63,920	29,790	65,840	67,820	69,850
491	INSURANCE	394,170	344,670	(49,500)	355,010	365,660	376,630
492	CONTRIBS TO FUNDS AND PROVISNS	8,203,330	9,468,770	1,265,440	9,384,110	9,361,900	9,731,100
493	OTHER	640,180	891,160	250,980	903,070	905,030	897,060
HOLDING ACCOUNTS							
509	HOLDING ACCOUNT	14,970	0	(14,970)	0	0	0
TRANSFER PAYMENTS							
612	OTHER TRANSFER PAYMENTS	423,570	(32,500)	(456,070)	(32,500)	202,040	205,580
613	TAX	23,850	0	(23,850)	0	0	0
RUNNING EXPENSES SUB-TOTAL		15,026,360	16,366,910	1,340,550	16,561,970	16,948,060	17,384,220
CAPITAL FINANCING							
811	LOANS POOL	3,791,690	3,775,030	(16,660)	3,814,390	3,664,930	3,460,750
817	DEBT MANAGEMENT EXPENSES	80,000	80,000	0	80,000	80,000	80,000
821	CAPITAL CHARGE	49,470	32,500	(16,970)	32,500	32,500	32,500
CAPITAL FINANCING SUB-TOTAL		3,921,160	3,887,530	(33,630)	3,926,890	3,777,430	3,573,250
INCOME							
922	CONTRIBUTIONS FROM OTHER LAS	0	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
926	RECEIPTS FROM OTHER FUNDS	0	(33,910)	(33,910)	(34,920)	(35,970)	(37,050)
928	RECHARGE NON GF ACCOUNTS	(48,370)	(5,650)	42,720	(5,730)	(5,820)	(5,910)
931	SALES	(596,260)	(263,820)	332,440	(271,130)	(279,260)	(286,420)
932	FEES AND CHARGES	(655,510)	(552,610)	102,900	(558,230)	(563,860)	(564,490)
933	RENTS	(22,744,660)	(24,019,350)	(1,274,690)	(24,382,650)	(24,751,580)	(25,126,220)
938	FEES AND CHARGES	(69,640)	(37,000)	32,640	(37,000)	(37,000)	(37,000)
939	OTHER RECEIPTS	(135,870)	(143,220)	(7,350)	(143,730)	(144,260)	(144,800)
941	INTEREST	(7,270)	(5,000)	2,270	(5,000)	(5,000)	(5,000)
INCOME SUB-TOTAL		(24,257,580)	(25,062,560)	(804,980)	(25,440,390)	(25,824,750)	(26,208,890)
COMMITTEE TOTAL (SURPLUS)/DEFICIT		0	0	0	0	0	0
WORKING BALANCE brought forward (b/f)		(2,000,000)	(2,000,000)	0	(2,000,000)	(2,000,000)	(2,000,000)
WORKING BALANCE carried forward (c/f)		(2,000,000)	(2,000,000)	0	(2,000,000)	(2,000,000)	(2,000,000)

Housing Revenue Account (HRA) Rent Setting Policy

1.0 Introduction

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

2.0 Purpose of Policy

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

3.0 Background Information

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

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

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

4.0 The Policy

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

Social Rent

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

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

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

4.4 Formula rent is based on:

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

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

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

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

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

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

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

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

Affordable Rent

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

2020 Limit for Social Rent and Affordable Rent Accommodation

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

Service Charges

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

Garages

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

Notification of rent changes

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

Newark and Sherwood District Council (NSDC) proposed Housing Revenue Account (HRA) charges for 2021/22

Service charge	2020/21 charge (£)	Proposed 2021/22 charge (£)	Frequency	Other information
<u>CareLine service</u>				
Lifeline alarm monitoring. Advice, contact of next of kin or emergency service if required by tenant	1.76	1.78	per week	All tenants
Lifeline installation fee	25.00	25.37	one-off	General needs tenants only
Sensor rental and monitoring per sensor			per week	All tenants. Lifeline customers only
Sensor rental and monitoring for two to five sensors	1.54	1.56	per week	All tenants. Lifeline customers only
Lifeline plus two to five sensors installation fee	35.00	35.52	one-off	New general needs tenants only
5 x 5 minute calls at times agreed between 6am - 8pm	3.50	3.55	per week	All tenants. Lifeline customers only
Additional Tenancy Assistance (opt-in service)	5.12	5.20	per week	
<u>Gladstone House</u>				
Support Charge	1.77	1.79	per week	
Intensive Housing Management Charge	96.71	98.16	per week	
TV Licence	0.21	0.21	per week	
Meal Charge	37.08	37.64	per week	
<u>Vale View</u>				
Intensive Housing Management Service	78.53	79.71	per week	
Support Charge	1.77	1.79	per week	
Water Charge	3.83	3.88	per week	
<u>Extra Care Bungalows, Bilsthorpe</u>				
Intensive Housing Management Service	101.19	102.70	per week	
Support Charge	1.77	1.79	per week	
<u>Other charges relating to dwellings or tenants</u>				
New build landscaping, lighting and drainage	2.90 - 6.99	2.94 - 7.09	per week	
Insurance	Various	Various	per week	
<u>Garages</u>				
Garage Rent	8.87	9.00	per week	VAT added if let to non-council tenant
Garage Plot	43.92	44.58	annually	VAT added if let to non-council tenant
Garage Port	3.84	3.89	per week	VAT added if let to non-council tenant

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

Assumption topic	Assumption										
Income: inflation	<p>Increase in 2021/22 rental income by 1.5%, based on the Consumer Price Index (CPI) for September 2020 (0.5%) plus 1%.</p> <p>Changes in rental income for future years (2022/23 to 2024/25) would typically be based on the five-year CPI forecast published by the Office for Budget Responsibility (OBR), but this has not been updated recently.</p> <p>For prudence, therefore, in light of the current pandemic-induced low-inflation environment, 1.5% increases (1% + CPI of 0.5%) have been assumed in each year of the council’s 2021/22 to 2024/25 (2021/25 Medium Term Financial Plan (MTFP)).</p> <table border="1" data-bbox="448 898 1425 981"> <thead> <tr> <th></th> <th>2021/22</th> <th>2022/23</th> <th>2023/24</th> <th>2024/25</th> </tr> </thead> <tbody> <tr> <td>CPI + 1%</td> <td>1.5%</td> <td>1.5%</td> <td>1.5%</td> <td>1.5%</td> </tr> </tbody> </table>		2021/22	2022/23	2023/24	2024/25	CPI + 1%	1.5%	1.5%	1.5%	1.5%
	2021/22	2022/23	2023/24	2024/25							
CPI + 1%	1.5%	1.5%	1.5%	1.5%							
Income: rent loss from void properties	<p>1% in each year between 2021/22 and 2024/25.</p> <p>The council’s target for 2020/21 is 0.6% of rental income lost through voids, though actual rental income lost through voids at the end of 2020/21 Q2 was 1% (an improvement from 2020/21 Q1, though higher than targeted because of the pandemic).</p>										
Expenditure: capital	<p>Capital expenditure between 2021/22 and 2024/25 is updated in line with the reports presented to Policy & Finance Committee as part of the annual budget-setting and quarterly budget monitoring processes.</p>										
Right to Buy (RTB)	<p>25 sales in each year between 2021/22 and 2024/25.</p> <p>The council has had 19 RTB sales in 2020/21 Q1-Q3.</p> <p>Nationally, the number of RTB sales seemed to have peaked towards late 2018/19 and early 2019/20. The current pandemic-induced economic crisis could increase the ability or likelihood of some RTB sales (such as for tenants whose properties become more affordable to purchase, if there are national or regional house price reductions); and decrease the ability or likelihood of other RTB sales (such as for tenants whose financial circumstances have worsened as a result of the pandemic).</p>										

COUNCIL MEETING – 9 FEBRUARY 2021

CHANGE IN COMMITTEE MEMBERSHIP

1.0 Purpose of Report

1.1 To approve a change in Committee membership.

2.0 Proposals

2.1 The Conservative Group have indicated that they wish to change their representative on the Homes & Communities Committee.

2.2 They have indicated that they wish to appoint Councillor Robert Crowe in replacement for Councillor Mrs S. Saddington on the Homes & Communities Committee.

3.0 RECOMMENDATION

That Councillor Robert Crowe replace Councillor Mrs S. Saddington on the Homes & Communities Committee.

Background Papers

Nil.

For further information contact Nigel Hill on ext 5243.

J. Robinson
Chief Executive

COUNCIL MEETING – 9 FEBRUARY 2021

PROPOSED CHANGES TO THE CONSTITUTION – FINANCIAL POLICIES AND PROCEDURES

1.0 Purpose of Report

1.1 To consider amendments to a number of financial policies and procedures which form part of the Council's Constitution.

2.0 Background Information

2.1 Periodically policies and procedures should be reviewed in order to ensure that these documents are still fit for purpose. A number of financial policies and procedures were due for review, and hence these have been refreshed to ensure they reflect current practice.

2.2 A report was presented to the Councillors Commission at their meeting held on 11 January 2021, which recommended updates to the various documents detailed below. The Commission recommended all of these changes to this meeting of Full Council for approval.

2.3 There are a number of policies that are currently due for review and as such, this report seeks to update these policies. The policies in question are:

- Anti-Fraud and Corruption Strategy
- Anti-Money Laundering Policy
- Guidance for Dealing with Irregularities
- Financial Procedure Rules
- Contract Procedure Rules

2.4 Although the Financial Procedure Rules are due for a full review in due course, a light touch update (to resolve a conflict between Financial Procedure Rules and Contract Procedure Rules) has been completed. The change relates to provision of works for third parties and gave slightly different advice regarding the authority to proceed within each of the documents.

2.5 The paragraph in Financial Procedure Rules states:

10.3.2 The S151 Officer shall be consulted on the contractual arrangements for any work for third parties prior to any contract being signed.

The related paragraph within Contract Procedure Rules states:

The Chief Executive, Monitoring Officer, the Section 151 Officer, Welland Procurement and Financial Regulations must be consulted where contracts to undertake work on behalf of organisations other than the Council are to be considered.

The proposed paragraph to be entered into both documents and replace the relevant paragraphs states:

Where works are to be provided to a third party, any contractual arrangement above £15,000 must be approved by the Section 151 Officer prior to being signed. This is regardless of whether the piece of work is a one off or on-going.

- 2.6 The other documents have minor changes to reflect new roles within the organisation and references to other appropriate policies. There has been no major and fundamental changes within the policies and all of the changes were reported to the Councillors' Commission. A full copy of the refreshed policies are available on request and have been listed as background papers to the report.

3.0 RECOMMENDATION

That the refreshed policies and procedures as listed in paragraph 2.3 of the report, as recommended by the Councillors' Commission, be approved and updated in the Council's Constitution.

Background Papers

Anti-Fraud and Corruption Strategy
Anti-Money Laundering Policy
Guidance for dealing with irregularities
Financial Procedure Rules
Contract Procedure Rules

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

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

Public Document Pack Agenda Item 13a

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, 21 January 2021 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 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.

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

Councillor T. Wendels and Sanjiv Kohli, Director-Resources and Deputy Chief Executive, declared interests in Agenda Item Numbers 13 and 15 (exempt) – Arkwood Developments - Loan Agreement as Directors of Arkwood Developments Limited.

Nigel Hill, Elections & Democratic Services Business Manager, declared an interest in exempt Agenda Item No. 18(d) – Service Reviews – Elections & Democratic Services.

175 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

176 MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2020

The minutes from the meeting held on 26 November 2020 were agreed as a correct record and signed by the Chairman.

177 CHAIRMAN'S REPORT

The Chairman updated the Committee on the Council's response to the Covid-19 Pandemic, noting the continual processing of grants to support local businesses, and progress with the vaccination centre at Newark Showground and the transport options that were available to residents to access the site. He expressed his thanks to all staff for their continuing hard work and effort in responding to the Pandemic. It was noted that the 'R' rate within the District was reducing, but was still at a high level.

The Chairman also reported on the current flood warnings and recent incidents of flooding within the District. He advised that some evacuations were underway and warnings had been issued to at risk properties. He confirmed that staff were ready to respond to further flooding as appropriate, and with any clean-up activities, should further flooding occur.

178 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

179 EQUALITY AND DIVERSITY STRATEGY 2021-23

The Director – Governance & Organisational Development presented a report concerning a light touch review of the Council’s Equality and Diversity Strategy. The Strategy had been due for review in 2020, however, given the challenges faced by the District, initially by the floods in February, followed by the outbreak of the pandemic, it was considered not appropriate to go out to consultation. It was therefore proposed to undertake a light touch review to ensure that the Council continues to have an up to date document, and that a full review be undertaken once the results from the 2021 census were available.

AGREED (unanimously) that the revised Equality & Diversity Strategy for 2021/23 be approved.

Reason for Decision

To ensure the Council can continue to fulfil its obligations under the Equality Act 2010 and the Public Sector Equality Duty.

180 E-NEWSLETTERS

The Assistant Director - Transformation & Communications presented a report which sought to replace the Council’s printed version of the Voice newsletter, to an E-newsletter format. Within this move, there was also a proposal to incorporate an alternative provision for tenants, where previously a quarterly printed publication was provided by Newark & Sherwood Homes. The proposal was not to return to a primary printed publication, either for residents or tenants, but to introduce an E-newsletter format which would equally be useable for both purposes and add a range of additional functionality.

The report outlined the benefits of moving to E-newsletters which included cost savings, interactive nature, issuing timely publications, as well meeting objectives within the Community Plan. Subject to approval, a procurement exercise would be undertaken to acquire the required software to produce E-newsletters and consultation would be required with tenants regarding the choices available and giving them the option to receive a paper version.

As Chairman of the Homes & Communities Committee, Councillor T. Wendels confirmed that this Committee, at their meeting held on 18 January 2021, did support

the recommendation to move to E-newsletters. However, concerns had been raised by the Committee that residents of the District should not miss out on information by not having paper copies. Councillor D Lloyd advised that certain publications would still be sent in paper form, such as Council Tax bills and rent change notifications and other information could be included with these. In addition, it was proposed that the implementation of the introduction of E-newsletters be reviewed in order to ensure residents and tenants were able to access appropriate information.

AGREED (unanimously) that:

- (a) the proposed move to E-Newsletters to replace the current printed versions of the Voice and the development of an E-newsletter platform as set out in paragraph 4 of the report, be approved;
- (b) the proposal to move to E-Newsletters, as an alternative provision for Council tenants to replace the printed publications they previously received, be approved in principle, subject to the outcome of the consultation referred to in paragraph 5.2 of the report; and
- (c) the Homes & Communities and Policy & Finance Committees both receive a review, when appropriate, on the implementation of both schemes.

Reason for Decision

To move forward with a modern digital way to communicate with our residents, which provides better value for money and best meets the needs of the resident and tenant.

181 GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 NOVEMBER 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 eight 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 against the revised budget of £0.942m on service budgets, with an overall unfavourable variance of £0.478m. 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 £0.942m was because the Council was predicted to receive £1.719m less income from sales, fees and charges than budgeted for. However, it was estimated that the Council would be able to claim between £0.400m and £0.500m from the government in compensation for loss of income which would reduce the projected overall unfavourable variance.

The HRA budget showed a projected favourable variance against the revised budget of £2.042m. 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 £35.906m.

AGREED (unanimously) that:

- (a) the General Fund projected unfavourable outturn variance of between £0.078m (unfavourable) and £(0.022)m (favourable) be noted;
- (b) the Housing Revenue Account projected favourable outturn variance of £2.042m be noted;
- (c) the variations to the Capital Programme at Appendix C be approved;
and
- (d) the Capital Programme revised budget and financing of £35.906m be approved.

Reason for Decision

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

182 2021/22 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

The Business Manager - Financial Services presented a report in relation to the Housing Revenue Account Budget and rent setting for 2021/22. The report showed the actual outturn of the Housing Revenue Account for the year 2019/20; examined the proposed income and expenditure on the Housing Revenue Account for 2021/22 in accordance with Section 76 of the Local Government and Housing Act 1989; and provided indicative figures of income and expenditure for the financial years 2022/23 to 2024/25. The report also made recommendations to set rent levels and service charges for 2021/22 with effect from April 2021.

The setting of the Housing Revenue Account budget and the approval of rent levels would be presented to the Full Council Meeting in February 2021, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (unanimously) to recommend to Full Council at its meeting on 9 February 2021:

- (a) the HRA budget for 2021/22, as set out in Appendix A1 to the report;
- (b) an increase of 1.5% (CPI + 1%) in the 2021/22 rents of all properties in the HRA as at 31 March 2021;
- (c) an increase of 1.5% (CPI + 1%) in all 2021/22 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
- (d) that the TV licence costs payable by tenants of Gladstone House in 2021/22 remain at £0.21 per week.

Reason for Decision

To advise Members of the proposed HRA budget and changes in rent and service charge levels for 2021/22 and for these to be recommended to Council at its meeting on 9 February 2021.

183 POLICY & FINANCE COMMITTEE REVENUE BUDGET 2021/22

The Business Manager – Financial Services presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy & Finance Committee for 2021/22. Appendices A and B to the report summarised the budget proposed for the Committee for 2021/22 by service team and subjective level respectively. Appendix C to the report listed the reasons for increases or decreases of over £10,000 between the 2020/21 initial budget and proposed 2021/22 budget for services in Policy & Finance Committee. A schedule of proposed levels of fees and charges pertaining to the Committee were given at Appendix D.

The Committee's proposed 2021/22 budget was £490,000 more than its 2020/21 initial budget; an increase of 10%. The £490,000 increase in the Committee's proposed 2021/22 budget was comprised of a £709,000 increase in employee costs and a £26,000 increase in running cost, partially offset by a £245,000 increase in income.

AGREED (unanimously) that the following recommendations be made to Policy & Finance Committee at its meeting on 22 February 2021:

- i. the 2021/22 base budget in Appendix A to the report, for inclusion in the overall council budget;
- ii. and to Full Council on 9 March 2021 the 2021/22 fees & charges in Appendix D to the report.

Reason for Decision

To ensure that the budgets and fees and charges finally proposed for 2021/22 are recommended to the Policy & Finance Committee on 22 February 2021.

184 BUSINESS RESILIENCE PROGRAMME

The Business Manager – Economic Growth presented a report which outlined proposals for the delivery of a Business Resilience Programme focussing on key sectors identified in the Council's Economic Growth Strategy. It was proposed that a fund of £300,000 be allocated to a series of programmes designed with sector delivery partners to enable business resilience and growth in identified sectors. This programme would be complimentary to the existing Retail High Street Diversification Fund created by the Council in November 2020 which was targeted at independent retailers.

The Programme would be delivered by the private sector and enabled through a

procurement exercise to suppliers with specialisms in identified sectors. It was considered that this would assist in minimising the reliance on the public sector via solely grant provision and enable long term supported economic growth.

AGREED (unanimously) that the creation of £300,000 budget be approved, for the delivery of a Newark & Sherwood Business Resilience Programme running through 2021/22, funded through £100,000 use of the Additional Restrictions Grant and a one off contribution from the Council's 2021/22 budget.

Reason for Decision

Businesses have endured a difficult year with the pandemic, and whilst survival has been the priority as we move into a national vaccination programme it is important for business and industry are able to adapt and build resilience. This approach will allow our local businesses in the identified key sectors of our economy, to have the necessary support for future economic growth.

185 ARKWOOD DEVELOPMENTS LIMITED - LOAN AGREEMENT

The Business Manager – Law & Information Governance presented a report which updated Members in relation to the Council's loan arrangements with Arkwood Developments Limited. It was reported that the terms of the loan agreement were now almost finalised, and once agreed in principle, there would be a final review in the context of new state subsidy rules before the agreement was finalised.

It was noted that the Director – Governance & Organisational Development and the Business Manager – Financial Services had previously been given delegated authority by the Committee to finalise and enter into the loan agreement on behalf of the Council.

AGREED (unanimously) that the report be noted.

Reason for Decision

To facilitate the progress of the housing development at Bowbridge Road by Arkwood Developments Limited, and future developments.

186 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.

187 ARKWOOD DEVELOPMENTS LIMITED - LOAN AGREEMENT

The Committee noted the exempt report regarding the Loan Agreement with Arkwood Developments Limited.

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

1972).

188 LITIGATION MATTER

The Committee considered an exempt report regarding a litigation matter.

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

189 DEVELOPMENT OF THE FORMER ROBIN HOOD HOTEL

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

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

190 SERVICE REVIEWS

The Committee considered exempt reports relating to a number of Service Reviews.

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

Meeting closed at 7.43 pm.

Chairman

This page is intentionally left blank

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

Document is Restricted

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Economic Development Committee** held in the Broadcast from the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Wednesday, 13 January 2021 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 Mrs M Dobson, Councillor P Harris,
Councillor N Mison, Councillor N Mitchell, Councillor M Skinner and
Councillor R White

ALSO IN ATTENDANCE: Councillor L Dales

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.

90 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

Councillor Mrs P. Rainbow declared a personal interest in Agenda Item No. 9 – A46 Newark Northern Bypass Consultation as the owner of land which may be used for the widening of the road.

91 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.

92 MINUTES OF MEETING HELD ON 18 NOVEMBER 2020

AGREED that the Minutes of the Meeting held on 18 November 2020 were a correct record.

93 CHAIRMAN'S REPORT

The Chairman referred to the importance of the decisions taken at the November 2020 meeting of the Committee with the adoption of the Economic Growth and Tourism Strategies and how work would be undertaken with partners.

He noted that the response to the Covid-19 Pandemic and the third lockdown continued to impact on the Council. The Council continued to offer much needed support and were at the forefront of issuing grant support with as little bureaucracy as possible. The Council did not wait for receipt of central Government monies, rather they paid out funds as quickly as possible. He added that the Council were

developing an additional discretionary grant scheme to capture industries which, so far, had fallen through the safety net e.g. those that did not work from a premise, citing taxi drivers as an example.

The Chairman stated that the response to the pandemic did not mean that the Council had stopped working for the future as highlighted with the Agenda before Members. He referred to: a raft of economic recovery measures; a consultation on the dualling of the A46; progress and delivery of projects in relation to the Buttermarket, Stodman Street and the former Robin Hood Hotel; the Towns Fund projects; and the Places to Ride Scheme.

In concluding his verbal report the Chairman thanked fellow Members, Officers and Partners for their continued drive forward of a positive agenda despite the challenges currently faced.

94 FORWARD PLAN (FEBRUARY 2021 - JANUARY 2022)

NOTED the Forward Plan (February 2021 to January 2022) for the Economic Development Committee.

95 UPDATE REPORT ON ECONOMIC RECOVERY PROGRAMMES

The Committee considered the report presented by the Business Manager – Economic Growth which updated Members on progress of initiatives contained within the Economic Growth Strategy e.g. Town Reopening Campaigns; Kickstart; and Business Events with details of each of the aforementioned initiatives being provided. Paragraph 2.5 of the report set out details of a proposed Business Resilience Programme and that Members of the Committee recommend to the Policy & Finance Committee that they support its establishment and the associated funding of £300,000.

In considering the report, Members noted the work undertaken and support given to some 140 retailers across the district during the pandemic. In relation to the proposed Business Resilience Programme, Members queried as to how its success would be measured. In response, the Business Manager stated that the Council were considering partnering with external organisations e.g. Chamber of Commerce, in promoting the programme, thereby reaching more businesses in the district who may benefit from financial assistance.

AGREED (unanimously) that:

- (a) the contents of the report be noted;
- (b) the proposed Business Resilience Programme, as detailed in paragraph 2.5 of the report be supported with the Policy & Finance Committee being recommended to support the associated funding of £300,000; and
- (c) all Members of the Council be provided with progress updates on

the proposed procurement exercise to secure 4 suppliers to provide additional support to the key industries, as detailed in paragraph 2.5 of the report.

96 ECONOMIC DEVELOPMENT COMMITTEE REVENUE BUDGET 2021/22

The Committee considered the report presented by the Business Manager – Financial Services in relation to the budget and scales of fees and charges for those areas falling under the remit of the Economic Development Committee for 2021/2022.

The report set out the proposals for recommendation to the Policy & Finance Committee on 22 February 2021 in relation to the base budget for 2021/2022 for inclusion in the overall Council budget and the 2021/2022 fees and charges.

In considering the report Members welcomed the decisions not to increase the car parking charges but to levy an increase for the lorry park.

In relation to Appendix D of the report a Member noted that a number of the charges listed therein remained static. He queried as to how frequently they were levied and whether any market comparisons were available. He suggested that if the charges were considered too high, they be reduced in order that some income be realised.

AGREED (unanimously) that the following recommendations be made to the Policy & Finance Committee at its meeting to be held on 22 February 2021:

- (a) the 2021/22 base budget in Appendix A for inclusion in the overall Council budget; and
- (b) to Council on 9 March 2021 the 2021/2022 fees and charges in Appendix D.

97 A46 NEWARK NORTHERN BYPASS CONSULTATION

The Committee considered the report presented by the Business Manager – Planning Policy & Infrastructure which sought to make Members aware of the consultation launched on 9 December 2020 regarding the proposed A46 Newark Northern Bypass which was part of the Government's second national Road Investment Strategy (RIS2).

The report set out the background to the proposed improvements, noting that it would remove a major bottleneck and help to facilitate current and future planned growth. It would improve access for freight traffic travelling along the A46, one of the country's most important trade routes, potentially adding £7.1b to the UK's economy. Details of the local benefits were reported, noting that along with delivery of the Newark Southern Link Road and the A1 Overbridge there would be increased productivity and huge potential for the District's planned growth and Town Investment Plan. Details of the options for consultation were detailed together with issues for consideration.

In considering the report Members agreed that the proposed improvements to the

A46 and the local benefits it would bring were to be welcomed. A Member stated that a graded separation at the Cattle Market Roundabout was the best option for Newark and that it should be emphasised in the Council's formal response. He added that the Highways Executive (HE) must consider how they would mitigate disruption to residents in Farndon and Winthorpe and to ensure that traffic flow was not interrupted during the improvement works.

In referring to the date in which the consultation was launched, a Member expressed their disappointment that this had been over the festive period, adding that it provided insufficient time for those affected to meet with the HE to formulate a comprehensive response. She suggested that the HE be asked to extend the response date by a period of one month. She added that she was in support of economic growth but that an improvement of journey times would only benefit commuters and not local residents. In relation to the aforementioned preferred option for Newark of graded separation, she noted that a flyover would create additional traffic noise for residents in Winthorpe, stating that a number of residents had contacted her with some good ideas and that she hoped the HE would give them consideration.

In welcoming the proposals a Member noted the silo operations that the HE operated within and whether they were aware of the proposed improvements by Network Rail to the flat rail crossing in Newark. In response, the Business Manager advised that the issue had been consistently raised with the HE during meetings. He stated that both improvement schemes could happen within 5 years of each other, noting the benefits if they were undertaken simultaneously.

AGREED (with 11 votes for and 1 vote against) that delegated authority be given to the Director – Planning & Growth, in consultation with the Leader of the Council, Chairman of the Economic Development Committee and Chairman of the Planning Committee, to formally submit the Council's formal final comments on the A46 Newark Northern Bypass Consultation, which shall also:

- (a) engage with as broad a cross-section of the community as is practicable and to detail their views and opinions into a comprehensive response to the consultation proposals; and
- (b) identify the road design option(s) that the Council considers most beneficial in the local and strategic context.

98 RESIDENTIAL CYCLE AND CAR PARKING STANDARDS & DESIGN GUIDE
SUPPLEMENTARY PLANNING DOCUMENT

The Committee considered the report presented by the Business Manager – Planning Policy & Infrastructure which sought to provide Members with a Final Draft Residential Cycle and Car Parking Standards & Design Guide Supplementary Planning Document (SPD). It was reported that following the responses received from the initial consultation period, significant alterations had been made and therefore it was proposed to hold a further 8 week period of consultation with local residents, developers, town and parish councils and other stakeholders.

In considering the report a Member queried as to the definition of sufficient size when

referring to a parking space. In response, the Business Manager referred to Key Principle 2 – Design, Location and Layout of Car Parking Spaces contained in the final draft of the SPD advising that the size of the space had been based on information from the Highway Authority.

AGREED (unanimously) that:

- (a) the proposed responses to the consultation as set out in Appendix A be approved;
- (b) the contents of the amended SPD and accompanying Topic Paper evidence base be noted; and
- (c) the Final Draft Residential Parking and Design SPD (as set out at Appendix B) be approved for an eight weeks public consultation on week commencing 18 January 2021.

99 PLACES TO RIDE APPLICATION UPDATE

The Committee considered the report presented by the Business Manager – Tourism which sought to provide Members with an update on the application for British Cycling grant funding for a new recreational cycling scheme at Thoresby Vale, Edwinstowe.

The report set out the partnership working undertaken with Harworth Group PLC and a range of strategic and community stakeholders in order to develop and submit the Stage Two application.

In considering the report a Member queried as to what plans were in place to ensure the safety of cyclists when using the road network to get to the Harworth Hub. The Business Manager advised that discussion were being held with the Highways Authority about how the cycle routes would be linked. The Director – Planning & Growth advised that highways work was being carried out at the Forest Corner and that the application for Phase 2 Infrastructure of the Thoresby Vale Development had been submitted for consideration.

Councillor L. Brazier left the meeting during consideration of this item.

In relation to the response received it was noted that there had been little from youth groups, both locally and from surrounding areas. In response, Members were advised that should the bid be successful it would enable to reach out to both youth and mobility groups.

AGREED (unanimously) that:

- (a) the submission of the Stage Two application to British Cycling's Places to Ride grant funding programme be noted; and
- (b) should the application be successful, a recommendation be made to

the Policy & Finance Committee to add the scheme to the Capital Programme.

100 ECONOMIC DEVELOPMENT REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 NOVEMBER 2020

The Committee considered the report presented by the Business Manager – Financial Services which provided Members with a comparison of revised budgets for the period ending 31 March 2021 with the Project Outturn forecast for the period. The figures had been based on 8 months’ performance information on the Council’s revenue and capital budgets, including: General Fund Revenue; and Capital Programme.

Councillor R.V. Blaney left the meeting during consideration of this item.

AGREED (unanimously) that the report be noted.

101 LDF UPDATE

The Committee considered the report presented by the Business Manager – Planning Policy & Infrastructure which provided Members on progress towards delivery of the Plan Review in relation to the Allocations and Development Management Policies and associate evidence base documents. Details of the progress for the key evidence base documents: Open Space Strategy; and Housing Needs Assessment, were provided and that the conclusion of those would be fed into an Allocations & Development Management Options Report alongside policies and allocations to meet need identified in the Gypsy & Traveller Accommodation Assessment.

AGREED (unanimously) that progress towards producing the Allocations & Development Management Options Report be noted.

102 AUTUMN 'STAYCATION' VISITOR CAMPAIGN

The Committee considered the report presented by the Business Manager – Tourism which provided Members with an update on the performance of the district-wide ‘Staycation’ campaign delivered in October 2020. The main objectives of the campaign were reported as: raising public awareness of Newark, Southwell and Sherwood Forest as ideal day or short break autumn destinations; and to generate public engagement in the campaign to drive increased traffic to visitor websites and gain more followers on social media for a long-term marketing advantage.

In considering the report, a Member queried whether the use of a social influencer had been successful. The Business Manager advised that the influencer had a following of some 20,000 persons and that they had all been reached, thereby boosting the campaign’s audience.

AGREED (unanimously) that the success of the district-wide Autumn ‘Staycation’ campaign in raising awareness of our visitor destinations and in increasing website visitors and followers to our social media channels for our longer-term marketing advantage, be noted.

103 NEWARK TOWNS FUND UPDATE

The Committee considered the report presented by the Director – Planning & Growth which sought to update Members on funding discussions and progress with individual projects. Details of progress for each of the Town Investment Plan projects were listed and noted as: Newark Gateway Site; International Air & Space Training Institute; Smart Innovation, Supply Chain & Logistics Enterprise Zone; Stodman Street; YMCA Community and Activity Village; and Newark College Construction Expansion.

AGREED (unanimously) that:

- (a) the ongoing negotiations with Government to secure a capital contribution from the Towns Fund of up to £25m be noted; and
- (b) the ongoing progress of the Newark Town Investment Plan projects listed in Section 2 of the report be noted.

104 BUTTERMARKET, NEWARK UPDATE

The Committee considered the report presented by the Business Manager – Economic Growth which provided Members with information on the intention to bring the first floor of The Buttermarket into use, reflected in the wider aspirations to revitalise Newark Town Centre.

In considering the report Members noted that additional detail on the proposals for the first floor were contained in the following exempt report and that they would discuss the detail later in the Agenda.

AGREED (unanimously) that:

- (a) the progress to date on the redevelopment of the Buttermarket be noted; and
- (b) the next steps on securing and procuring upper floor use(s), as detailed in the following exempt report, be noted.

105 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.

106 BUTTERMARKET, NEWARK UPDATE

The Committee considered the report presented by the Business Manager – Economic Growth which provided Members with information on the intention to bring the first floor of The Buttermarket into use, reflected in the wider aspirations to revitalise Newark Town Centre.

(Summary provided in accordance with Section 100C(2) of the Local Government Act
Agenda Page 53

2072.)

107 32 STODMAN STREET DEVELOPMENT

The Committee considered the exempt report jointly presented by the Business Manager – Economic Growth and Director – Planning & Growth which outlined the options for delivering a regenerated 32 Stodman Street Redevelopment Scheme.

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

108 HERITAGE & CULTURE UPDATE

The Committee considered the exempt report presented by the Business Manager – Heritage, Culture & Visitors which provided Members with detailed proposals for the Heritage & Culture Business Unit to support navigation of the ever-changing COVID environment and challenges to be faced in the next financial year.

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

109 ECONOMIC GROWTH AND TOURISM UPDATE

The Committee considered the exempt report presented by the Director – Planning & Growth which sought Members agreement to recommend to the Policy & Finance Committee that they support the review of the Economic Growth and Tourism Business Units.

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

Meeting closed at 8.20 pm.

Chairman

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

Document is Restricted

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Homes & Communities Committee** Broadcast from Castle House, Great North Road, Newark, Notts NG24 1BY on Monday, 18 January 2021 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.

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

NOTED (a) Councillor Mrs I Brown – Agenda Item No. 14 – Personal Interest.

90 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

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

91 MINUTES OF MEETING HELD ON 23 NOVEMBER 2020

AGREED (unanimously) that the Minutes of the meeting held on 23 November 2020 be approved as a correct record and to be signed by the Chairman.

The Chairman informed the Committee that the order of business on the agenda would be changed. Agenda Item 14 – Yorke Drive Regeneration Update would be taken before the Items for Decision.

92 DISTRICT WIDE HOUSING NEEDS ASSESSMENT 2020

The Committee considered the report from the Housing Development Officer providing the findings of the Newark and Sherwood District Wide Housing Needs Assessment (HNA) 2020 and accompanying Sub Area Analysis Report.

A brief presentation of the findings of the HNA was given to the Committee by Michael Bullock, Managing Director of Arc4. This is to be followed by a detailed presentation at a separate meeting on Monday, 8 February 2021 to which all

Members and stakeholders will be invited. This will give Members and stakeholders the opportunity to scrutinise the findings, broaden their understanding of the housing market and needs across the District and, if appropriate, challenge the Consultant on the findings being presented to test the assessment's robustness.

The report explained that the District Wide Housing Needs Assessment 2020 and Sub-Area Analysis had been commissioned to ensure the Council maintains a robust housing needs evidence base to inform the key strategic housing, planning and economic corporate documents.

AGREED (unanimously) that Members did consider and endorse the findings of the Newark and Sherwood Housing Needs Assessment 2020 (HNA) and accompanying Sub-Area Analysis Report.

93 CHAIRMAN'S REPORT

The Chairman reported on an item relevant to meeting in January and therefore appropriate to update on flood resilience grants. The administration of the property flood resilience grants began in June 2020 and provides up to £5,000 per property to ensure that it is more resilient to flooding in the future. To date, the Council has processed and approved 39 applications. Of these, 11 applicants have now completed the works and the grant has been paid. Lowdham is the main area from where the applications are being received but grants from Girton, Egmanton, Laxton and Weston have also been submitted.

The Chairman then highlighted the continued challenges around coronavirus and lockdown, continuing to support residents in need: HART completed a further 25 CEV welfare checks throughout December ensuring support in place to access essential supplies. Also assisted with the distribution of 60 Christmas gifts to those in need, collected by a resident of Sutton on Trent. Having strengthened the Community Relations Team by recruiting two additional colleagues to progress objectives in the Community Plan and deliver on the HART response across the District.

Despite Covid, teams continue to provide services to tenants and residents across a number of areas – currently operating an “emergency plus” services on repairs and investment delivery to protect our trades teams and our tenants as much as we can by focusing our service on emergency repairs and essential planned works and external jobs that can be completed in a safe way.

The Chairman went on to highlight the progression of research with tenants to understand their satisfaction with our services to form the basis of our Tenant Participation and Engagement Review and using tenant feedback. Updating the lettable standard of our homes with a proposal coming to the next Homes and Communities Committee. This will enable reinvestment to some of the savings that have been created bringing the housing service in house and noting services our tenants want us to improve. Preparations are being made for bringing the grounds maintenance of our rented homes into the Council and working with tenants to agree how we will monitor the quality of this service.

The Chairman went on to inform the Committee, how it is vitally important we

understand our responsibilities – particularly around the regulatory framework of housing. To this end, a paper will go to the next Committee to talk through the themes of the White Paper. The Chairman then invited the Committee members to suggest topics for “bitesize workshops” where officers would talk about different aspects of the Directorate – to widen the Committee’s knowledge and help be a good landlord that puts tenants at the centre of our services.

94 FORWARD PLAN - FEBRUARY 2021 TO JANUARY 2022

The Committee considered the Forward Plan for February 2021 to January 2022 with the Chairman inviting Members to put forward any items they would wish to be considered by Committee at a future meeting.

One Member requested that adequate kitchen facilities were explored for consideration in a future homelessness report.

95 YORKE DRIVE REGENERATION UPDATE

The Committee considered the report from the Growth and Regeneration Lead Officer providing an update to the Committee on progress within the Yorke Drive Regeneration Project.

The Growth and Regeneration Lead Officer confirmed to the Committee that there would be a net gain of 190 homes within a mixed tenure scheme. The Committee were encouraged that this will be an area that people will be proud of and by supporting the residents going forward, leading to less anti social behaviour.

AGREED (unanimously) that progress on the delivery of the Yorke Drive Regeneration Project is noted.

96 RESPONSIVE REPAIRS PRIORITIES

The Committee considered the report from the Assistant Business Manager for Housing Repairs and Asset Management to gain approval to adopt new responsive repairs priorities introduced temporarily in July 2020 to assist the Council with managing our service during the early days of the pandemic.

The report explained that this change will provide a more customer focused, simplified service to our customers and result in shorter waiting times generally whilst maintain high levels of satisfaction with the service.

The breadth of repairs contained within the Priority 1 (P1) category had also been extended and were highlighted in section 3.2 of the report.

The Committee noted the efforts made and thanked the team.

AGREED (unanimously) that:

- (a) the Committee approved the proposal to move to the three priorities system.

- (b) at the request of the Housing Advisory Group, a further report will be brought to this Committee in six months' time to provide an update on the impact of this service change with regard to performance, tenant satisfaction, complaints/feedback and training completed across both Customer Services and Responsive Repairs.

97 HOUSING OMBUDSMAN COMPLAINT HANDLING – SELF ASSESSMENT

The Committee considered the report from the Business Manager for Housing Management to update on the results of the self-assessment of the newly revised and approved Customer Feedback Policy against the Housing Ombudsman Effective Complaints Handling Self-Assessment.

The Committee having approved the revised Customer Feedback Policy at the November 2020 meeting.

The report highlighted how the Housing Advisory Group on 21 December 2020 had commented as well as views of involved tenants also included in this report and the Self-Assessment.

The Housing Advisory Group had agreed the current process was too long winded but that it was important to keep a tenant perspective on complaints. The group requested a programme of communications to tenants to ensure all are aware of how to make a complaint, how to provide feedback and the process involved.

Feedback and learning from complaints should be reported to the Tenant Scrutiny Panel at suitable regular intervals.

AGREED (unanimously) that:

- (a) Members approved the proposals outlined in section 3.2.
- (b) Members approved the amendments to the Policy, principally to remove the tenant panel stage of the complaint process and for complainants to be offered the option for an involved tenant to be involved in Stage 2 complaint investigations.
- (c) Members approved the creation of a reasonable adjustment policy to support our equalities commitments.
- (d) the production of a communications plan be provided to promote the new feedback policy as outlined in section 8.2.

98 THE DOMESTIC ABUSE BILL (2020) – IMPACTS FOR NSDC

The Committee considered the report from the Business Manager for Public Protection advising the Committee of the new duties required by the Domestic Abuse Bill (2020) and the specific requirements for Tie One and Tier Two authorities.

The report advised that the County Council is required to appoint a domestic abuse

local partnership board for the purposes of providing advice to the authority about the exercise of the authority's functions.

The report highlighted the implications for NSDC with reference to secure tenancies and victims of domestic abuse and homelessness.

AGREED (unanimously) that Members considered the implications of the Domestic Abuse Bill and how it will be implemented locally.

99 UPDATE ON THE DELIVERY OF THE SAFER STREETS INITIATIVE

The Committee considered the report from the Business Manager for Public Protection to update Members on the progress made on the delivery of the Safer Streets initiative.

The report informed that progress is being made for which the district council is the lead involved with target hardening at Chatham Court, bicycle theft reduction including Chatham Court and improved secure bicycle storage for Newark, as well as redeployable CCTV for two areas as part of the safer streets initiative.

Chatham Court is to also have a Community Hub which will be provided within a vacant unit, planning permission is currently being sought for change of use. Partners such as police, Nottingham County Council and local support groups have committed to support the hub. It is expected to be available for use towards end of March.

The safer streets project is due for completion at the end of March 2021 and it is therefore proposed that a final report after completion of the project will be presented to the Committee in May 2021.

AGREED (unanimously) that:

- (a) Members noted the progress in the implementation of the Safer Streets project and;
- (b) to support the proposal to have a report at the completion of the project.

100 E-NEWSLETTERS

The Committee considered the report from the Assistant Director Transformation and Communications to propose a move from a twice yearly printed versions of the Voice, the council's newsletter, to an E-Newsletter format.

To incorporate within this move an alternative provision for tenants (previously a quarterly printed publication provided by the council's former housing management provider, Newark and Sherwood Homes).

The proposal was to not return to a primary printed publication (either for residents or for tenants) but replace this with an e-newsletter format that will be equally useable for both purposes, as well as a range of additional functionality.

The proposal was also presented to the Housing Advisory Group on 21 December 2020 and was well received, particularly with regard to modernising this communication channel.

Initial feedback included:

- a) A request for hard copies to be available in Community Centres and how we support people to opt in;
- b) How we might “push out” notifications to tenants that a new e-newsletter is available
- c) Further discussion on how we might be able to use the savings from this to invest in digital skills/equipment/connectivity for tenants.

The Committee discussed alternatives, noting that tenants receive quarterly rent statements in a paper format and additional papers can be included such as the tenants annual report. Feedback using this means to gain opinion for an e-newsletter or a printed version.

The need to engage with tenants, leading to more tenants becoming involved.

AGREED that:

- (a) the proposal to move to electronic E-Newsletters;
- (b) one paper newsletter provided once a year; and
- (c) to review in six months as to take up.

101 HOMELESSNESS PREVENTION AND ROUGH SLEEPER STRATEGY – ANNUAL DELIVERY UPDATE

The Committee considered the report from the Homeless Strategy and Safeguarding Officer informing them of the progress achieved to deliver objectives within the Homelessness Prevention and Rough Sleeper Strategy 2019 – 2024 and to inform of the findings of the Homelessness Review 2020.

After a jointly commissioned Homelessness Review was conducted in 2018 jointly with Mansfield District Council and Ashfield District Council, Newark and Sherwood District Council launched the Newark and Sherwood Homelessness Prevention and Rough Sleeper Strategy 2019-24.

The report showed the activities within the first year to take the Council closer to eradicating homelessness and showed the ongoing commitment to support those in most need.

The Committee thanked the staff in providing the information in this report, again noting the request that adequate kitchen facilities were explored for consideration in a future homelessness report.

AGREED (unanimously) that:

- (a) Members noted the update on the Homelessness Prevention and Rough Sleeper Strategy's first year achievements and the findings from the Homelessness Review 2020.
- (b) also noted the partnership work that is being carried out to support the homeless strategy and frontline service delivery.

102 HOMES & COMMUNITIES REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 NOVEMBER 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.

They are based on eight months' performance information on the Council's revenue and capital budgets, including:-

- General Fund (GF) Revenue
- Housing Revenue Account (HRA)
- Capital Programme

The Committee were reminded that it was requested by Members at the Policy & Finance Committee during February 2020 that reports were presented to individual Committees, for noting, for them to understand the financial position of their Committee.

The Committee were presented with the report for noting and to be taken to the next Policy & Finance Committee on 21 January 2021.

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

103 2021/22 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

The Committee considered the report from the Business Manager for Housing Projects and the Assistant Business Manager for Financial Services.

The annual report presented to the Committee on the Housing Revenue Account (HRA) would:

- a) provide the actual outturn of the HRA for the 2019/20 financial year (1 April 2019 – 31 March 2020) (column 2 of Appendix A1);
- b) examine the proposed income and expenditure on the HRA for the 2021/22 financial year (column 4 of Appendix A1), in accordance with Section 76 (Duty to prevent debit balance on Housing Revenue Account) of the *Local Government and Housing Act 1989*;

- c) provide indicative amounts of income and expenditure for the 2022/23 to 2024/25 financial years (columns 5 to 7 of Appendix A1); and
- d) set rent levels and service charges for 2021/22 (with effect from the first Monday in April 2021).

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

AGREED (unanimously) that the following recommendations be made to the Council at its meeting on 9 February 2021:

- a) the HRA budget for 2021/22, as set out in Appendix A1 to this report;
- b) an increase of 1.5% (CPI + 1%) in the 2021/22 rents of all properties in the HRA as at 31 March 2021;
- c) an increase of 1.5% (CPI + 1%) in all 2021/22 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
- d) that the TV licence costs payable by tenants of Gladstone House in 2021/22 remain at £0.21 per week.

104 HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET 2021/22

The Committee considered the report from the Business Manager and Assistant Business Manager for Financial Services:

To seek feedback from the Committee on the proposed general fund revenue budget for the 2021/22 financial year (01 April 2021 – 31 March 2022) for those services which fall under its remit.

To seek feedback from the Committee on the scale of proposed fees & charges for 2021/22 for those services which fall under its remit.

To seek approval from the Committee for the 2021/22 base budget in Appendix A to be recommended to Policy & Finance Committee at its meeting on 22 February 2021 for inclusion in the overall council budget; and

To seek approval from the Committee for the 2021/22 fees & charges in Appendix D to be recommended to Policy & Finance Committee at its meeting on 22 February 2021 and Council at its meeting on 09 March 2021.

AGREED (unanimously) that the following recommendations be made to the Policy & Finance Committee at its meeting on 22 February 2021:

- i. the 2021/22 base budget in Appendix A for inclusion in the overall council budget to this report;
- ii. and to Council on 9 March 2021 the 2021/22 fees and charges in Appendix D.

105 SEVEN HILLS HOMELESSNESS PROVISION VERBAL UPDATE

The Committee considered the update from the Development Manager and the Senior Housing Options Officer regarding the Seven Hills Homelessness Project.

The Committee were informed that potential bidders had been sourced during December as a precursor to the tender process.

The build would involve linking properties together by way of a connecting door (similar to hotel rooms) allowing for flexibility in room sizes to capture varying needs.

The Development Manager advised that tenders would be going out in late January with a return in March, awarding the contract in April and to start construction in August/September, with completion in April 2022.

AGREED (unanimously) that the content of the update be noted.

106 HRA NEW BUILD DEVELOPMENT UPDATE

The Committee considered the report from the Development Manager providing the Committee with the up to date performance of the HRA new build development programme.

The HRA Development Programme has to date provided 190 additional new council homes with a further 70 homes currently under construction. This is the largest single contribution of affordable new build homes by any single provider within the district during this period.

A Committee Member referred to 3.8 of the report and requested a breakdown to the numbers of types of properties in each area. The Development Manager to provide and circulate to the Committee a full breakdown of the flats, houses and bungalows.

AGREED (unanimously) that:

- (a) the Committee noted the current position and progress of the HRA new build development programme delivery and the financial performance thus far.
- (b) Members feedback their observations about the content and any further information that may be useful in future reports.

107 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.

108 HRA NEW BUILD DEVELOPMENT POTENTIAL SITE REPORT

The Committee considered the exempt report regarding the HRA New Build Development Potential Site Report.

(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.

Document is Restricted

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 19 January 2021 at 6.00 pm.

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

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

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

Councillor S Carlton declared a personal interest in Agenda Item 7 – Active4Today – Final Business Plan 2020/21 and Performance Update, as he was a member of the Board of Active4Today.

Councillor P Harris declared a personal interest in Agenda Item 14 – Southwell Leisure Centre Trust Update, as he was a Trustee to Southwell Leisure Centre.

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.

80 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.

81 MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2020

AGREED that the Minutes of the meeting held on 17 November 2020, be approved as a correct record to be signed by the Chairman.

82 CHAIRMAN'S REPORT

The Chairman provided an update to the Committee on the major developments that had taken place within the Committee's remit since the last meeting held 17 November 2020.

It was reported that the response to COVID-19 had continued to affect services within the Council's responsibility. At the time of the last committee meeting, the Council's leisure centres in Newark, Ollerton and Blidworth were closed as was the centre in Southwell which the Council supported. Members were all too aware of the Prime Minister's announcement on 4 January 2021 and as a result, those centres continued

to remain closed and as to date, there was no timescale as to when they may be able to re-open. This depended upon infection rates and the rollout of the national vaccination programme. Andy Carolan, the managing director of Active4Today, provided an update on the agenda in relation to the impact this was having on the business, its finances to the end of the year and into 21/22. Nick Wilson, the Council's business manager of financial services, also provided the impact this and other Covid disruptions were having on the Council's finances. The Chairman commented that whilst it was encouraging to note the support that was available to mitigate the unavoidable losses that had been incurred by Active4Today, there was no doubt that challenges lay ahead in restoring a membership base that was 37% down on pre-Covid levels.

On a more positive note, the Council continued to make good progress with the new pool at the Dukeries Leisure Centre in Ollerton. The superstructure was now in place and was currently on programme for completion, June 2021. A date was being established and a safe system of work to enable members to take a tour of the facility as it took shape. Late February was the initial thought as the nights become lighter and the superstructure was enclosed. However, with the restrictions that were in place as well as the need not to disrupt the work of the contractor which was already challenging enough, the date had been put on hold. Officers would write to Members with the outcome over the next few weeks.

In relation to the Council's cleansing and grounds maintenance services, the Chairman informed the committee that the Policy and Finance and the Homes and Communities Committees had both approved the proposals to bring the housing grounds maintenance service back in-house. The recruitment process had started in earnest for new operatives to deliver the work, with the change due to take effect in April this year. This would lead to a better, more consistent and more accountable service for streetscene, irrespective of whether communities were on HRA land or not. The Chairman commented that bringing the Garden Recycling service back in house from Rushcliffe and Mansfield had already given the Council greater control of their own destiny, as contained within the agenda. Over the course of the first year the service had been run by NSDC, an additional 1,400 new customers had been generated. This was important both as an income stream and in improving the recycling performance. Members were also advised that the Chatham Court and Lovers Lane areas in Newark were currently benefitting from the award of £550,000 through the Home Office's Safer Streets Fund.

The Chairman also informed the Committee that whilst responsibility for community safety sat with Homes and Communities, he wanted to make the Committee aware of environmental improvements that were being made as a result of interventions from colleagues in street scene, who had been sprucing up the streets and open spaces. This was a significant contribution to a range of interventions which were designed to make residents feel safer in a ward which statistically had low ratings when compared to the rest of Newark and Sherwood. Similarly, Members would also see a report on the agenda which was trying to improve public safety in one of the Council's four green flag parks – Vicar Water. It was unfortunate that it had been submitted seeking to approve a public space protection order for the park, but hopefully that was another tool in preventing the worrying rise the Council had seen over recent times in fires being deliberately started at what was a much loved beauty spot.

83 PRESENTATION REGARDING PUBLIC HEALTH/ACTIVE NOTTS PHYSICAL INSIGHT PROJECT

A presentation was provided by Helen Ellison – Health Improvement Officer, Newark and Sherwood District Council and Helen Davis – Strategic Lead, Active Nottinghamshire. The presentation informed the Committee of a project which had developed an insight led, asset based approach to changing physical activity behaviour in Ollerton. The aim of the project was to help the community to become physically active and was person led rather than service led. The team worked with the community and learned what the individual requirements were and then developed a fitness regime tailor made around the individual rather than providing a service which did not meet community need.

A Member commented that the project did not include weight management, a problem which had increased during the pandemic. It was confirmed that this was a countrywide problem which would need to be addressed. The Council was working closely with the Integrated Weight Management Service – Your Health, Your Way, to address this problem.

The Chairman thanked them both for presenting the informative presentation and invited them back to a future meeting of the Leisure & Environment Committee.

AGREED (unanimously) that the presentation be noted.

84 ACTIVE4TODAY - FINAL BUSINESS PLAN 2020/21 AND PERFORMANCE UPDATE

The Committee considered the report presented by the Health Improvement and Community Relations Manager which presented the Active4Today (A4T) Business Plan 2021/22 and the latest performance report to end of December 2020 for Committee consideration and approval.

It was reported that the base budget for 2020/21 forecast a deficit at year end of £275,120, this was revised to £735,395 at the end of period 7, October 2020, and due to the ongoing challenges of closures the latest forecast to year end had now escalated to £997,104. Total income was anticipated to be down by £1.44m a reduction of 46.7% of target income for the year. This was offset by anticipated savings of circa £725k made up from staffing, £360k, premises £205k, supplies and services £160k. In addition income through grants of circa £85k and the management fee payments from the Council of £202k had contributed to reducing the overall deficit to date. Assuming the position did not change significantly until year end the overall financial outturn would require an additional payment of £247k to balance the accounts to zero for the year, reducing to £222k if further Government grant was received, estimated to be circa £25k which was linked to the national lockdown closure instructions. In addition an application had been submitted to the National Leisure Recovery Fund, a MHCLG/DCMS/Sport England grant support scheme, to secure a share of funding made available which would equally contribute towards reducing the anticipated outturn position and improve the company's final position. The amount of grant offered had yet to be confirmed and this fund only related to the recent November lockdown and did not extend to the current National Lockdown

although it was hoped that further government assistance would be forthcoming in due course.

A Member sought clarification regarding the financial position of Active4Today and whether the company would be forced into liquidation. The Business Manager – Financial Services confirmed that the Council had agreed to fund £490k in September 2020, from the Covid fund towards the £700k deficit. Around £200k being contributed from Active4Today reserves and it was anticipated that further grant support would be received through funding from Sport England to supplement the shortfall.

AGREED (with 8 votes For and 1 vote Against) that:

- (a) the Active4Today Business Plan 2021/22 be approved;
- (b) performance to Period 9 (December) be noted;
- (c) Active4Today presents its 2020/21 draft accounts by early April 2021 in order that a the Director – Housing, Health and Wellbeing, with delegated approval, can agree what level of contribution is made to the Company, for 2020/21 based on the outturn position;
- (d) the full year financial position be reported to the June Committee; and
- (e) the initial early forecast outturn position for 2021-22 be noted.

85 PROPOSAL FOR A PUBLIC SPACE PROTECTION ORDER - VICAR WATER COUNTRY PARK

The Committee considered the report presented by the Business Manager – Public Protection, which informed the Committee of the incidents of fire related nuisance at Vicar Water Country Park. The report also sought approval to begin a consultation process on the use of Public Spaces Protection Orders to control the use of materials within the Park to reduce risk of further damage.

The Chairman suggested that a designated BBQ area be built into the park, something he hoped would be addressed through the consultation.

The local ward Member commented that the proposals were welcomed as Clipstone had suffered recently with anti-social behaviour. Vicar Water had been awarded the Green Flag and the Rumbles project had offered a valued service to the community providing food parcels during the pandemic.

The Business Manager – Public Protection confirmed that the proposed consultation process would run for four weeks. The listed groups and agencies in the report would be contacted, the public would be consulted through the Council's website. The Park Ranger would also speak to visitors at the park to obtain their views. A report providing the consultation findings would be submitted to the March 2021 meeting of the Committee.

AGREED (unanimously) that:

- (a) the proposal to consult on the possibility of introducing a Public Space Protection Order at Vicar Water Country Park be supported;
- (b) the terms of the PSPO as being 'a person or persons are prohibited from the following activities being: the lighting of fires; barbecues; Chinese lanterns, fireworks; or using any article/object which causes a naked flame and which poses a risk of fire', be agreed;
- (c) the list of consultees as set out in paragraph 4.3 of the report be agreed; and
- (d) a further report setting out the results of the consultation be brought back to the Leisure & Environment Committee.

86 LEISURE & ENVIRONMENT COMMITTEE REVENUE BUDGET 2021/22

The Committee considered the report presented by the Business Manager – Financial Services, which sought feedback from the Leisure & Environment Committee on the following:

- The proposed general fund revenue budget for the 2021/22 financial year (01 April 2021 – 31 March 2022) for those services which fell under its remit.
- The scale of proposed fees & charges for 2021/22 also for those services which fell under its remit.

The report sought approval from the Committee for the following:

- The 2021/22 base budget as detailed within Appendix A to the report, to be recommended to Policy & Finance Committee at its meeting on 22 February 2021 for inclusion in the overall council budget.
- The 2021/22 fees & charges as detailed in Appendix D to the report, to be recommended to Policy & Finance Committee at its meeting on 22 February 2021 and Council at its meeting on 9 March 2021.

The Business Manager – Financial Services informed the Committee that the Environmental Health Fees and Charges had been omitted from the report and were displayed during the Microsoft Team meeting. The additional information would be circulated to Members following the meeting.

A Member sought clarification regarding the capital charge for the budget and the percentage of capital charge/costs for each sub heading. The Business Manager – Financial Services confirmed that the depreciation charge was not a cost to the tax payer and hence not included in the Revenue account. The report presented the controllable costs that the Committee were responsible for monitoring. It was

confirmed that a conversation would take place following the meeting with the relevant Member.

AGREED (unanimously) that:

- (a) the following recommendations be made to Policy & Finance Committee at its meeting on 22 February 2021:
 - i. the 2021/22 base to the report budget in Appendix A to the report, for inclusion in the overall council budget; and
 - ii. to Council on 9 March 2021, the 2021/22 fees & charges in Appendix D to the report.
- (b) the information relating to the Environmental Health – Fees and Charges be circulated to Members of the Leisure & Environment Committee.

87 LEISURE & ENVIRONMENT REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 NOVEMBER 2020

The Committee considered the report presented by the Business Manager – Financial Services, which compared the Revised Budgets for the period ending 31 March 2021 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. The budget was based on eight months' performance information on the Council's revenue and capital budgets, including General Fund (GF) Revenue and capital programme.

The current position for the Council was a variance of between £0.078m (unfavourable) and £(0.022)m (favourable). This was prior to any return funding from the Nottinghamshire Business Rates Pool, for which S151 Officers across the County were working to review the position.

The forecast outturn position for the Leisure & Environment Committee was an unfavourable variance of £0.242m. The main reasons for this variance were detailed within the report. It was noted that the projected outturn variances were still somewhat indicative and that they would become more accurate in subsequent months, as officers continued to refine budgets and forecasts in light of the latest information available.

AGREED (unanimously) that the report be noted.

88 URGENCY ITEM - GARDEN RECYCLING

The report provided the Committee with the urgency decision that had been taken to secure urgent delegated approval to offer a one-off £30 introductory offer to everyone who had taken up the offer for Garden Recycling and not just residents who were subscribers during the original service reductions.

The introductory offer had been introduced because the garden recycling

collection had been interrupted by the first lock down through Covid 19 and following many complaints communications had been put out by the authority that promised a reduction in charge for the 2021/22 financial year in recompense. This also encouraged customers to remain a subscriber rather than cancel. Due to software restrictions, that could only administer one level of charge at a time and the fact that this was an ideal time to push for more customers, it was proposed that a one-off £30 introductory offer be offered to everyone and not just residents who were subscribers during the original service reductions.

AGREED (unanimously) that the urgency item be noted.

89 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:

- Cattle Market, costs and benefits
- Extending the litter pick service – need to invest in a litter picker for the Bridge Ward
- Update on Fly Tipping in the district

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:
 - Cattle Market, costs and benefits
 - Extending the litter pick service – need to invest in a litter picker for the Bridge Ward
 - Update on Fly Tipping in the district

90 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (with 8 votes For and 1 vote Against) that:
under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of part 1 of Schedule 12A of the Act.

91 SOUTHWELL LEISURE CENTRE TRUST UPDATE

The Committee considered the exempt report of the Director of Housing, Health and Wellbeing which updated the Committee on the progress with proposals for an alternative management arrangements between Southwell Leisure Centre Trust and

the Council.

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

Meeting closed at 7.50 pm.

Chairman

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

Document is Restricted

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, 12 January 2021 at 2.00 pm.

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

290 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 and Upper Witham Valley Drainage Board.

291 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.

292 MINUTES OF THE MEETING HELD ON 1 DECEMBER 2020

AGREED that the minutes of the meeting held on 1 December 2020 were approved as a correct record of the meeting, to be signed by the Chairman.

293 LINEAGE LOGISTICS, BELLE EAU PARK, BILSTHORPE, NEWARK - 20/00636/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the erection of an extension to the existing warehouse/distribution centre to create additional floor space for B8 use (storage and distribution), parking and associated works.

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

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from a Neighbouring Party; the Agent; Nottinghamshire County Council Highways; and the Planning Case Officer.

The Senior Planning Officer informed Members of a proposed amendment to Condition 7 and 13 if the Committee were minded to approve the application, as follows. The Officer recommendation was amended to approval subject to the conditions outlined and also a legal agreement securing monitoring fees for the Travel Plan and compliance with the Traffic Management Plan.

Condition 7

The development hereby approved shall not be brought into use until the mitigation measures included within the Noise Assessment by wsp – 70069516-001/R01 dated May 2020, have been fully installed on site. For the avoidance of doubt this includes:

- A 20 metre length of 2.5m high acoustic fence/barrier along the Western site boundary joining the existing barrier at its Northern extent
- A 50 metre length of 2.5m high acoustic fence/barrier along the Western site boundary adjacent to the site access road ~~effectively~~ extending the existing screening to the South.

The measures shall thereafter be retained for the operational lifetime of the development.

Reason: To protect neighbouring amenity.

Condition 13

Notwithstanding the submitted details within Initial Travel Plan by TTHC – M19136-03C TP dated October 2020, no part of the development hereby permitted shall be occupied until a Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall set out proposals (including targets, a timetable and enforcement mechanism) to promote travel by sustainable modes and shall include arrangements for monitoring of progress of the proposals. The approved Travel Plan shall be implemented in accordance with the timetable set out in that plan.

Reason: To promote sustainable travel.

Members considered the application and it was commented that the structure currently dominated the area off the A617 and the proposed development would result in added visual harm by virtue of its sheer scale and massing. Policy DM8 was quoted and it was felt that the development was not proportionate in the countryside, was unsuitable as this area was not an industrial site. The A617 was already heavily used with the narrow congested Kelham Bridge. The impact from this development on the surrounding local residents should be taken into account, including overshadowing from this business. HGV's were currently parking outside residential properties waiting for delivery/collection times and residents were also experiencing noise nuisance and littering from the HGV's. It was commented that the development should be on an industrial estate with better road networks. Members also felt that as the application was for chilled goods this application was for a new business, which conflicted with Policy DM8, as it was not a proportionate expansion of a business, as Members considered this a new business. The Transport Management Plan was also questioned regarding why the business was not already adhering to a Transport Management Plan. A Member commented that contact had previously been made with the business regarding complaints about HGV's using unsuitable roads and the company had confirmed that they were unable to influence the drivers. Some Members considered the 170 jobs given the economic crisis the country was experiencing and felt that employment was a primary factor. Other Members did not consider job creation to outweigh the harm identified in the Officers report.

Councillor I Walker took no part in the vote as he was not present for the entire

Officer presentation.

A vote was taken and lost to approve planning permission with 5 votes For and 8 votes Against.

AGREED (with 8 votes For and 5 votes Against) that contrary to Officer recommendation planning permission be refused due to principle/disproportionate extension in the open countryside, adverse visual impact and associated impact on neighbour amenity, less than substantial heritage harm. Development is therefore contrary to policies CP3 and SP3 of the Core Strategy and DM5 and DM8 of the Allocations & Development Management Plan Document.

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

Councillor	Vote
R. Blaney	For
L. Brazier	For
M. Brock	For
R. Crowe	Against
Mrs L. Dales	For
Mrs M. Dobson	For
L. Goff	Against
Mrs R. Holloway	For
Mrs P. Rainbow	For
Mrs S. Saddington	Absent
M. Skinner	Against
T. Smith	For
I.Walker	Took no part in the vote
K. Walker	Against
Mrs Y. Woodhead	Against

294 14 CHATHAM COURT, NEWARK - 20/02000/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the proposed conversion of an existing ground floor flat into a Community Hub, including change of use from residential to Community use.

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

Members considered the application and they welcomed the investment of the hub for residents and the area. It was commented that if the community hub was not successful the room be converted back into a one bedroom flat.

AGREED (unanimously) that planning permission be approved subject to the conditions and reasons contained within the report.

Councillor Mrs S Saddington joined the meeting at this point.

295 1 BARREL HILL ROAD, SUTTON-ON-TRENT - 20/02132/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the change of use of a (C3a) Dwelling to a Children's Care Home (C2) for three children, demolition of garage and associated external alterations to create on-site parking and turning areas.

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

Members considered the application and it was commented that there was very little difference in terms of numbers of children and carers to that of a residential property. It was suggested that the car parking area could be grassed with a membrane in order for it to be used as a play area when not being used for car parking.

AGREED (unanimous) that planning permission be approved subject to the conditions and reasons contained within the report.

296 APPEALS LODGED

AGREED that the report be noted.

297 APPEALS DETERMINED

AGREED that the report be noted.

298 ENFORCEMENT REPORT - 20/00473/ENFB

The exempt report was withdrawn from the agenda as the land owner had submitted a planning application for the change of use. Given the change in circumstances it would be inappropriate to take enforcement action and the application would be considered and determined through the usual planning process.

Meeting closed at 3.20 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Shareholder Committee** Broadcast from Castle House on Tuesday, 8 December 2020 at 5.30 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor B Clarke-Smith and Councillor K Girling

APOLOGIES FOR Councillor P Peacock

ABSENCE:

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

Mark Stephenson, due to his role as the Non-Executive Director, declared an interest in agenda item 9 – Extension to contract for the Non-Executive Director and left the meeting, taking no part in the debate.

The Managing Director Andy Dewberry, and the Non-Executive Director both declared interests in agenda item 8 – Cost of Living Wage for Arkwood Employees, as they were employees of Arkwood Developments Ltd.

56 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council, there were no declarations of intent to record the meeting.

57 MINUTES FROM THE MEETING HELD ON 15 SEPTEMBER 2020

The minutes of the meeting held on 15 September 2020 were approved as a correct record.

58 APPOINTMENT OF NAMED OFFICER

In accordance with Section 100(B)(4)(b) of the Local Government Act 1972, the Chairman has agreed to take this item as a late item of business in order to fulfil the Council's legal requirements to appoint a Named Officer to attend the Annual General Meeting of Arkwood Developments Ltd on 25 January 2021.

The Director- Governance and Organisational Development presented an urgent verbal report to the Committee, which sought the appointments of a Named Officer to represent the Council in its Shareholder Capacity at the Company's Annual General Meeting (AGM) on 25 January 2021. A Named Officer appointed by the Shareholder Committee was a requirement of the Governance Agreement and would exercise the vote on behalf of the Council at the Arkwood Developments AGM. It was proposed that the Director- Governance and Organisational Development be appointed the Named Officer for this purpose.

AGREED (unanimously) that the Director- Governance and Organisational Development be appointed as the Named Officer to represent the Shareholder Committee at the Arkwood Developments AGM.

59 EXCLUSION OF PRESS AND PUBLIC

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

60 PROGRESS REPORT

The Committee considered the report regarding the Arkwood Developments Progress report.

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

61 MINUTES OF PREVIOUS ARKWOOD DEVELOPMENTS BOARD MEETINGS

The Committee agreed that the minutes of the Arkwood Developments Board meetings held on 7 September 2020 and 19 October 2020 be noted.

The Managing Director and Non-Executive Director left the meeting at this point.

62 COST OF LIVING WAGE RISES FOR ARKWOOD EMPLOYEES

The Committee considered a report regarding the Cost of Living Wage rises for Arkwood Employees.

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

63 EXTENSION TO CONTRACT FOR NON- EXECUTIVE DIRECTOR

The Committee considered a report regarding the extension to the contract for the Non-Executive Director.

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

64 FORWARD PLAN

The Committee noted the Forward Plan for the period December 2020- December 2021.

Meeting closed at 6.17 pm.

Chairman

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

Document is Restricted

Public Document Pack Agenda Item 13g

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Councillors Commission** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Monday, 11 January 2021 at 4.00 pm.

PRESENT: Councillor R Blaney (Chairman)

Councillor Mrs L Dales, Councillor P Harris, Councillor Mrs L Hurst, Councillor J Lee and Councillor P Peacock

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

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.

30 MINUTES OF MEETING HELD ON 8 JULY 2020

AGREED that the Minutes of the meeting held 8 July 2020 be approved as a correct record and signed by the Chairman.

31 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

32 GOVERNANCE REVIEW UPDATE

The Director - Governance & Organisational Development presented a report which set out the latest position in respect of the Governance Review. Remote visits to Melton Borough Council and Daventry District Council had been undertaken in October 2020, and the Local Government Association (LGA) had now been approached to provide three remote sessions with all Members to prompt discussion around the role, purpose and responsibility of Members given the Covid pandemic. It was considered that such sessions would help inform the direction of travel further in relation to governance.

AGREED that the progress with the Governance Review and the proposed workshop sessions with all Members be noted.

33 COMMITTEE ON STANDARDS IN PUBLIC LIFE - REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS

The Director - Governance and Organisational Development and Monitoring Officer presented a report detailing the findings from the National Committee on the Standards in Public Life's (CSPL) review of Local Government Ethical Standards, and invited the Commission to consider any action required in respect of the findings.

The CSPL had made fifteen best practice recommendations for immediate

consideration by councils and these were set out in the report. It was noted that most of these best practice recommendations were already undertaken by the Council and the position in respect of each of these were detailed in the appendix to the report. It was reported that the most notable variances in practice were in relation to the three following points:

Best Practice 1 – The Council’s current Code of Conduct prohibited bullying but didn’t specifically mention harassment, and was not supplemented by examples;

Best Practice 2 – There was no obligation within the current Code of Conduct for councillors to comply with investigations; and

Best Practice 11 – Currently, the Council did not require complaints relating to conduct by a parish councillor towards a clerk to be made by the Chairman or by the parish council as a whole.

The Commission considered the best practice recommendations and how the Council were currently responding to these. Concern was expressed about the ability of Parish Clerk to be able to make complaints directly to the Monitoring Officer.

AGREED that the Commission recommend to the Council that the Councils Code of Conduct be revised to reflect the Best Practice Recommendations from the Committee for Standards in Public Life.

34 MODEL MEMBER CODE OF CONDUCT - LOCAL GOVERNMENT ASSOCIATION

The Director - Governance & Organisational Development and Monitoring Officer presented a report regarding the Local Government Association (LGA) Model Member Code of Conduct. The Model Code had been published by the LGA during December 2020 following a consultation period. The report outlined the differences between the new Model Code and the existing Code of Conduct.

Members considered the content of the Model Code, noting the general principles, application of the Code and the standards of councillor conduct which had been more clearly explained with examples of how they applied in practice. In relation to the applicability of the Code, Members noted that the Model Code helpfully expressed this as applying when ‘your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor’.

The Commission considered the provisions in the Model Code around the registration and declaration of interests and where these apply that the councillor must disclose the interest at meetings and not speak on the matter unless members of the public were allowed to speak at the meeting.

The Commission were also advised that there were three obligations that were in the current Code of Conduct that did not specifically appear within the Model Code. These were requirements for councillors to: exercise their own independent judgement, taking decisions for good and substantial reasons; account for their actions, particularly by supporting the authority’s scrutiny function; and ensure that the authority acts within the law.

AGREED that the Model Code of Conduct, including the obligations in the Council's existing Code but not in the Model Code (as set out in paragraph 4.1 of the report), be recommended in whole, to the Full Council for adoption.

35 PROPOSED CHANGES TO THE CONSTITUTION - FINANCIAL POLICIES AND PROCEDURES

The Business Manager - Financial Services presented a report regarding proposed changes to the Council's Constitution in relation to a number of financial policies and procedures. The Anti-Fraud and Corruption Strategy; Anti-Money Laundering Policy; Guidance for Dealing with Irregularities; and Financial Procedure Rules had all been refreshed to ensure they reflected current practice.

In addition, the changes to the Financial Procedure Rules required corresponding changes to the Contract Procedure Rules. All of the refreshed policies were attached as appendices to the report. It was noted that most changes were minor, reflecting new roles within the Council and references to other policies.

AGREED that the Full Council be recommended to approve the changes to the financial policies and procedures for adoption in the Constitution.

Meeting closed at 5.15 pm.

Chairman

This page is intentionally left blank