



*Castle House
Great North Road
Newark
NG24 1BY*

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Friday, 23 April 2021

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

To all Members of the Council:

MEETING: Full Council

DATE: Tuesday, 4 May 2021 at 6.00 pm

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

**You are hereby requested to attend the above Meeting
for the purpose of transacting the business on the Agenda as overleaf.**

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

If you have any queries please contact Nigel Hill Tel: 01636 655243 Email: Nigel.hill@newark-sherwooddc.gov.uk

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. Election of Chairman of the Council for 2021/22
3. Chairman to sign Declaration of Acceptance of Office
4. Minutes from the meeting held on 9 March 2021 5 - 23
5. Declarations of Interest by Members and Officers and as to the Party Whip
6. Declarations of any Intentions to Record the Meeting
7. Communications which the Chairman or the Chief Executive may wish to lay before the Council
8. Communications which the Leader of the Council and Committee Chairmen may wish to lay before the Council
9. Questions from Members of the Council and Public
10. In accordance with Rule No. 10 to receive the presentation or the debating of any Petitions from Members of the Council (if any)
11. Deferring Consideration of the Political Composition of the Council and the Appointments for 2021/22 24 - 25
12. Governance Arrangements 26 - 57
13. Planning Scheme of Delegation 58 - 65
14. Notice of Motion

In accordance with Rule No. 13.1, Councillor P. Harris will move and Councillor M. Brock will second a motion to the following effect:

“Many of Newark and Sherwood’s Councillors live quite a distance from Newark. For some it is an hour's round trip to attend a committee meeting. It isn't always easy, particularly during winter time, to attend all the

meetings because of inclement weather and work commitments. There are meetings in the morning, afternoon and evening with some time in-between. That time is not wasted if Members are able to attend remotely from home.

Newark & Sherwood District Council has declared a climate emergency, and by attending meetings via Teams or Zoom we are not driving and using non-renewable resources, but are cutting down on our carbon footprint – a priority of this Council. Virtual meetings have saved the Council a considerable amount of money during this financial year as, for example, travel expenses have been very much reduced. As we are facing a significant short fall in funding for the foreseeable future any saving is helpful.

Councillors wish to attend the District Council committees but are also keen to attend meetings of the Parish Councils within their wards. Some are also County Councillors and inevitably there is often a clash of dates. This means that Councillors have to choose which to attend. The result is less engagement with the District Council, or the County Council or the Parish Councils. Having remote meetings means that Councillors can more easily attend most of the meetings, to the advantage of all the Councils.

The engagement of the public and press has also generally increased (the exception probably being the Planning Committee). The level of reporting about Council business has increased as physical meetings no longer attracted the local press due to cutbacks in their staff.

For some Councillors who have work commitments, mobility issues or are carers remote meetings have been easier for them to attend. This may well help to attract a wider age range of potential Councillors in future elections.

This Council would like to have the flexibility to hold remote and physical meetings. We recognise that some meetings are better dealt with physically and we also recognise that perhaps a hybrid model could also work successfully.

This Council resolves to:

1. Write to the Ministry of Housing, Communities and Local Government urging that the temporary change to the meeting rules set out in the Local Government Act 1972 be made permanent, so that after May we have the flexibility to hold meetings remotely or physically or by using a combination of the two;
2. Write to our two MP's, the County Council and Parish Councils asking for support for this flexible approach to Council meetings; and
3. Once our request is successful to explore the use of technology to develop remote meetings even more in order to attract a wider audience."

15. Minutes for Noting

(a)	Policy & Finance Committee - 1 April 2021	66 - 75
(b)	Planning Committee - 2 March 2021 and 30 March 2021	76 - 92
(c)	Trustee Board of the Gilstrap and William Edward Knight Charity - 4 March 2021	93 - 97
(d)	Leisure & Environment Committee - 16 March 2021	98 - 107
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(f)	Economic Development Committee - 24 March 2021	117 - 125
(g)	General Purposes Committee - 11 March 2021	126 - 128
(h)	Licensing Committee - 11 March 2021	129 - 132
(i)	Shareholder Committee - 23 March 2021	133 - 135

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** broadcast from the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Tuesday, 9 March 2021 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 M Brown, Councillor S Carlton, Councillor M Cope, Councillor Mrs R Crowe, Councillor D Cumberlidge, Councillor Mrs L Dales, Councillor Mrs G Dawn, Councillor Mrs M Dobson, Councillor K Girling, Councillor L Goff, Councillor P Harris, Councillor Mrs R Holloway, Councillor Mrs L Hurst, Councillor R Jackson, Councillor B Laughton, Councillor J Lee, Councillor D Lloyd, Councillor Mrs S Michael, Councillor N Mison, Councillor N Mitchell, Councillor P Peacock, Councillor Mrs S Saddington, Councillor M Skinner, Councillor I Walker, Councillor K Walker, Councillor R White and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor Mrs I Brown, Councillor T Smith and Councillor T Wendels

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.

114 MINUTES FROM THE MEETING HELD ON 9 FEBRUARY 2021

AGREED that the minutes of the meeting held on 9 February 2021 be approved as a correct record and signed by the Chairman.

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

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

116 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

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

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

The Chief Executive informed the Council that written confirmation had been received from the Minister for Regional Growth and Local Government in respect of the successful bid for up to £25m for the Newark Towns Deal. He thanked colleagues and partners who had been instrumental in putting together the funding bid.

118 REVENUE BUDGET AND COUNCIL TAX SETTING 2021/22

The Council considered the report of the Leader of the Council relating to the Revenue Budget and Council Tax Setting for 2021/22.

The report indicated that, in setting the level of Council Tax for 2021/2022, it was necessary to consider the requirements of the Council Tax Collection Fund for 2021/2022. This incorporated the District Council’s Council Tax Requirement, Parish Council Precepts and the Council Tax requirements of Nottinghamshire County Council, the Nottinghamshire Police & Crime Commissioner and the Nottinghamshire Fire & Rescue Service.

The Policy & Finance Committee, at its meeting held on 22 February 2021, recommended that the District Council's Council Tax Requirement for 2021/2022, excluding Parish Council precepts, should be £15,917,480.00 as detailed in the Council's Budget Book for 2021/2022. As part of the budget process, the views of the operational committees had been taken into account along with views of the Commercial Ratepayers through the statutory consultation.

It was reported that all Parish Council precepts had been received. Parish precepts totalled £3,237,196.84. Consequently the total Council Tax Requirement for the District Council was £19,154,676.84.

Nottinghamshire County Council had set a precept on Newark & Sherwood District Council’s Collection fund for 2021/2022 of £63,237,241.00. The Nottinghamshire Police & Crime Commissioner had set a precept on Newark & Sherwood District Council's Collection fund for 2021/2022 of £9,770,900.73, and the Nottingham and Nottinghamshire Fire & Rescue Service had proposed a precept on Newark & Sherwood District Council’s Collection fund for 2021/2022 of £3,318,170.03.

AGREED (unanimously) that the recommendations as set out in the report and attached as Appendix A to these minutes be approved.

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

Councillor	Vote
Mrs Kathleen Arnold	For
Roger Blaney	For
Louis Brailsford	For
Lee Brazier	For
Malcolm Brock	For
Mrs Betty Brooks	For
Michael Brown	For
Scott Carlton	For
Max Cope	For
Mrs Rita Crowe	For
Robert Crowe	For
Donna Cumberlidge	For
Mrs Linda Dales	For
Mrs Gill Dawn	For

Mrs Maureen Dobson	For
Keith Girling	For
Laurence Goff	For
Peter Harris	For
Mrs Rhona Holloway	For
Mrs Lydia Hurst	For
Roger Jackson	For
Bruce Laughton	For
Johno Lee	For
David Lloyd	For
Mrs Sylvia Michael	For
Neill Mison	For
Neal Mitchell	For
Paul Peacock	For
Mrs Penny Rainbow	For
Mrs Sue Saddington	For
Mathew Skinner	For
Ivor Walker	For
Keith Walker	For
Miss Ronnie White	For
Mrs Yvonne Woodhead	For

119 2021/22 TO 2024/25 MEDIUM TERM FINANCIAL PLAN

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which sought approval for the Council’s Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2021 and 31 March 2025 (2021/22 to 2024/25). A copy of the Plan was attached as an Appendix to the report. The MTFP aimed to provide both Members and officers with a clear financial framework for delivering the Council’s Community Plan objectives over the next four years. Updating the MTFP was an essential pre-requisite to the annual budget setting for future years.

The MTFP showed that the Council was able to set a balanced budget for 2021/22, whilst being able to contribute funds to reserves in order to mitigate future anticipated shortfalls in funding. The Council would need to continually consider how best to manage demand for its services, as well as monitoring and reviewing how best to deliver services.

AGREED (unanimously) that the Medium Term Financial Plan (MTFP) for 2021/22 to 2024/25 be approved.

120 CAPITAL PROGRAMME 2021/22 TO 2024/25

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which set out the proposed Capital Programme for the period 2021/22 to 2024/25. Following the Policy & Finance Committee’s consideration of the Capital Programme at its meeting on 22 February 2021 and in accordance with Financial Regulation 6.2.3, the final programme was recommended

to Council for approval. Attached as Appendix 1 to the report was the report submitted to Policy & Finance Committee held on 22 February 2021 which detailed the resources available, the Council's existing committed programme and the priority schemes identified.

The Capital Programme for 2021/22 to 2024/25 proposed investment of £116.534m over the 4 year programme, including Housing Services £56.895m (made up of Property Investment and the New Build Programme) and General Fund £59.639m (made up of various general fund projects). The expenditure was financed by a combination of Government Grants, Third Party Contributions, Capital Receipts, Revenue Support (through the HRA Major Repairs Reserve, General Fund reserves) and borrowing.

AGREED (unanimously) that:

- (a) the General Fund schemes shown in Appendix A and the Housing Services Programme shown in Appendix B be approved as committed expenditure in the Capital Programme;
- (b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;
- (c) in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2021/22 to 2024/25 be financed to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation; and
- (d) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to the Policy & Finance Committee for consideration.

121 CAPITAL STRATEGY 2021/22

The Council considered the report of the Deputy Chief Executive / Director - Resources and Section 151 Officer which sought approval for the Capital Strategy 2021/22 which incorporated the Minimum Revenue Provision Policy and Capital Prudential Indicators. The Strategy had been updated in accordance with the latest guidance.

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

AGREED (with 34 votes for and 1 against) that:

- (a) the Capital Strategy for 2021/22 be approved;

- (b) the Capital Prudential Indicators and Limits for 2021/22, contained within Appendix A to the report, be approved;
- (c) the Minimum Revenue Provision (MRP) Policy Statement as contained within Appendix C to the report, which sets out the Council's policy on MRP, be approved; and
- (d) the Flexible Use of Capital Receipts Strategy as contained within Appendix D to the report, be approved.

122 TREASURY MANAGEMENT STRATEGY STATEMENT 2021/22

The Council considered the report of the Deputy Chief Executive / Director - Resources and Section 151 Officer which sought approval for the Treasury Management Strategy Statement for 2021/22. This Statement incorporated the Borrowing Strategy, Investment Strategy and Treasury Prudential Indicators updated in accordance with the latest guidance. The Statement was attached as Appendix A to the report.

AGREED (with 34 votes for and 1 against) that:

- (a) the Treasury Management Strategy 2021/22, incorporating the Borrowing Strategy and the Annual Investment Strategy be approved;
- (b) the Treasury Prudential Indicators and Limits be approved; and
- (c) the Authorised Limit Treasury Prudential Indicator be approved.

123 INVESTMENT STRATEGY 2021/22

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which sought approval for the Investment Strategy for 2021/22. This Investment Strategy met the requirements of statutory guidance issued by the Ministry of Housing, Communities and Local Government (MHCLG) Investment Guidance in January 2018. The definition of an investment covered all of the financial assets of the Council, as well as the other non-financial assets that the organisation holds, primarily or partially to generate a profit including investment property portfolios. The Strategy therefore, may include investments that were not managed as part of normal treasury management processes or under treasury management delegations. A copy of the Investment Strategy was attached as Appendix A to the report.

AGREED (unanimously) that:

- (a) the Investment Strategy 2021/22 be approved; and
- (b) the Investment Prudential Indicators and Limits be approved.

124 PAY POLICY STATEMENT 2021/22

The Council considered the report of the Director – Governance & Organisational Development which sought approval of the Pay Policy Statement for 2021/22. In accordance with Section 38(1) of the Localism Act 2011, the Council was required to produce a Pay Policy Statement for each financial year. The Pay Policy Statement set out the authority’s policies for the financial year relating to:

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

The report summarised the minimal changes to the Statement and it was noted that given the Trade Unions had yet to present a pay claim for 2021/22, the document showed pay scales as of April 2020.

The Policy & Finance Committee, at their meeting held on 22 February 2021, recommended the Pay Policy Statement to the Council for adoption.

AGREED (unanimously) that the Pay Policy Statement 2021/22 be approved.

125 MEMBERS ALLOWANCES - REPORT OF THE INDEPENDENT REMUNERATION PANEL

The Council considered the report of the Chief Executive which informed the Council of the report and recommendations of the Members Independent Remuneration Panel. A copy of the Panel’s report was attached as Appendix A. In accordance with the Local Authorities (Members’ Allowances) (England) Regulations, a Panel was convened to review the current Scheme of Members Allowances, which was last approved by the Council on 6 February 2016, following the previous Panel report.

The Councillors’ Commission considered the Independent Review Panel report at their meeting held on 25 February 2021, and were minded to recommend Council to approve the proposed new Scheme of Members Allowances as set out in the Panel report, but recognising that the Council may consider that it may not be appropriate to implement at the current time. The Commission also wished to consider further the report findings in respect of the Planning Committee, but this would not impact on any implementation.

AGREED (with 34 votes for and 1 against) that:

- (a) the Council thank the Independent Remuneration Panel for their report;
- (b) the recommendations of the Independent Remuneration Panel be approved in full; and
- (c) the changes recommended by the Panel to the Members Allowances

Scheme are not implemented at the current time given the ongoing pandemic, the constraints on public sector pay and the current review of the Council's governance arrangements.

126 APPOINTMENT OF AN INDEPENDENT MEMBER TO THE AUDIT & ACCOUNTS COMMITTEE

The Council considered the report of the Director – Resources / Deputy Chief Executive and Section 151 Officer which sought approval to appoint an Independent Member, on a non-voting basis onto the Audit & Accounts Committee.

At their meeting held on 3 February 2021, the Audit & Accounts Committee considered a report concerning co-opting an Independent, non-voting Member onto the Committee. The report detailed recommendations from the Sir Tony Redmond review on the arrangements in place to support the transparency and quality of local authority financial reporting.

The Audit & Accounts Committee unanimously agreed in recommending to Full Council to co-opt an Independent Member onto the committee. The proposed role profile for the Independent Member was attached at Appendix B of the report.

AGREED (unanimously) that:

- (a) the Council approve the creation of a Co-opted Independent member on a non-voting basis onto the Audit & Accounts Committee; and
- (b) the process for selecting and recommending an appropriate candidate be delegated to the Business Manager – Financial Services in consultation with the Chairman of the Audit & Accounts Committee, and that a report is brought back to the Council to approve the appointment of the recommended candidate.

127 MINUTES FOR NOTING

127a POLICY AND FINANCE COMMITTEE - 22 FEBRUARY 2021

127b PLANNING COMMITTEE - 2 FEBRUARY 2021

127c AUDIT AND ACCOUNTS COMMITTEE - 3 FEBRUARY 2021

127d COUNCILLORS COMMISSION - 25 FEBRUARY 2021

Meeting closed at 7.27 pm.

Chairman

Full Council Minutes from the meeting held on 9 March 2021**MINUTE NO. 118 - REVENUE BUDGET AND COUNCIL TAX SETTING 2021/2022**

AGREED (unanimously) that:

1. the revenue estimates for 2021/2022 and schedule of fees and charges, as submitted in the Council's Budget book be approved;
2. it be noted that the following amounts have been determined for the year 2021/2022 in accordance with regulations made under Section 31(B) of the Local Government Finance Act 1992:-
 - (a) 40,002.05 being the amount calculated by the Council in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year;
 - (b) £43,566,848 being the net business rate yield after transitional arrangements and rate retention;
 - (c) Part of the Council's Area

	PARISH	TOTAL LOCAL TAX BASE
1	Alverton	25.53
2	Averham	112.11
3	Balderton	3,066.71
4	Barnby in the Willows	103.33
5	Bathley	118.71
6	Besthorpe	78.65
7	Bilsthorpe	927.84
8	Bleasby	378.40
9	Blidworth	1,105.78
10	Bulcote	141.84
11	Carlton-on-Trent	94.56
12	Caunton	207.63
13	Caythorpe	141.95
14	Clipstone	1,571.42
15	Coddington	560.90
16	Collingham	1,185.59
17	Cotham	41.62
18	Cromwell	104.95
19	Eakring	190.01
20	East Stoke	60.30
21	Edingley	190.44
22	Edwinstowe	1,746.30

	PARISH	TOTAL LOCAL TAX BASE
23	Egmanton	133.24
24	Elston	288.44
25	Epperstone	278.33
26	Farndon	823.06
27	Farnsfield	1,337.66
28	Fiskerton-cum-Morton	424.41
29	Girton and Meering	53.98
30	Gonalston	51.49
31	Grassthorpe	27.81
32	Gunthorpe	314.19
33	Halam	194.87
34	Halloughton	41.06
35	Harby	119.91
36	Hawton	31.41
37	Hockerton	93.67
38	Holme	39.23
39	Hoveringham	171.36
40	Kelham	87.58
41	Kersall	22.47
42	Kilvington	13.07
43	Kirklington	169.24
44	Kirton	116.99
45	Kneesall	90.74
46	Langford	40.65
47	Laxton & Moorhouse	115.13
48	Lowdham	1,009.94
49	Lyndhurst	7.22
50	Maplebeck	46.63
51	Meering	-
52	Newark	8,612.47
53	North Clifton	72.42
54	North Muskham	412.11
55	Norwell	215.47
56	Ollerton and Boughton	2,883.72
57	Ompton	22.39
58	Ossington	40.64
59	Oxton	272.72
60	Perlethorpe-cum-Budby	72.27
61	Rainworth	1,895.54
62	Rolleston	161.28
63	Rufford	234.42
64	South Clifton	125.37
65	South Muskham	197.16
66	South Scarle	90.83
67	Southwell	2,924.96
68	Spalford	35.49
69	Staunton	29.62

	PARISH	TOTAL LOCAL TAX BASE
70	Staythorpe	40.38
71	Sutton-on-Trent	521.32
72	Syerston	90.92
73	Thorney	93.53
74	Thorpe	31.64
75	Thurgarton	235.03
76	Upton	192.49
77	Walesby	432.82
78	Wellow	188.22
79	Weston	139.97
80	Wigsley	47.53
81	Winkburn	35.47
82	Winthorpe	281.09
83	Fernwood	954.28
84	Kings Clipstone	122.13
	Total Rounded	40,002.05

PARISHES GROUPED FOR PRECEPT PURPOSES

	Averham, Kelham, Staythorpe	240.07
	Kneesall, Kersall, Ompton	135.60
	Winthorpe, Langford	321.74
	East Stoke, Thorpe	91.94

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

3. that the following amounts be now calculated by the Council for the year 2021/2022 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
- (a) £47,972,920.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) to (4) of the Act;
 - (b) £32,055,440.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act;
 - (c) £15,917,480.00 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax requirement for the year;

- (d) £9,870,600.00 being the amount of Government Grants (£2,304,790) and net retained Business Rates (£7,565,810) which the Council estimates will be payable for the year into its general fund;
- (e) £411,640.00 being the amount which the Council has estimated in accordance with regulations issued under Section 97(3) of the Local Government Finance Act 1988 as its proportion of the surplus on the Council Tax Collection Fund;
- (f) £1,646,500.00 being the amount that the Council has determined to contribute to usable reserves;
- (g) £7,281,740.00 being the amount at 3(c) above less the amount at 3(d) above less the amount at 3(e) above plus the amount at 3(f) above calculated by the Council as its' net Council Tax requirement for the year.
- (h) £182.03 being the amount at 3(g) divided by the amount at 2(a), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- (i) £3,237,196.84 being the aggregate amount of all special items referred to in Section 34(1) of the Act, the Council resolves there being no other special items;
- (j) £262.96 being the amount at 3(g) above plus the amount at 3(i) above divided by the amount at 2(a) above calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;
- (k)

	PARISH	BASIC TAX (£)
1	Alverton	182.03
2	Averham	*
3	Balderton	285.91
4	Barnby in the Willows	217.16
5	Bathley	194.83
6	Besthorpe	274.74
7	Bilsthorpe	258.37
8	Bleasby	229.49
9	Blidworth	252.03
10	Bulcote	231.38
11	Carlton-on-Trent	217.30
12	Caunton	211.51
13	Caythorpe	210.21
14	Clipstone	

	PARISH	BASIC TAX (£)
15	Coddington	210.07
16	Collingham	219.16
17	Cotham	182.03
18	Cromwell	192.03
19	Eakring	205.28
20	East Stoke	****
21	Edingley	238.74
22	Edwinstowe	263.34
23	Egmanton	200.79
24	Elston	275.64
25	Epperstone	237.78
26	Farndon	250.09
27	Farnsfield	245.42
28	Fiskerton-cum-Morton	201.23
29	Girton and Meering	204.30
30	Gonalston	182.03
31	Grassthorpe	182.03
32	Gunthorpe	246.27
33	Halam	202.56
34	Halloughton	184.47
35	Harby	227.06
36	Hawton	221.83
37	Hockerton	219.40
38	Holme	182.03
39	Hoveringham	258.49
40	Kelham	*
41	Kersall	**
42	Kilvington	182.03
43	Kirklington	219.85
44	Kirton	233.32
45	Kneesall	**
46	Langford	***
47	Laxton & Moorhouse	221.98
48	Lowdham	259.62
49	Lyndhurst	182.03
50	Maplebeck	182.03
51	Meering	182.03
52	Newark	297.33
53	North Clifton	206.71
54	North Muskham	224.56
55	Norwell	221.01
56	Ollerton and Boughton	333.13
57	Ompton	**
58	Ossington	182.03
59	Oxton	236.85
60	Perlethorpe-cum-Budby	206.94

	PARISH	BASIC TAX (£)
61	Rainworth	215.99
62	Rolleston	223.88
63	Rufford	199.09
64	South Clifton	201.97
65	South Muskham	248.29
66	South Scarle	235.98
67	Southwell	264.96
68	Spalford	182.03
69	Staunton	182.03
70	Staythorpe	*
71	Sutton-on-Trent	230.79
72	Syerston	188.08
73	Thorney	207.69
74	Thorpe	****
75	Thurgarton	226.68
76	Upton	222.58
77	Walesby	275.14
78	Wellow	213.72
79	Weston	212.97
80	Wigsley	182.03
81	Winkburn	182.03
82	Winthorpe	***
83	Fernwood	257.08
84	Kings Clipstone	259.82

PARISHES GROUPED FOR PRECEPT PURPOSES

	Parish	Basic Tax (£)
*	Averham, Kelham, Staythorpe	196.90
**	Kneesall, Kersall, Ompton	198.52
***	Winthorpe, Langford	208.66
****	East Stoke, Thorpe	214.66

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

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

Part of the Council's area, being the Parishes of:-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
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		£	£	£	£	£	£	£	£
1	Alverton	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
2	Averham	*	*	*	*	*	*	*	*
3	Balderton	190.61	222.37	254.14	285.91	349.45	412.98	476.52	571.82
4	Barnby in the Willows	144.77	168.90	193.03	217.16	265.42	313.68	361.93	434.32
5	Bathley	129.89	151.53	173.18	194.83	238.13	281.42	324.72	389.66
6	Besthorpe	183.16	213.69	244.21	274.74	335.79	396.85	457.90	549.48
7	Bilsthorpe	172.25	200.95	229.66	258.37	315.79	373.20	430.62	516.74
8	Bleasby	152.99	178.49	203.99	229.49	280.49	331.49	382.48	458.98
9	Blidworth	168.02	196.02	224.03	252.03	308.04	364.04	420.05	504.06
10	Bulcote	154.25	179.96	205.67	231.38	282.8	334.22	385.63	462.76
11	Carlton-on-Trent	144.87	169.01	193.16	217.30	265.59	313.88	362.17	434.60
12	Caunton	141.01	164.51	188.01	211.51	258.51	305.51	352.52	423.02
13	Caythorpe	140.14	163.50	186.85	210.21	256.92	303.64	350.35	420.42
14	Clipstone	187.67	218.95	250.23	281.51	344.07	406.63	469.18	563.02
15	Coddington	140.05	163.39	186.73	210.07	256.75	303.43	350.12	420.14
16	Collingham	146.11	170.46	194.81	219.16	267.86	316.56	365.27	438.32
17	Cotham	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
18	Cromwell	128.02	149.36	170.69	192.03	234.70	277.38	320.05	384.06
19	Eakring	136.85	159.66	182.47	205.28	250.90	296.52	342.13	410.56
20	East Stoke	****	****	****	****	****	****	****	****
21	Edingley	159.16	185.69	212.21	238.74	291.79	344.85	397.90	477.48
22	Edwinstowe	175.56	204.82	234.08	263.34	321.86	380.38	438.90	526.68
23	Egmanton	133.86	156.17	178.48	200.79	245.41	290.03	334.65	401.58
24	Elston	183.76	214.39	245.01	275.64	336.89	398.15	459.40	551.28
25	Epperstone	158.52	184.94	211.36	237.78	290.62	343.46	396.30	475.56
26	Farndon	166.73	194.51	222.30	250.09	305.67	361.24	416.82	500.18
27	Farnsfield	163.61	190.88	218.15	245.42	299.96	354.50	409.03	490.84
28	Fiskerton-cum-Morton	134.15	156.51	178.87	201.23	245.95	290.67	335.38	402.46
29	Girton	136.20	158.90	181.60	204.30	249.70	295.10	340.50	408.60
30	Gonalston	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
31	Grassthorpe	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
32	Gunthorpe	164.18	191.54	218.91	246.27	301.00	355.72	410.45	492.54
33	Halam	135.04	157.55	180.05	202.56	247.57	292.59	337.60	405.12
34	Halloughton	122.98	143.48	163.97	184.47	225.46	266.46	307.45	368.94
35	Harby	151.37	176.60	201.83	227.06	277.52	327.98	378.43	454.12
36	Hawton	147.89	172.53	197.18	221.83	271.23	320.49	369.78	443.66

37	Hockerton	146.27	170.64	195.02	219.40	268.16	316.91	365.67	438.80
38	Holme	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
39	Hoveringham	172.33	201.05	229.77	258.49	315.93	373.37	430.82	516.98
40	Kelham	*	*	*	*	*	*	*	*
41	Kersall	**	**	**	**	**	**	**	**
42	Kilvington	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
43	Kirklington	146.57	170.99	195.42	219.85	268.71	317.56	366.42	439.70
44	Kirton	155.55	181.47	207.40	233.32	285.17	337.02	388.87	466.64
45	Kneesall	**	**	**	**	**	**	**	**
46	Langford	***	***	***	***	***	***	***	***
47	Laxton & Moorhouse	147.99	172.65	197.32	221.98	271.31	320.64	369.97	443.96
48	Lowdham	173.08	201.93	230.77	259.62	317.31	375.01	432.70	519.24
49	Lyndhurst	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
50	Maplebeck	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
51	Meering	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
52	Newark	198.22	231.26	264.29	297.33	363.40	429.48	495.55	594.66
53	North Clifton	137.81	160.77	183.74	206.71	252.65	298.58	344.52	413.42
54	North Muskham	149.71	174.66	199.61	224.56	274.46	324.36	374.27	449.12
55	Norwell	147.34	171.90	196.45	221.01	270.12	319.24	368.35	442.02
56	Ollerton and Boughton	222.09	259.10	296.12	333.13	407.16	481.19	555.22	666.26
57	Ompton	**	**	**	**	**	**	**	**
58	Ossington	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
59	Oxton	157.90	184.22	210.53	236.85	289.48	342.12	394.75	473.70
60	Perlethorpe-cum-Budby	137.96	160.95	183.95	206.94	252.93	298.91	344.90	413.88
61	Rainworth	143.99	167.99	191.99	215.99	263.99	311.99	359.98	431.98
62	Rolleston	149.25	174.13	199.00	223.88	273.63	323.38	373.13	447.76
63	Rufford	132.73	154.85	176.97	199.09	243.33	287.57	331.82	398.18
64	South Clifton	134.65	157.09	179.53	201.97	246.85	291.73	336.62	403.94
65	South Muskham	165.53	193.11	220.70	248.29	303.47	358.64	413.82	496.58
66	South Scarle	157.32	183.54	209.76	235.98	288.42	340.86	393.30	471.96
67	Southwell	176.64	206.08	235.52	264.96	323.84	382.72	441.60	529.92
68	Spalford	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
69	Staunton	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
70	Staythorpe	*	*	*	*	*	*	*	*
71	Sutton-on-Trent	153.86	179.50	205.15	230.79	282.08	333.36	384.65	461.58
72	Syerston	125.39	146.28	167.18	188.08	229.88	271.67	313.47	376.16
73	Thorney	138.46	161.54	184.61	207.69	253.84	300.00	346.15	415.38
74	Thorpe	****	****	****	****	****	****	****	****
75	Thurgarton	151.12	176.31	201.49	226.68	277.05	327.43	377.80	453.36
76	Upton	148.39	173.12	197.85	222.58	272.04	321.50	370.97	445.16
77	Walesby	183.43	214.00	244.57	275.14	336.44	398.19	458.19	550.28

78	Wellow	142.48	166.23	189.97	213.72	261.21	308.71	356.20	427.44
79	Weston	141.98	165.64	189.31	212.97	260.30	307.62	354.95	425.94
80	Wigsley	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
81	Winkburn	121.35	141.58	161.80	182.03	222.48	262.93	303.38	364.06
82	Winthorpe	***	***	***	***	***	***	***	***
83	Fernwood	171.39	199.95	228.52	257.08	314.21	371.34	428.47	514.16
84	Kings Clipstone	173.21	202.08	230.95	259.82	317.56	375.30	433.03	519.64

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	131.27	153.14	175.02	196.90	240.66	284.41	328.17	393.80
**	Kneesall, Kersall, Ompton	132.35	154.40	176.46	198.52	242.64	286.75	330.87	397.04
***	Winthorpe, Langford	139.11	162.29	185.48	208.66	255.03	301.40	347.77	417.32
*** *	East Stoke, Thorpe	143.11	166.96	190.81	214.66	262.36	310.06	357.77	429.32

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

4. it be noted for the year 2021/2022 that the Nottinghamshire County Council has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
1,053.90	1,229.55	1,405.20	1,580.85	1,932.15	2,283.45	2,634.75	3,161.70

5. it be noted for the year 2021/2022 that the Nottinghamshire Police and Crime Commissioner has stated the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
162.84	189.98	217.12	244.26	298.54	352.82	407.10	488.52

6. it be noted for the year 2021/2022 that the Nottinghamshire Fire and Rescue Service

has proposed the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below; and

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
55.30	64.52	73.73	82.95	101.38	119.82	138.25	165.90

7. having calculated the aggregate in each case of the amounts at 3(i) and 4, 5 and 6 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amount of Council Tax for the year 2021/2022 for each of the categories of dwellings shown on the following pages:

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

		£	£	£	£	£	£	£	£
1	Alverton	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
2	Averham	1,403.31	1,637.19	1,871.07	2,104.96	2,572.73	3,040.50	3,508.27	4,209.92
3	Balderton	1,462.65	1,706.42	1,950.19	2,193.97	2,681.52	3,169.07	3,656.62	4,387.94
4	Barnby in the Willows	1,416.81	1,652.95	1,889.08	2,125.22	2,597.49	3,069.77	3,542.03	4,250.44
5	Bathley	1,401.93	1,635.58	1,869.23	2,102.89	2,570.20	3,037.51	3,504.82	4,205.78
6	Besthorpe	1,455.20	1,697.74	1,940.26	2,182.80	2,667.86	3,152.94	3,638.00	4,365.60
7	Bilsthorpe	1,444.29	1,685.00	1,925.71	2,166.43	2,647.86	3,129.29	3,610.72	4,332.86
8	Bleasby	1,425.03	1,662.54	1,900.04	2,137.55	2,612.56	3,087.58	3,562.58	4,275.10
9	Blidworth	1,440.06	1,680.07	1,920.08	2,160.09	2,640.11	3,120.13	3,600.15	4,320.18
10	Bulcote	1,426.29	1,664.01	1,901.72	2,139.44	2,614.87	3,090.31	3,565.73	4,278.88
11	Carlton-on-Trent	1,416.91	1,653.06	1,889.21	2,125.36	2,597.66	3,069.97	3,542.27	4,250.72
12	Caunton	1,413.05	1,648.56	1,884.06	2,119.57	2,590.58	3,061.60	3,532.62	4,239.14
13	Caythorpe	1,412.18	1,647.55	1,882.90	2,118.27	2,588.99	3,059.73	3,530.45	4,236.54
14	Clipstone	1,459.71	1,703.00	1,946.28	2,189.57	2,676.14	3,162.72	3,649.28	4,379.14
15	Coddington	1,412.09	1,647.44	1,882.78	2,118.13	2,588.82	3,059.52	3,530.22	4,236.26
16	Collingham	1,418.15	1,654.51	1,890.86	2,127.22	2,599.93	3,072.65	3,545.37	4,254.44
17	Cotham	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
18	Cromwell	1,400.06	1,633.41	1,866.74	2,100.09	2,566.77	3,033.47	3,500.15	4,200.18
19	Eakring	1,408.89	1,643.71	1,878.52	2,113.34	2,582.97	3,052.61	3,522.23	4,226.68
20	East Stoke	1,415.15	1,651.01	1,886.86	2,122.72	2,594.43	3,066.15	3,537.87	4,245.44
21	Edingley	1,431.20	1,669.74	1,908.26	2,146.80	2,623.86	3,100.94	3,578.00	4,293.60
22	Edwinstowe	1,447.60	1,688.87	1,930.13	2,171.40	2,653.93	3,136.47	3,619.00	4,342.80
23	Egmanton	1,405.90	1,640.22	1,874.53	2,108.85	2,577.48	3,046.12	3,514.75	4,217.70
24	Elston	1,455.80	1,698.44	1,941.06	2,183.70	2,668.96	3,154.24	3,639.50	4,367.40
25	Epperstone	1,430.56	1,668.99	1,907.41	2,145.84	2,622.69	3,099.55	3,576.40	4,291.68
26	Farndon	1,438.77	1,678.56	1,918.35	2,158.15	2,637.74	3,117.33	3,596.92	4,316.30
27	Farnsfield	1,435.65	1,674.93	1,914.20	2,153.48	2,632.95	3,110.59	3,589.13	4,306.96

28	Fiskerton-cum-Morton	1,406.19	1,640.56	1,874.92	2,109.29	2,578.02	3,046.76	3,515.48	4,218.58
29	Girton	1,408.24	1,642.95	1,877.65	2,112.36	2,581.77	3,051.19	3,520.60	4,224.72
30	Gonalston	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
31	Grassthorne	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
32	Gunthorpe	1,436.22	1,675.59	1,914.96	2,154.33	2,633.07	3,111.81	3,590.55	4,308.66
33	Halam	1,407.08	1,641.60	1,876.10	2,110.62	2,579.64	3,048.68	3,517.70	4,221.24
34	Halloughton	1,395.02	1,627.53	1,860.02	2,092.53	2,557.53	3,022.55	3,487.55	4,185.06
35	Harby	1,423.41	1,660.65	1,897.88	2,135.12	2,609.59	3,084.07	3,558.53	4,270.24
36	Hawton	1,419.93	1,656.58	1,893.23	2,129.89	2,603.20	3,076.51	3,549.82	4,259.78
37	Hockerton	1,418.31	1,654.69	1,891.07	2,127.46	2,600.23	3,073.00	3,545.77	4,254.92
38	Holme	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
39	Hoveringham	1,444.37	1,685.10	1,925.82	2,166.55	2,648.00	3,129.46	3,610.92	4,333.10
40	Kelham	1,403.31	1,637.19	1,871.07	2,104.96	2,572.73	3,040.50	3,508.27	4,209.92
41	Kersall	1,404.39	1,638.45	1,872.51	2,106.58	2,574.71	3,042.84	3,510.97	4,213.16
42	Kilvington	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
43	Kirklington	1,418.61	1,655.04	1,891.47	2,127.91	2,600.78	3,073.65	3,546.52	4,255.82
44	Kirton	1,427.59	1,665.52	1,903.45	2,141.38	2,617.24	3,093.11	3,568.97	4,282.76
45	Kneesall	1,404.39	1,638.45	1,872.51	2,106.58	2,574.71	3,042.84	3,510.97	4,213.16
46	Langford	1,411.15	1,646.34	1,881.53	2,116.72	2,587.10	3,057.49	3,527.87	4,233.44
47	Laxton & Moorhouse	1,420.03	1,656.70	1,893.37	2,130.04	2,603.38	3,076.73	3,550.07	4,260.08
48	Lowdham	1,445.12	1,685.98	1,926.82	2,167.68	2,649.38	3,131.10	3,612.80	4,335.36
49	Lyndhurst	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
50	Maplebeck	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
51	Meering	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
52	Newark	1,470.26	1,715.31	1,960.34	2,205.39	2,695.47	3,185.57	3,675.65	4,410.78
53	North Clifton	1,409.85	1,644.82	1,879.79	2,114.77	2,584.72	3,054.67	3,524.62	4,229.54
54	North Muskham	1,421.75	1,658.71	1,895.66	2,132.62	2,606.53	3,080.45	3,554.37	4,265.24
55	Norwell	1,419.38	1,655.95	1,892.50	2,129.07	2,602.19	3,075.33	3,548.45	4,258.14
56	Ollerton and Boughton	1,494.13	1,743.15	1,992.17	2,241.19	2,739.23	3,237.28	3,735.32	4,482.38
57	Ompton	1,404.39	1,638.45	1,872.51	2,106.58	2,574.71	3,042.84	3,510.97	4,213.16
58	Ossington	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
59	Oxton	1,429.94	1,668.27	1,906.58	2,144.91	2,621.55	3,098.21	3,574.85	4,289.82
60	Perlethorpe-cum-Budby	1,410.00	1,645.00	1,880.00	2,115.00	2,585.00	3,055.00	3,525.00	4,230.00
61	Rainworth	1,416.03	1,652.04	1,888.04	2,124.05	2,596.06	3,068.08	3,540.08	4,248.10
62	Rolleston	1,421.29	1,658.18	1,895.05	2,131.94	2,605.70	3,079.47	3,553.23	4,263.88
63	Rufford	1,404.77	1,638.90	1,873.02	2,107.15	2,575.40	3,043.66	3,511.92	4,214.30
64	South Clifton	1,406.69	1,641.14	1,875.58	2,110.03	2,578.92	3,047.82	3,516.72	4,220.06
65	South Muskham	1,437.57	1,677.16	1,916.75	2,156.35	2,635.54	3,114.73	3,593.92	4,312.70
66	South Scarle	1,429.36	1,667.59	1,905.81	2,144.04	2,620.49	3,096.95	3,573.40	4,288.08
67	Southwell	1,448.68	1,690.13	1,931.57	2,173.02	2,655.91	3,138.81	3,621.70	4,346.04
68	Spalford	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
69	Staunton	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
70	Staythorpe	1,403.31	1,637.19	1,871.07	2,104.96	2,572.73	3,040.50	3,508.27	4,209.92
71	Sutton-on-Trent	1,425.90	1,663.55	1,901.20	2,138.85	2,614.45	3,089.45	3,564.75	4,277.70

72	Syerston	1,397.43	1,630.33	1,863.23	2,096.14	2,561.95	3,027.76	3,493.57	4,192.28
73	Thorney	1,410.50	1,645.59	1,880.66	2,115.75	2,585.91	3,056.09	3,526.25	4,231.50
74	Thorpe	1,415.15	1,651.01	1,886.86	2,122.72	2,594.43	3,066.15	3,537.87	4,245.44
75	Thurgarton	1,423.16	1,660.36	1,897.54	2,134.74	2,609.12	3,083.52	3,557.90	4,269.48
76	Upton	1,420.43	1,657.17	1,893.90	2,130.64	2,604.11	3,077.59	3,551.07	4,261.28
77	Walesby	1,455.47	1,698.05	1,940.62	2,183.20	2,668.35	3,153.51	3,638.67	4,366.40
78	Wellow	1,414.52	1,650.28	1,886.02	2,121.78	2,593.28	3,064.80	3,536.30	4,243.56
79	Weston	1,414.02	1,649.69	1,885.36	2,121.03	2,592.37	3,063.71	3,535.05	4,242.06
80	Wigsley	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
81	Winkburn	1,393.39	1,625.63	1,857.85	2,090.09	2,554.55	3,019.02	3,483.48	4,180.18
82	Winthorpe	1,411.15	1,646.34	1,881.53	2,116.72	2,587.10	3,057.49	3,527.87	4,233.44
83	Fernwood	1,443.43	1,684.00	1,924.57	2,165.14	2,646.28	3,127.43	3,608.57	4,330.28
84	Kings Clipstone	1,445.25	1,686.13	1,927.00	2,167.88	2,649.63	3,131.39	3,613.13	4,335.76

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	1,403.31	1,637.19	1,871.07	2,104.96	2,572.73	3,040.50	3,508.27	4,209.92
**	Kneesall, Kersall, Ompton	1,404.39	1,638.45	1,872.51	2,106.58	2,574.71	3,042.84	3,510.97	4,213.16
***	Winthorpe, Langford	1,411.15	1,646.34	1,881.53	2,116.72	2,587.10	3,057.49	3,527.87	4,233.44
*** *	East Stoke, Thorpe	1,415.15	1,651.01	1,886.86	2,122.72	2,594.43	3,066.15	3,537.87	4,245.44

8. determine that the Council's basic amount of council tax for 2021/22 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and that the referendum provisions in Chapter 4ZA do not apply for 2021/22. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2021/22 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

ANNUAL COUNCIL MEETING

4 MAY 2021

DEFERRING CONSIDERATION OF THE POLITICAL COMPOSITION OF THE COUNCIL AND THE APPOINTMENTS FOR 2021/22

1.0 Purpose of Report

1.1 To note the current position in respect of the political composition of the Council, the latest position in respect of holding remote meetings and to effectively defer the annual meeting business until the next scheduled Council Meeting to be held on 13 July 2021.

2.0 Background Information

Political Composition of the Council and Annual Appointments

2.1 As Members will be aware, there are currently two vacancies on the Council (Bridge Ward and Boughton Ward) following the resignations of Cllrs Brendan Clarke-Smith and Gill Dawn.

2.2 The by-election to fill the Boughton Ward vacancy is to be held on Thursday 6 May 2021. Given the vacancy for the Bridge Ward has only just arisen, it was not possible to hold this on the same date due to the strict election timetables. It is anticipated that this Bridge Ward by-election will therefore be held early in the summer.

2.3 Section 15 of the Local Government and Housing Act 1989 requires the Council to consider the political composition of the Council. The Act, together with Local Government (Committees and Political Groups) Regulations 1990, require local authorities to allocate seats on Committees of a local authority on a proportional basis, in accordance with the number of seats on the Council held by each political group.

2.4 Given the two vacancies on the Council, it is proposed that the recalculation and allocation of seats to political groups be deferred until the next scheduled Council Meeting on 13 July 2021, by which point the two vacancies will both have been filled.

2.5 It is therefore proposed that, aside from the appointment of a new Chairman for 2021/22, that all the other appointments of the Leader, Deputy Leader, and Opposition Spokespersons, memberships on Committees and representation on outside bodies all be deferred until the next scheduled meeting of the Council.

2.6 In practice, the impact of deferring the appointments will mean the Council will have to run with vacancies on the Committees (namely Policy & Finance, Leisure & Environment, and Shareholder) where Councillors Clarke-Smith and Dawn held seats, but this will be for the next committee cycle only.

Remote Meetings

2.6 As Members will be aware, this Annual Meeting of the Council was scheduled to take place on Tuesday 18 May 2021. However, given the uncertainty around the remote meeting

legislation, and following consultation with the Chairman of the Council and the Group Leaders, it was agreed to bring forward to this date.

- 2.7 The ability to hold the Annual Meeting on a remote basis was uncertain, as the current regulations (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England & Wales) Regulations 2020) enabling remote meetings was due to expire on 7 May 2021.
- 2.8 The Government had indicated that these Regulations would not be extended, and had indeed advised local authorities to hold their annual meetings ahead of the 7 May date if possible. There is a current court action aimed at establishing if remote meetings are actually permissible under the provisions of the Local Government Act 1972, however it was uncertain if any ruling would be made ahead of the 7 May date.
- 2.9 It was felt that given the uncertainty of being able to hold the Annual Meeting on 18 May in a remote way, the other option was to hold this in person at Castle House, but this would disenfranchise some Members who would be reluctant or unable to attend. Therefore, the option of bringing forward to this date, and effectively deferring the annual appointments, given the two vacancies on the Council, was considered to be the most preferable way forward.

4.0 RECOMMENDATION that the Council:

- (a) note the current position in respect of remote meetings; and**
- (b) defer the political composition of the Council and annual appointments until the next meeting, scheduled to be held on Tuesday 13 July 2021 and carry forward the existing appointments until that date.**

Background Papers

Nil.

For further information please contact Nigel Hill on 01636 655243.

John Robinson
Chief Executive

ANNUAL COUNCIL MEETING

4 MAY 2021

GOVERNANCE REVIEW – PROPOSALS FOR CHANGE

1.0 Purpose of Report

1.1 To consider proposals and options for taking forward new governance arrangements for the Council following the conclusion of the governance review.

2.0 Background Information

2.1 At its meeting on 25 February 2021, after considering an update report on progress of the Governance Review, the Councillors' Commission requested the Chief Executive to prepare a report to the next meeting of the Commission, with conclusions, options and recommendations for the Council's governance arrangements, having regard to all of the work undertaken as part of the review - including the LGA Peer Challenge reports from 2016 and 2019, learning from the virtual visits made to other comparable local authorities, and feedback received from the Members' workshops held in February.

2.2 A report setting out the case for change, the options and proposals to move to a Leader and Cabinet system of governance is due to be considered by the Councillors' Commission at its meeting on 28 April. A copy of the report submitted to the Commission is appended to this report and marked **Appendix 1**. Details of the conclusions and recommendations from the Commission from its meeting on 28 April will be reported verbally to full Council.

3.0 Proposals

3.1 It is proposed that the Council move to a Leader and Cabinet system of governance, properly shaped and designed to meet the Council's needs and reflective of our local circumstances. It is suggested that a small working party of members be appointed to formulate the details of the new governance model for consideration and approval by full Council at its meeting in December with the new system of working to be implemented with effect from May 2022.

4.0 Equalities Implications

4.1 There are no adverse equalities implications arising from this report.

5.0 Financial Implications

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

6.0 RECOMMENDATIONS that:

- (a) the Council resolve to adopt a Leader and Cabinet style of governance, with implementation to take effect from May 2022; and
- (b) the Council appoint a small working group of Members, tasked with formulating the detail of how the new governance arrangements should operate, with the aim of

reporting back to Full Council on 14 December 2021, for its consideration and approval.

Background Papers

Nil.

For further information please contact John Robinson on Ext 5200.

John Robinson
Chief Executive

COUNCILLORS' COMMISSION

28 APRIL 2021

GOVERNANCE REVIEW – PROPOSALS FOR CHANGE

1.0 Purpose of Report

1.1 To consider proposals and options for taking forward new governance arrangements for the Council following the conclusion of the governance review.

2.0 Background Information

2.1 At its meeting on 25 February, the Commission considered an update report on progress of the Governance Review. The report identified the common themes and issues that came out of the discussions in the three workshop sessions held for all Members during February. These had been well attended and gave Members an opportunity for a discussion around their role, purpose and responsibilities to help inform the direction of travel in relation to the governance review. The report also captured how Members had been involved in different ways with their communities during the pandemic.

2.2 The Commission agreed that the Chief Executive be requested to report to a further meeting of the Commission, no later than the end of April 2021, with conclusions, options and recommendations for the Council's governance arrangements, having regard to the original Peer Challenge report, learning from the virtual visits, and feedback from the Members' workshops.

3.0 Context

Historic Context

3.1 The Council moved to a committee style of governance in May 2013. Before this local authorities, (apart from those with a population of less than 85,000), had been required by the Local Government Act 2000 to operate a leader and cabinet model. However, the Localism Act 2011 gave all local authorities the power to decide for themselves which governance model best suited their local circumstances, including the ability to return to a committee style system. On 8 March 2012, the Council resolved to move to a committee style of governance with effect from May 2013. The reason given was simply expressed as being '*in the interests of local democracy*'. The passing of the resolution then gave a year during which the details of the new committee system were formulated.

3.2 The decision was made to move to a 'hybrid' committee system that separated strategic from operational decision making, with Policy and Finance Committee and three operational committees. Policy and Finance Committee was intended to take all the key strategic decisions, largely mirroring the work of the Cabinet, except that under the committee model it was required to reflect political balance. Over subsequent years, the remits of the committees have been amended and adapted to meet the changing circumstances and strategic objectives of the Council, to an extent

that the original split between strategic and operational decision making has become blurred. This is particularly highlighted by the fact that the Council has in recent years established a number of different service delivery models. It has created wholly owned companies and joint ventures, and keeping a good overview and giving strategic direction to these does not necessarily fit well with the committee system designed in 2012/13.

2016 Corporate Peer Challenge

- 3.3 In 2016 the Council underwent a Corporate Peer Challenge conducted by the Local Government Association (LGA). One of the outcomes from this process was a recommendation that the Council, *“Undertake a review of the impact of your governance arrangements and consider how effective the Council’s political decision-making machinery is”*.
- 3.4 It was a reflection of the Peer Challenge Team that: *“The team heard varied views on the effectiveness of the current and past governance arrangements. Some members really value the inclusivity that the committee system appears to provide. Others question the time, costs and resources involved for both officers and members and voiced concerns about how long it takes to make decisions”*

2019 Governance Review

- 3.5 In 2019, a further review was undertaken at the Council’s request, by the LGA. The LGA’s Peer Review Team produced a detailed report highlighting a number of recommendations for the Council which included taking the opportunity to improve governance. The following are comments taken from the report:

“On the whole the committee approach feels somewhat antiquated compared to other aspects of the Council which have modernised. The management structure of the Council has changed, the Council has moved to modern new offices, and most councillors have adopted a paperless approach: these are all highly positive and the Council should be commended for these improvements. However, the political governance of the Council needs to catch up with these developments, as to an extent the council looks as if it is operating under the pre-Local Government Act 2000 procedures”.

“The organisation needs to decide what to do next and we would urge the Council to champion a more radical approach than tweaking the current arrangements – which are neither a fully functional committee arrangements nor a cabinet system, but appear to have more in common with how councils worked before the introduction of the Local Government Act 2000”.

What makes for effective governance?

- 3.6 The LGA, in its report set out the following as the key ingredients for effective governance:-

- Clarity, transparency and speed of decision-making and policy development processes - including opportunities for non-executive members to inform and influence
- Quality of member-officer relationships and clarity of understanding of respective roles/responsibilities
- Arrangements (process and culture) in place to ensure timely scrutiny, challenge and performance management
- Arrangements for reviewing and refreshing the governance essentials (e.g. constitution, scheme of delegation, procurement, code of conduct, and other operating policies/procedures)
- Leadership development – including member development/support to members in key roles and management training and development
- Staff engagement mechanisms and internal communications

4.0 The Case for Change

Factors to be addressed

4.1 Taking into account all of the review work undertaken, there are a number of factors that are apparent with the Council's current governance arrangements that need to be addressed by any proposals for change:

- Inefficient use of resources and duplication of effort - the same items are often being reported to more than one committee, sometimes to three committees in the same cycle;
- Insufficient decision-making to occupy committee agendas, sometimes leading to an over-reliance on information items. This is compounded by committee decisions being regularly 'subject to' the approval of Policy and Finance Committee;
- Lack of clarity and understanding, on the part of members and officers, about which committee is responsible for which function;
- Limited forward planning of committee business creating an overall impression of officers setting the agenda for committees rather than the councillors for those committees;
- Political and managerial oversight of performance and progress is made more complicated being spread over a number of different committees. As a result, the holding to account for performance and policy development is limited and opportunities for integration between functions and actions can be lost by the absence of a 'single conversation';
- The current arrangements provide few opportunities for members to bring forward ideas and innovation and to feed in their local knowledge to inform policy development and performance review;
- Despite the often cited advantage that the Committee system is more inclusive, regular concerns are expressed by members about a lack of awareness of what decisions are being taken and what is happening across the whole Council and in their own patches. For some members, they feel a need to be present at all meetings in order to feel informed;
- The limited scrutiny that takes place of the Council's own activities also applies in respect of partners. As Community Leaders, elected members have much to offer

by way of holding key partners to account, such as the police, NHS, County Council, Local Enterprise Partnership and Environment Agency.

Improvement Objectives – What are we trying to achieve/create?

- 4.2 A consideration of the above factors has led to the following issues being identified for any new governance arrangements to address:
- Faster political decision-making, with greater clarity and transparency about who is accountable for what;
 - More effective involvement of elected members in policy development and performance review, both in relation to the Councils' activities and that of its partners;
 - More effective political and managerial oversight of how all the various parts of the Council are working together and their impact on the community;
 - More engagement with, and involvement of, key partners in our governance arrangements;
 - More support to enable elected members to maximise their role as community leaders/champions;
 - Less duplication of effort; less wasted resources

5.0 Proposals

- 5.1 It is proposed that a Leader and Cabinet system of governance, properly shaped and designed to the Council's needs and reflective of our local circumstances offers the best solution to address the factors listed in paragraph 3.6, (i.e. the key ingredients for effective governance set out by the LGA). This is particularly so for achieving clarity, transparency and speed of decision making. It also provides a more effective framework to ensure timely scrutiny, challenge and performance management. Currently scrutiny and review sits within the committee remits making it difficult to achieve separation between decision making for services and their review.
- 5.2 The factors that have been identified by the Council as needing to be addressed in any new form of governance, (as listed in paragraph 4.1 above), would also be more readily achieved by a Leader and Cabinet system – which would better deal with the issue of duplication of effort whereby matters currently go to more than one committee for decision, and better facilitate the ability for political and managerial oversight. It is a form of governance that lends itself to speedier and clearer accountability for political decision making, and creates a structure that gives all members a platform to hold decision makers to account.
- 5.3 Many of the objectives for improvement could be addressed with revisions to the existing committee system. However, for the reasons set out above, it is considered that the Leader and Cabinet system is better aligned with the Council's ambition to operate in a modern and streamlined way.
- 5.4 There is a significant amount of work required to formulate and shape the detail of how the Leader and Cabinet model would best work for the Council. Paragraph 4.2 above sets out the factors that need careful consideration when designing the new governance framework to ensure that these are specifically addressed. The size of the

Executive and detailed remits for each portfolio would need to be thought through, to ensure that there is absolute clarity as to responsibility for functions. Consideration needs to be given to whether the remits of the portfolios should be based upon: existing officer directorates; functional areas; or strategic priorities that directly relate to, and are more readily identified by, our communities and residents. In addition, the extent of individual portfolio decision making and when matters are reserved to be decided by Cabinet collectively also needs to be considered.

5.5 As part of the new arrangements the Council will also be required to make provision for oversight of performance and policy review. Arrangements would need to address the issue identified of achieving a separation between decision-making around services and their review, and address the legislative requirements set out later in the report around overview and scrutiny. This committee could also take a wider, more comprehensive role in policy development and performance review. By way of example, the remit of this committee could include: -

- Agreeing an annual programme of policy and performance reviews, linked to the Community Plan;
- Acting as the Council's Crime and Disorder Committee;
- Holding to account Cabinet members for decisions made;
- Agreeing and implement an annual programme of external reviews involving key partners, having regard to concerns and suggestions raised by local members and local residents.

5.6 Through the pandemic, the vital role that local members play in their communities has come to the fore – signposting people to services, linking up local organisations, championing local needs and priorities and holding service providers to account. Under new governance arrangements, this representative role of elected members is something to be enhanced and better supported, for example by linking key officers to geographical areas, providing local information bulletins to update ward councillors on things that are affecting their wards, and providing 'all member' briefings on the progress of major initiatives that are underway or in the pipeline.

5.7 As indicated above, there is a significant amount of detail to be considered in formulating and designing a new form of governance for the Council. It is therefore suggested that a small working party of Members be established to undertake this work and prepare a detailed scheme to be submitted to Council at its meeting in December 2021. This would then allow a further period of almost six months for the necessary work to be undertaken to prepare for the new governance model to be implemented from May 2022. If possible, the Council will seek to 'sense-check' with the Local Government Association as proposals are developed.

5.8 This work would include an extensive rewrite of the constitution, (including reviewing the council procedure rules and other rules and codes), and revisiting the officer scheme of delegation - although there is no reason for the types of decisions delegated to officers to change in a move to a cabinet system. Arrangements in respect of Joint Committees with other authorities would need to be revisited, as well as a decision as to what functions (in addition to those proscribed in regulations) should be reserved

to the full Council. The Council would also need to consider the retention of dedicated Committees for Planning, General Purposes, Audit and Accounts and Standards and the size of those committees. The Council must by law have a Licensing Committee in place to discharge its obligations as the Licensing Authority. Finally, time will need to be allowed to develop a new scheme of remuneration for members and to deliver training on the new arrangements for both Members and officers prior to the implementation date.

- 5.9 Attached to this report, as an appendix, is a document issued by the Centre for Governance and Scrutiny, entitled “Rethinking Council Governance for the ‘20s”. The document has been designed to assist councils when making formal changes to their governance arrangements and provides some useful pointers. It is therefore suggested that any working group established should review this document to assist them when formulating the detail of the new structure.

6.0 Statutory Provisions/Requirements - Procedure to be followed in order to move to a cabinet style of governance

- 6.1 The Local Government Act 2000, (as amended by the Localism Act 2011) (The Act), sets out the statutory provisions that local authorities must follow in determining or changing their governance arrangements.

- 6.2 The Act requires that a local authority must make a formal resolution to make a change in its governance from Committee to an Executive (i.e. Leader and Cabinet) form of arrangements. The Council may not pass another resolution changing its governance arrangements, (i.e. back to a committee system), for five years. The five year period runs from the date of the last resolution taken to change governance arrangements. However, the Council would have the power to vary or amend its executive arrangements, (whilst still providing for the same form of Executive decision making), during this period if it considers it appropriate to do so.

- 6.3 It is my view that the Council, at its meeting in May 2021, can simply resolve that it wishes to move to a Leader and Cabinet style of governance and the broad principles of those arrangements, with the finer detail arrangements being agreed and adopted in December to be implemented as from the May 2022 annual meeting. This will give members time to consider and determine the form of the Leader and Cabinet style of governance they wish to implement and the detail that those arrangements will take.

- 6.4 The legislation does not require the Council to carry out any public consultation on the proposed changes but as soon as practicable after passing such a resolution the Council must:-

- a. Ensure that copies of the document setting out the provisions that are to have effect following the resolution are available at its principal office for inspection by members of the public and
- b. Publish in one or more newspaper circulating in its area, a notice which:-
 - (i) States that the authority has resolved to make a change in its governance arrangements

- (ii) States the date which the change is to have effect
- (iii) Describes the main features of the change
- (iv) States that copies of the document setting out the provisions of the arrangements which are to have effect following the resolution are available at the Authority's principal office for inspection by members of the public and
- (v) Specifies the address of the authority's principal office.

6.5 The legislation gives the Council considerable discretion on how to shape any new Leader and Cabinet executive arrangements to suit its local requirements. However the Act does set out some parameters that must be observed. The Executive must consist of at least two, but no more than ten Members. The Act also sets out the functions that are the responsibility of the full Council, (such as Council Tax and budget setting, determining the Council's Policy Framework, approving the Members Allowances Scheme etc.), and those that can be discharged by the Executive within a Leader and Cabinet Executive system. It allows for the discharge of functions within the responsibility of the Executive by: individual portfolio holders who make up the Executive; by a 'committee' of the Executive, (i.e. Cabinet collectively); by an area committee(s); or by officers of the Council. The Executive Leader must be elected by the Council.

6.6 Whilst any retained committees would be required to reflect the political balance of the Council, there is no such requirement for Cabinet. Meetings and reports of the Council, Cabinet, and any committees would be open to members of the public just as they are under the Committee system in accordance with the Local Government Access to Information provisions.

6.7 Executive arrangements by a local authority must also include provision for one (or more) committees to exercise the role of overview and scrutiny committee. The membership of this committee(s) must reflect the political balance of the Council. As indicated in paragraph 5.5 of the report, it is proposed that this committee take a wider, more comprehensive role in policy development and performance review. However there are legal requirements under the act which stipulate that the committee must have within its remit the power to:

- review or scrutinise decisions made by portfolio holders/Cabinet and also those functions within the remit of Council or any of its other committees,
- make reports or recommendations to the Council or Cabinet with respect to any of the functions which are the responsibility of the Executive and also those functions within the remit of Council or any of its other committees, and
- make reports or recommendations to the Council or Cabinet on matters which affect the authority's area or the inhabitants of that area.

7.0 RECOMMENDATIONS

That Members consider the report and recommend to Full Council at its meeting on 4 May 2021 that:

- a. the Council resolve to adopt a Leader and Cabinet style of governance, with implementation to take effect from May 2022; and**

- b. a small working group of Members, with membership to be determined by Full Council, be established to formulate the detail of how the new governance arrangements should operate, with the aim of reporting back to Full Council on 14 December 2021 for its consideration and approval.**

Background Papers

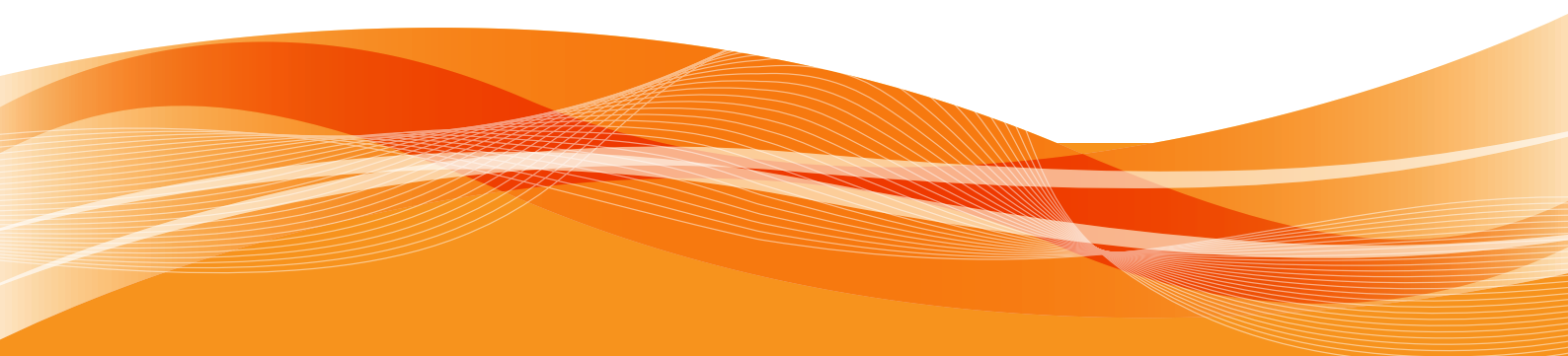
LGA Peer review reports 2016 and 2019

For further information please contact Karen White on Ext 5240.

John Robinson - Chief Executive

Rethinking council governance for the 20s

Learning from councils changing their formal governance option



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This publication was altered in January 2021 to provide more specifics on the timing of the first elections of councils moving to the directly-elected Mayoral model.

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- 5 / Background and context
- 7 / The legal fundamentals
- 13 / The steps to making the change

1. Introduction

This paper is designed to assist councils considering making formal changes to their governance arrangements, using the powers set out in Chapter 4 of the Local Government Act 2000.

Two previous papers have been produced by CfGS to support councils to consider their options on governance change.

- “Musical chairs” (CfGS, 2012);
- “Rethinking governance” (CfGS / LGA, 2014)

Both documents contain useful and important context. This document is intended to update and expand on that context, while restating fundamental principles – based on the direct experiences of councils going through the process since 2011/12. An appendix to this document has been published, which can be accessed at www.cfgs.org.uk/governance-change. The appendix sets out as comprehensive as possible a list of councils which have considered, and/or made, a change in governance in recent years, as well as those councils contemplating change, with links to relevant documents. We intend to keep this document under review, publishing an updated version at least once a year.

This document is designed to be read by councillors, by council officers, and by those involved in campaigns on local governance issues.

2. Background and context

In 2011, much was made of new powers in the Localism Act for councils to be able to “return to” the committee system. For many, councils’ forced transition from the committee system between 1999 and 2001 cast a long shadow, and there was an enthusiasm to re-adopt the committee model of working.

When the powers were brought in, however, they initially seemed a bit of a damp squib. A handful of councils announced their intention to move – experiences which we recounted in our 2013 publication “Musical chairs”. Even a year later in 2014, when we and the LGA produced our “thinking toolkit” entitled “Rethinking governance”, only a handful more councils had decided to make the move.

More recently, however, a larger number of councils have decided to go down this road. There could be a number of reasons for this. The local government landscape in the second half of the last decade was politically febrile, with more councils under no overall control and more being regularly contestable (ie, changing hands between parties regularly). Under these circumstances it seems to be the case that leader-cabinet councils look less attractive to some, and the promises made of the more “consensual” committee system model appear a better fit.

We don’t believe, however, that any one governance model is intrinsically better than any other. Any of the prevailing models – Mayoral, committee, leader/cabinet or a hybrid form – can be made to work. Structures are important, and can influence and inform behaviour. But culture – how people are predisposed to behave and think, depending on their roles – is arguably more critical. Without the right attitudes, values and behaviours being in place, a system which looks exceptional on paper could be found wanting in practice. Equally, a governance system which might be robust and effective in one council could be inadequate if transposed wholesale into another authority.

There are no hard and fast rules for where these strengths and weaknesses may arise – they depend largely on local context. For that reason, this paper aims to:

- Provide a brief reminder of the legal issues and requirements relating to a change in governance;
- Restate and refine the fundamental steps that we recommended in “Rethinking governance” that councils considering governance change take;
- Set out the practical experiences of a number of councils which have taken the decision to change governance option in recent years, and reflect on their experiences.

We should stress that commentary on councils and their experiences is ours alone, and reflects our own summary and analysis.

2.1 Pros and cons, and the importance of culture

There are no real pros or cons to any governance model.

Governance operates differently in every council. What is most important is culture – the behaviours, values and attitudes that govern how individuals work together. Particularly important here is the need for officers and members to work together to consider their options and decide on the right approach.

Changing structural model in the hope that people will start to behave differently won’t work. If the plan is to bring about wider cultural change, with a change in structure being part of the way to deliver that change, then it may be worthwhile. But structural change, on its own, won’t do this.

Trying to transpose arrangements which suit another council is likely not to work, because every council is different. You are likely to come across generalised research on different models – either produced internally, or by external bodies (like ourselves). Always view this research in the context of the local situation in which you find yourself.

Having more people involved in the legal act of decision-making does not automatically make a system more democratic. This is because the important thing is for members to be able to influence the content of decisions. This will often mean involvement in policy development well before an issue comes for decision, and robust review of the implementation of that decision to check it has achieved its objectives. At the legal point the decision is made the only real options that exist are to approve or reject that decision – opportunities for alteration and amendment tend to be very limited.

3. The legal fundamentals

The powers to change governance option can be found in Chapter 4 of the Local Government Act 2000, as amended by the Localism Act 2011. Chapter 1 of the 2000 Act sets out that a council can opt to operate one of three governance options¹:

<p>“Executive arrangements”</p> <p>(details in Chapter 2 of the 2000 Act)</p>	<p>Either</p> <ul style="list-style-type: none">■ A directly elected executive Mayor and Cabinet, where the Cabinet is appointed by the Mayor and which holds advisory power, executive authority being vested in the Mayor, or;■ A Leader and Cabinet, where the Leader and Cabinet share executive authority.
<p>Committee system</p> <p>(details in Chapter 3 of the 2000 Act)</p>	<p>A system of governance involving politically balanced “service” committees of elected councillors making decisions collectively.</p>
<p>Prescribed arrangements</p> <p>(details in section 9BA of the 2000 Act)</p>	<p>A different system of governance, approved by the Secretary of State following an application from a local authority.</p>

It should be noted that in Labour authorities, Cabinet positions are usually filled by elections within the Labour Group, which lessens the executive authority of the Mayor/Leader.

Another option also exists – a **“hybrid”** governance arrangement.

A hybrid model is one that combines the features of more than one governance model. So there are some councils operating under the leader/cabinet model where scrutiny committees carry out detailed debate and discussion on forthcoming Cabinet decisions, and where Cabinet essentially rubber stamps what they decide. And there are some councils operating under the committee system which operate “de facto” cabinets made up of committee chairs.

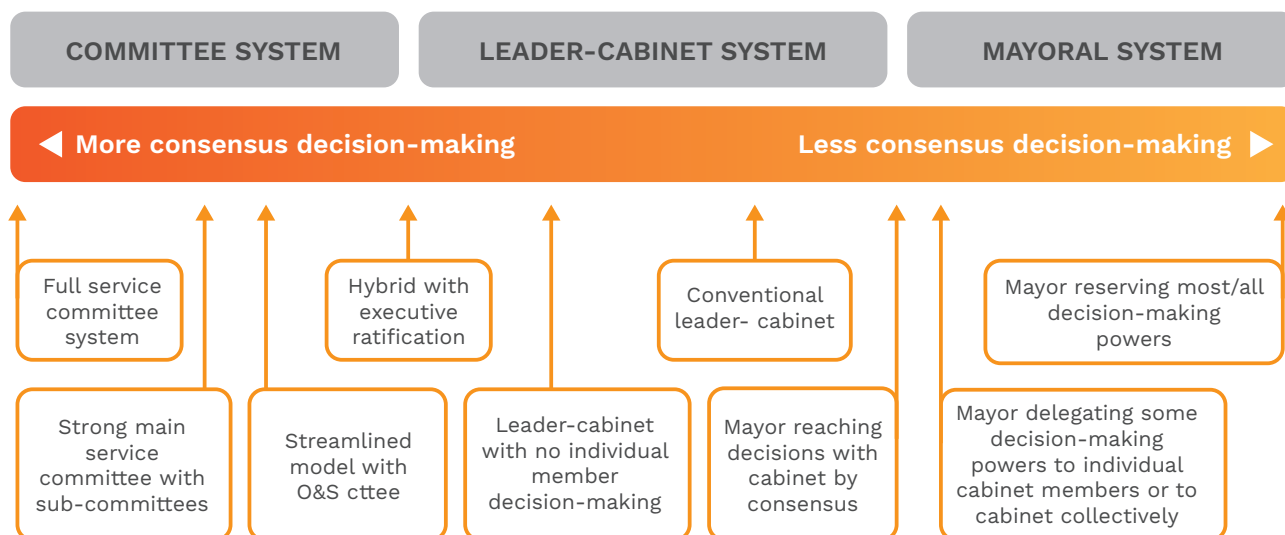
We explain hybrids in more detail in a section below.

¹ Previously, councils could select one of four options. The first two were “executive arrangements” – the Leader and Cabinet, and Mayoral, models which continue to exist. The third model was the “Mayor and council manager” model, only adopted by one council which later abandoned it. The committee system was the final option, but it was only available in a “streamlined” form for district councils with populations 85,000 or less. The term of art used for these councils was “fourth option” – this is not a term that should be used today as an analogue for the committee system as it does not reflect the change in law, or the breadth of possibilities relating to the contemporary committee system model.

3.1 The options as a spectrum

In reality, there are more than four “off the shelf” options. It is best to look at the various systems as points on a spectrum – from systems which involve all members in the legal act of decision-making to those that may involve only one person.

Fig 1: governance model options on a spectrum



To explain the options in this diagram:

- Full service committee system. This is a model in which individual service committees have the freedom to make decisions in the way that they like. Decisions which cut across more than one area will need to go to multiple committees for signoff.
- Service committees but with strong P&R. It is common for committee system authorities to have a “policy and resources” or “strategy and resources” committee – a committee that has an overarching role in setting corporate policy. This committee may have the chairs of other committees sitting on it, and it may also set the agendas for those other committees. It will usually deal with major cross-cutting issues itself;
- Streamlined “fourth option” style approach. Councils operating the committee system used to be obliged to operate what was termed a “streamlined” model – with only a couple of service committees, a strategy and resources committee and a separate scrutiny committee.
- Hybrid, with executive ratification. This is a hybrid model, legally the leader-cabinet system but with features of the committee system. There are two basic forms:
 - A model where committees – which, legally, are scrutiny committees - actually act as de facto decision-making committees;
 - A model where politically-balanced Cabinet advisory committees or other such bodies exist as sub-committees of Cabinet, with overview and scrutiny remaining a distinct function.
- Leader-cabinet with no individual decision-making. In this model, while all decisions are made by Cabinet, Cabinet decides everything collectively, in formal meetings;
- “Conventional” leader-cabinet. Under this model, there is a mix of all-Cabinet decision making, and individual cabinet member decision making by holders of distinct portfolios.

- Executive Mayor, with delegation to Cabinet or individual Cabinet members. In the Mayoral system formal powers rest with the Mayor, but here the Mayor may delegate a significant proportion of that power to Cabinet;
- Executive Mayor reserving most powers. In this model, the Mayor makes most or all decisions themselves, with Cabinet having a mainly advisory role.

These are not, of course, the only possible models. Other forms of hybrid, for example, exist. An appendix to this document sets out a full range of examples.

How these systems operate will rest on two technical issues:

- the Council's formal scheme of delegation. This will also impact on the extent to which officers are delegated to make decisions; the scope and scale of officer decision-making being an important adjunct to the member systems described above;
- the Council's decisions on "local choice" functions. Councils operating under executive options may decide which of certain functions sit with Cabinet, and which sit with full Council².

How these systems operate will also rest on the council's wider approach to community participation and engagement. An increasing number of councils are experimenting with deliberative systems like "citizens' assemblies"³, with hyper-local systems of local governance (like neighbourhood forums with powers and budgets) and with systems for co-production of decisions. The presence of these decisions will naturally influence the scope and nature of member decision-making. An understanding of the available models needs to rest on the presence of these mechanisms.

3.2 The legal change process

Change can be made either by a **resolution of full Council** or by a **referendum**. A referendum can be called by the Council directly or can be precipitated by a valid petition (or by powers held by the Secretary of State to require a specified council to hold a referendum on the Mayor and Cabinet system). Some of the unique circumstances around referendums are set out later in this section.

A **resolution** may be laid at any point, by any councillor, and requires a simple majority to be passed. It only needs to set out the main features of a new governance system.

When a resolution is passed, the Council is required to publicise the forthcoming change – by making documents available at its offices for inspection and setting out plans for the change in a newspaper. There is no formal requirement to publish information online although the need to do this can probably be taken as a given.

This is a requirement for publicity rather than consultation, but councils will probably want to think about the need to ensure the final design of a new system reflects any public input.

Change can only happen on one specific day in the municipal calendar. This is the day of the Council's next Annual General Meeting. If change involves moving to, or from, the Mayoral system, the "relevant change time" is a day three days after the date when the next Mayoral election takes place or would otherwise be due to take place if the Mayoral system is being abolished. When Torbay held its referendum on moving away from the Mayoral system in 2016, the governance change itself could not take place until 2019, the date of what would otherwise have been the next Mayoral election.

Otherwise, the change happens in the course of the next AGM. This is the case whenever the resolution is laid.

² Which can be found in Schedule 2 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000: <https://www.legislation.gov.uk/uksi/2000/2853/contents/made>

³ London Borough of Newham being the first English council to establish a standing citizen's assembly as part of its governance arrangements.

In our assessment a resolution of Council should precede Council AGM by about six months. This provides enough time for officers and members to work together on the detailed design of a new system. We discuss the issues that will need to be decided in section 4.

A referendum may occur as a result of a Council resolution, or may be precipitated by a referendum. The same arrangements apply as above. Where a referendum is held, and the result is for a change in governance, a resolution must be passed by full Council within 28 days. This would mean that a referendum would result in a change in governance the following year. The exception to this is where the council is moving to a directly-elected mayor, either by resolution or referendum. Here, Regulations set out specific detail on when the first election of that Mayor should be held on the third Thursday of October of the same year. More information can be found in the Local Authorities (Elected Mayors)(Elections, Terms of Office and Casual Vacancies)(England) Regulations 2012.

The wording used in a referendum question is set out in legislation. Councils have no discretion over what wording is used.

Fig 2: illustrative timescales, excluding councils moving to a directly-elected Mayor

	Change by resolution alone	Change by resolution and referendum
October 2021	Council resolves to change governance arrangements. The five year time limit is counted from this date.	Council resolves to hold a referendum on governance change
May 2022	The relevant change time is at Council AGM.	A referendum is held. The public vote for a change in governance.
June 2022		Within 28 days, a resolution to change governance arrangements is passed. The ten year time limit is counted from the date of this resolution.
May 2023		The relevant change time is at Council AGM.

How do we change our mind?

If change happens by way of a resolution, the council is effectively “locked in” to the new governance arrangement for a period of five years, starting from the date the resolution is passed.

The Council can make a change sooner than this five year timescale, but this subsequent change must be by way of a referendum. Any change of governance by way of referendum locks the Council in to its new governance arrangement for a period of ten years. Furthermore, any subsequent change must also be by way of a referendum.

A Council may decide that it has changed its mind on governance change between the date a resolution is passed and the “relevant change time”. This may happen if there is a change in political control between the two events. Whether the resolution can be “reversed” in these circumstances is untested. The wording of the Act suggests not but this is not made explicit.

3.3 Hybrid arrangements

The adoption of a hybrid model is seen as one way as developing more consensual models of decision-making without having to undergo formal changes. It is an approach taken by a range of councils which formally operate under leader-cabinet. The extent to which governance is hybridised varies from council to council – there are a range of examples below.

The path for decision-making, and the roles of councillors, will differ significantly from council to council. Often, the degree of the distinctions can be lost by the fact that hybrid working rests more on culture and accepted ways of working than other systems – on which we comment more below. As such, structures can look quite similar, leading to confusion for the casual researcher.

Identifying hybrid authorities

It is difficult to easily identify hybrid authorities. Some councils contest the use of the word; others would describe their approach as leader/cabinet but with more member consultation, or a modern version of the committee system. As councils must go through no formal process to “hybridise” their governance, and because most councils in this position do not formally describe themselves as “hybrid” authorities, there is no accurate list or set number of councils which it can be agreed operate these systems. It has been estimated that there may be 30 or 40 councils operating such systems but this is no more than an educated guess. Even many otherwise standard Leader-cabinet councils have something of a hybrid flavour to some of their operations.

Common features of hybrid systems

There are two general models:

- A model where committees which, in the governance framework, are legally overview and scrutiny committees actually act as de facto decision-making committees. Legally, scrutiny committees cannot make decisions, so while political agreement is reached at committee the “decision” must be legally made, or ratified, elsewhere;
- A model where Cabinet advisory committees or other such bodies exist, with overview and scrutiny remaining a distinct function.

Functional operation is “hidden” behind the terms of the constitution, which tends to reflect the legal position of the authority as operating under executive arrangements. While legal decision making is highlighted as happening in Cabinet meeting (and at full Council), in a practical sense the decision path through committees can be more difficult to discern. In many cases, functional distinctions between overview and scrutiny committees and “advisory” committees are loose; scrutiny committees tend to be places for general member briefings and updates, although some make use of them as a space for policy development on complex and cross-cutting policy issues, over and above the opportunities made available in cabinet, or advisory, scrutiny committees.

To the extent that there are common features of hybrids they are:

- A Cabinet which “ratifies” decisions made in committee, usually with no delegated decision-making to individual cabinet members;
- A Cabinet which may be cross-party, or at least cross-party chairing of cabinet committees;
- A number of Cabinet Advisory Committees or Policy Development Committees. These may be cross-party, sub-committees of Cabinet, or they may be (legally) scrutiny committees. They will be the place where debate and discussion over policy happens;

- A scrutiny function that focuses on external matters, or on performance issues, because other committees take on a policy development function. Usually there will only be a single scrutiny committee in this format;
- Cross-party chairs of the above bodies. If the bodies are overview and scrutiny committees then the chairs cannot also sit on the cabinet, so two separate groups of lead member might be identified.

Often, the operation of delegation and financial procedures in hybrid arrangements may also reflect an approach that gives members more oversight and control. In conventional leader/cabinet councils these may give wide power to cabinet members to oversee officer delegations; in a hybrid system these powers may rest with different people.

Frequently, “informal” mechanisms for executive control and leadership can be found in hybrid systems – so, informal Cabinet meetings may manage the progress of issues through committee, in a way that cannot always be discerned by reviewing constitutional material. In councils with large majorities, significant discussion of forthcoming decisions can also take place in Group, in ways that can be opaque both for members of the public, officers and other councillors.

Making the change

Moving to a hybrid form of governance does not engage any of the formal governance change rules found in legislation. However, discussion of the change (and some amendments to the constitution) are still likely to be necessary.

4. The steps to making a change

In “Rethinking governance” (2014), we and the LGA suggested a set of steps for councils to take in deciding whether to change governance option, and acting on that decision. These continue to represent the best way to manage a conversation, and agreement, about governance change. We have however amended and updated some of the detail to ensure that it reflects the experiences of councils undergoing this work. We have also suggested how the steps can be practically carried out by a small councillor working group.

Before starting: initiating the work

Step 1 Plan your approach, and assess your current position

This involves:

- Assessing where you are now
- Establishing what change you need to deliver – what the purpose of governance change is likely to be

Step 2 Agree design principles

This involves taking from an initial assessment a sense of the council's current governance strengths and weaknesses, and using them alongside the terms of reference of the review in order to develop some “design principles”.

These principles should be tangible aims that you can use for two purposes:

- To reach a judgement on possible new governance models – seeing whether proposed structures and ways of working are likely to live up to your objectives;
- To return to in future to help you to come to a judgment on whether your new systems are working or not.

Step 3 Think of ways to meet these objectives and put a plan in place

This involves:

- Exploring different ways of working
- Deciding on your overall structural needs (the point in the process where the question of which formal governance option arises);
- Planning for the change, and where necessary laying a motion for a resolution to that effect at full Council.

Step 4 Make the change

This is about taking the necessary legal steps – altering the constitution, deciding on the terms of reference of new formal bodies – constructing a new structure which is directly informed by the previous steps.

Step 5 Return to the issue after a year and review how things have gone

Steps 1 to 3 are ones that can be carried out by way of a cross-party councillor working group. In order to carry out these steps our experience suggests that a working group will need to meet three or four times.

It is important for councillor working groups to remain focused. Governance change can be a complex and wide-ranging issue. It will be extremely tempting for councillors and officers alike to jump ahead to consider the detailed structural design of a new system. But without addressing the fundamentals sitting behind that system, much time and effort will be spent designing something new which does not, in fact, deliver meaningful change.

For this reason, we suggest that while working group meetings should be chaired by a councillor they should receive active technical advice, and some direct facilitation, by either:

- an experienced council officer able to command the confidence of councillors and able to navigate the political context within which the debate will happen, or
- an independent person or organisation with similar credibility.

Taking a different approach

Of course, other methods do also exist. Governance change can be considered by a more wide-ranging democracy review – as happened in Newham in early 2020. This can provide a mechanism for drawing the public in to a larger local conversation about how the council works with local people. Other councils to have conducted such reviews in recent years include Croydon in 2019, Lewisham in 2018, Kirklees in 2017 and Cornwall in 2016.

Smaller-scale consultation exercises can also be built into the process of considering governance change. Public meetings (as happened in Guildford and Canterbury) can contribute.

In some cases, local campaign groups will exist, with the objective of bringing governance change about. We talk about these groups, and engagement with them, in the section on petitions and referendums below.

Finally, in some places an entirely different approach has been taken. In Uttlesford, a “shadow committee” was established to mirror the Council’s existing decision-making processes. It is a cross-party committee convened in private, and is being used to experiment with how decision-making might operate differently under the committee system. More detail is provided in the appendix.

What follows is a possible process based on the assumption that most councils will seek to resolve these issues by way of a small, time-limited member working group, which may or may not meet in public. By and large this has been the most common approach used.

Before starting: initiating the work

Following earlier informal discussion, or following a manifesto commitment, a formal committee of the council will usually resolve to investigate governance in more detail.

Sometimes, this will be an open process – the council may not have decided that it wants to bring about a formal, legal change. Sometimes, the decision will already have been made (for example, that the council will be adopting the committee system) and a working group is being established to work through what this system should look like. The process described below is relevant to both of these situations.

A councillor working group will be established. This involves members from all parties. This may meet publicly but is more often an informal grouping of members.

The terms of reference of this working group are extremely important. CfGS recommends that, on being commissioned, terms of reference from the commissioning body be set generally. For example, they might be that a group explore issues relating to governance change and to report back.

Setting terms of reference broadly at this stage means that the smaller group of members can carry out initial reflection before refining their approach. Otherwise, terms of reference might be set before the issues, and potential solutions, are properly understood – inadvertently placing barriers in the way of councillors’ work.

Step 1: Plan your approach

Overall, this process is one led by the working group, supported by officers. It involves quick thinking about the baseline position before terms of reference can be formally set.

This involves:

- Assessing where you are now
- Establishing what change you need to deliver – what the purpose of governance change is likely to be

Both of these steps can be carried out in a single meeting of a member working group.

Assessment

What are the current strengths and weaknesses of the Council’s governance framework?

There will be local drivers for governance change. Understanding these drivers will aid understanding of where strengths and weaknesses might lie.

This is not about mapping the existing committee structure or creating diagrams to describe the legal process of decision-making. It is about considering the less obvious matters that might make arrangements unsatisfactory – things like:

- Strengths and weaknesses in the member/officer relationship. This might look like, for example, a commitment to involve all members in the policy development and decision making process, through scrutiny, area committees, partnership boards and cabinet decision-making as appropriate, or conversely an officer-led process where only cabinet members are seen to have any stake in decision-making and non-executives are relegated to the position of passive spectators;
- Strengths and weaknesses in the way that forward planning/work programming occurs. This might look like, for example, clarity and consistency in the way that officers approach policy development and decision-making, with plans being kept to and important, strategic decisions identified, or conversely a muddled plan composed of a mixture of operational and strategic decisions which reveals little about the priorities of decisionmakers, or the way in which they formulate decisions.
- Strengths and weaknesses in the way that information about decisions (including background papers) are published and used. This might look like, for example, proactive efforts to publish background papers as they are produced, and attempts made to respond positively when the assumptions in those background papers are challenged by others, or conversely an opaque system whereby attempts are not made to justify decisions and engagement is tightly controlled through consultation processes that are wholly divorced from the formal decision-making cycle.
- Strengths and weaknesses in the way that the council involves the public in major decisions. This might look like, for example, a commitment on major policy changes to engage those most affected by those changes, or conversely a more defensive attitude that sees members or senior

officers exerting control over the agenda for fear that the public will derail necessary decisions. These strengths and weaknesses, and others like them, are not strengths and weaknesses in the various governance options per se. They are strengths and weaknesses in the way that your existing governance arrangements work in your council.

These, and other, issues may form part of the political catalyst for change. It is important that they be articulated, so that they can properly be addressed. Otherwise there is a risk that they are forgotten in what might quickly become a technical conversation.

Setting terms of reference

On the basis of the above it will be possible to set more detailed terms of reference for the working group. These will need to address:

- How the working group can ensure that this work – from the consideration of options, to the implementation and review of new arrangements – will be led by elected members?
- Whether the working group will seek views from beyond the authority - how can we ensure that the broad democratic expectations of local residents are built in to this study?
- The breadth of the review - is this a review just of internal council decision-making, or are there knock-on impacts on partners, who may need to be involved?

Generally speaking, reviews which have reached a firm conclusion have focused on issues like:

- Councillors' expectations on policy development, and decision-making.
 - Do councillors expect to play a part in the planning of major decisions well before those decisions come to committee, and if so how should this be managed?
 - How is the split between members' and officers' roles currently expressed, both in the scheme of delegation and elsewhere? Does this need to be rebalanced?
 - How do councillors expect to play a role in the formal act of decision-making?
- Councillors' expectations on performance review, and review of the budget and major risks.
 - How hands on do councillors expect to be on oversight of operational matters?
 - What approach might provide a balance between member control and proportionality?
 - How active do councillors need to be in setting the authority's appetite and tolerance for risk?
 - How should councillors be involved in the development of the budget, review of the budget's implementation, and formal audit functions?
- Councillors' roles in the local community.
 - What local arrangements are there – ward forums, area committees and local parishes and community councils – whose roles may be impacted by any change?
 - Will, and should, any change have an effect on councillors' roles as local representatives, and as problem-solvers for local people?
- What information do councillors need to carry out their roles under a new system?

The tools of appreciative inquiry can provide a good way to approach these connected issues. Having this general discussion at the outset will set some broad parameters for the work, and it will also help to manage expectations of what can, and cannot, be achieved through governance change.

On the basis of this opening conversations, councillors can begin to translate some terms of reference into some design principles against which a menu of different governance options can be judged. This is the focus of the next stage.

Step 2: Setting design principles

If you have undertaken an initial assessment you will have identified some strengths (practice and ways of working that you want to keep) and some weaknesses (ways of working that you want to stop or change substantially). These strengths and weaknesses might reflect the attitudes and behaviours of council decision-makers (both members and officers), partners, the public and others, as well as reflecting structural issues.

You can use this, along with your terms of reference, to develop some design principles. These should not be vague, general aspirations such as making the council operate more democratically or enhancing transparency. They should be tangible aims that you can use for two purposes:

- To reach a judgement on possible new governance models – seeing whether proposed structures and ways of working are likely to live up to your objectives;
- To return to in future to help you to come to a judgment on whether your new systems are working or not.

For example, you could state that any new governance system should:

- involve councillors more in the development of key policies;
- involve the more regular sharing of information about policy and performance with councillors to inform both decision-making and scrutiny;
- seek to engage more fundamentally with local people and their needs;
- focus councillors' work on strategic decision-making – or focus councillors' work on strategic and operational decisions which are of a particularly high public profile locally;

These are just examples to demonstrate the clarity you need in your objectives; there may well be others that are particularly important for your council.

Step 3: Think of ways to meet these objectives and put a plan in place

Exploring different ways of working

The design principles are the product of the work in the earlier steps which will have given you a strong sense of what you are trying to achieve and how you will judge the success of a new system. The next step is to consider the new ways of working that could allow you to make those improvements.

These are likely to include changes both to the culture of the organisation and to its systems and processes – such as:

- More consistent principles underpinning when matters are placed in the Forward Plan / schedule of key decisions, how those decisions are described and the background papers for those decisions;
- Similar principles underpinning how such decisions might benefit from wider public involvement;
- Systems to support early member involvement, where needed, in major policy and operational matters. This may be an augmentation of informal briefings for members, possibly supported with the early provision of options and business case information – taking account of the need for confidentiality;

- Changes to the scheme of delegation to clarify members' involvement;
- Changes to the way that procurement and contract management is overseen and directed by councillors;
- Changes to the way that performance matters in general are reported – their frequency and the scale and nature of information provided to councillors to support this.

You may find that your objectives and design principles can be met without a formal change in governance. You may, for example, be able to meet them by bolstering the role that councillors play through the overview and scrutiny process. As part of this process, you may find it useful to consider the risks in taking either formal or informal action to change governance arrangements, and to establish how you will seek to mitigate those risks.

Deciding on your overall structural needs

Only at this point will you be ready to consider whether the change you want to bring about will require.

The kinds of changes described above could, for example, be made within your existing governance arrangements. A strengthening of scrutiny arrangements, improvements to the members' access to information protocol, and other constitutional amendments, could be sufficient.

Alternatively, councillors (and officers) could consider that formal governance change is required to embed these, and other, changes.

For example, governance change can:

- be a means of embedding a new culture of decision-making, where the protection afforded by the law and the constitution are seen as a backstop.
- be seen as a necessary component in a wider approach to improving the way decisions are made; for example, more effective partnership decision-making or the devolution of decision-making responsibilities to a ward or divisional level.
- may provide a means of signaling within the authority, and to those outside it, of a break with past practice and a commitment to do things better; however it will not achieve these improvements on its own.

The fundamental judgement – why make this change? – is something that will be different for every authority. The political and organisational context within which your council sits will affect the changes you make. For example some changes that, in another council, might be seen as requiring formally moving from one governance option to another to be fully embedded, in your instance may not be seen as demanding such a change. It is important to be self-critical at this point in the process. This is the final stage before you start to undertake work to implement the change itself and an opportunity to challenge assumptions and to set out the fundamental reasoning behind your decision.

Planning for the change: the resolution in Council

It will not be necessary to describe the structural detail of a formal change in the resolution being put to Council – the number of committees, their precise terms of reference and so on. You may think that this is wise in order to allow councillors to make an informed decision.

There is no specific form of words that the resolution must take. Once it is passed (only a simple majority of councillors is required) a change will automatically take effect concurrently with your

next Council AGM, unless the council proposes to make the change in the following year, for example. Alternatively, the Council may choose to hold a referendum. The earlier section 3.2 sets out more detail on this.

Step 4: Make the change

Making the change is a project which should be managed using conventional project management systems. The previous steps will provide the outline and parameters of that project, and its overall objectives. While specialist project management support will probably not be necessary, the amount of work needed to put the arrangements in place for a change should not be underestimated. Skills and resources, on both the officer side and the member side, need to be in place for a change in governance to be successful.

The following are the various different council processes and systems that may need to be looked at when you are amending your decision-making arrangements, and any relevant legal issues should also be considered. You will need to think about the way you design these changes, and the way that members make decisions on their implementation (which will usually be at full council):

- financial procedures, including the operation of audit
- access to, and publication of, performance scorecards and quarterly financial monitoring information
- the forward plan and corporate work programme
- changes to committee structures (which can happen at a time other than at Council AGM, but usually will coincide with that meeting)

Making these changes requires time, skills and capacity, both from officers and members.

Where a formal governance change is happening the six months that we suggested is taken between that resolution and Council AGM should be enough.

It is important that the way in which these changes are made itself reflects the design principles which you have established for your new governance system. This will include the way that the change is publicised. By law, a governance change has to be publicised. You might want to incorporate ways for the public to actively feed back on the change, particularly those elements which are public-facing. Ideally, this will constitute the continuation of a process of public involvement which began earlier in the process, as we described above.

You might also want to consider a risk plan so that you can be aware of issues or situations that could negatively affect your proposed arrangements.

In the section above we highlighted what might happen if a Council changes its mind on governance change before the “relevant change time”.

Costs

As far as we know one governance option does not cost more than another (indeed many councils making the change have stipulated that a key criterion in evaluating whether or not to do so has been whether it is cost neutral in the long term).

One particular place where costs can be difficult might be in the level of Special Responsibility Allowances; these may differ between a Mayor, the Leader of a Council operating executive arrangements, the Leader of a Council operating the committee system, and so on. These will be matters for the IRP to determine, and may be difficult to predict in advance.

Of course, the act of making the change itself does cost money. The Government's impact assessment suggested that costs would range from £70,000 to £250,000 but this seems very high (although costs will be increased where councils hold referendums). In practice we suggest that costs will be in the tens of thousands, if that, and for a move to hybrid arrangements we have reason to believe that costs will be significantly lower, which could make these kinds of change more attractive. Costs are likely to focus on:

- Legal costs, in making changes to the council's constitution and wider governance framework;
- Other costs, relating to:
 - Convening member meetings to oversee the change – with resource implications for members and officers;
 - Redesigning financial systems and procedures to accommodate the change;
 - Liaison with partners, to discuss and agree how business with outside bodies will be transacted – particularly important where the council may be part of a joint venture or a constituent authority of a Combined Authority.

Step 5 Return to the issue after a year and review how things have gone

It is important to evaluate how things have gone after a year or so, in order to see whether the resources you have expended in making the change in governance have made the difference you hoped. This need not be a complicated bureaucratic exercise – just a short assessment of the position, informed by insight from councillors and any other interested parties.

Tying this process to the preparation of the Council's Annual Governance Statement presents a neat way to review the issue.

If the changes have not resulted in the outcome you were trying to achieve, there are ways and means of addressing that. The detailed work carried out the previous year to plan and deliver the new governance arrangements will help with this. It may have been that your plan was too ambitious, or there may have been factors – internal or external – that were not taken into account, or that were difficult to predict (political issues, for example). If you developed a risk plan it will be much easier to identify and act on any failings. You can review the likely reasons for the failure and take action to address them, as long as you do not consider that they will require a further formal governance change.



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ANNUAL COUNCIL MEETING

4 MAY 2021

PLANNING SCHEME OF DELEGATION

1.0 Purpose of Report

1.1 To seek approval from Council to make some amendments to the Planning Scheme of Delegation, as set out in the Council's Constitution.

2.0 Background Information

2.1 The Planning Scheme of Delegation (SoD) sets out which planning applications should be decided by Planning Committee, and which should be dealt with via delegation to Officers.

2.2 Some revisions were made to the SoD in late 2019 with the aim of reducing the number of applications referred to Planning Committee for consideration. Prior to these revisions, the volume of planning applications referred to Planning Committee for consideration had become unmanageable, with extra meetings being convened on a regular basis.

2.3 The principle change to the SoD was to remove the automatic presentation of minor applications to Planning Committee when the Officer recommendation did not align with the Town/Parish Council response. Instead, where this situation arose in relation to minor applications for 1-9 dwellings, the view of the Local Ward Member was sought. If they wished to refer the application to Planning Committee, this request would be considered by a Panel, and then by the Chief Executive on appeal if the Local Ward Member was not satisfied with the outcome.

2.4 It was agreed that a review would take place 12 months after these revisions were implemented. That review has now been completed, and the findings considered by Planning Committee.

2.5 It was reported to Planning Committee that the process has brought frustration to a number of Councillors, and that in some cases it has added a significant time to the decision-making process. It was also reported that the number of applications presented to Planning Committee during 2020 have been fewer. The Covid-19 Pandemic may have been an influencing factor, but the report concluded that the reduction in numbers was principally a result of the amendments to the SoD.

2.6 In light of the findings, at its meeting of 2 March 2021, Planning Committee agreed that some amendments to the SoD, should be referred to Full Council for approval. The aim of the proposed changes is to achieve a more satisfactory balance between the volume of applications being referred to Planning Committee, and Councillors having confidence that arrangements enable them to sufficiently represent ward members.

3.0 Proposals

3.1 It is proposed that the SoD be amended to provide for applications for minor applications for 1-9 dwellings to be referred to the Local Ward Member where the Officer recommendation is for approval and the Town/Parish Council has objected. If the Local

Ward Member requests it, the matter will be referred to Planning Committee for determination. Where the Officer recommendation is for refusal and the Town/Parish Council has objected, it is considered that, because the statutory right of appeal is available to applicants, the ability to refer to Planning Committee is not needed.

3.2 It is also proposed that the SoD be amended to state that: -

- any Local Ward Member referrals include a statement outlining material planning reasons for the application to be considered by Planning Committee, and
- a list of related Development Plan policies and national planning policies.

3.3 In relation to the above, training and advice will be made available to Councillors, in order to assist them in effectively representing their constituents.

3.4 A few matters in the SoD would benefit from clarification. It is therefore proposed to make some further minor amendments at this time. These include clarification that the following matters are delegated to Officers: -

- Minor drafting amendments to conditions or reasons for refusal following decision by Committee. This is to ensure conditions meet statutory the tests for being imposed, or provide precise and robust reasons for refusal using the appropriate technical terminology,
- Amendments to the Non-Designated Heritage Asset list (once adopted)
- Applications submitted by the Council for an extension or other alteration affecting its housing stock
- Refusals for major applications as a result of a statutory consultee objecting, when the Town or Parish Council support the proposal

3.5 The proposed drafting amendments are set out in the **Appendix** to this report.

4.0 Financial Implications (FIN21-22/3086)

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

5.0 RECOMMENDATION

That the amendments to the Planning Scheme of Delegation set out in the Appendix to the report be approved.

Background Papers

Report to Planning Committee 2 March 2021 –

<https://democracy.newark-sherwooddc.gov.uk/documents/s10159/Review%20of%20the%20Scheme%20of%20Delegation%20v2.pdf>

<https://democracy.newark-sherwooddc.gov.uk/documents/s10160/Review%20of%20Scheme%20of%20Delegation%20-%20Appendix%201.pdf>

For further information please contact Sue Bearman on 01636 655935 sue.bearman@newark-sherwooddc.gov.uk or Lisa Hughes on 01636 655865 lisa.hughes@newark-sherwooddc.gov.uk

Karen White
Director - Governance & Organisational Development
Monitoring Officer

PART 2 of the Constitution, Scheme of Delegation

The following functions are those of the Local Planning Authority which under the Constitution are delegated to the Planning Committee. It is then for the Planning Committee to allow further delegation to Authorised Officers.

“PLANNING COMMITTEE

Remit

- 1.0 To discharge functions relating to town and country planning and development management, including:
 - 1.1 Power to determine applications for planning permission.
 - 1.2 Power to determine applications to develop land without compliance with conditions previously attached.
 - 1.3 Power to grant planning permission for development already carried out.
 - 1.4 Power to decline to determine any application for planning permission.
 - 1.5 Duties relating to the making of determinations of planning applications.
 - 1.6 Power to determine applications for planning permission made by a local authority, alone or jointly with another person.
 - 1.7 Power to respond to consultation by neighbouring local planning authorities, other consultees or the Secretary of State.
 - 1.8 Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights.
 - 1.9 Power to determine applications for Non Material Amendments to a planning permission.
 - 1.10 Power to discharge or refuse to discharge planning conditions attached to a planning permission or any other relevant consents.
 - 1.11 Power to enter into, vary or modify agreements regulating development or use of land.
 - 1.12 Power to issue a certificate of existing or proposed lawful use or development, including those under Listed Building powers.
 - 1.13 Power to serve a completion notice.
 - 1.14 Power to grant consent for the display of advertisements.
 - 1.15 Power to authorise entry onto land.
 - 1.16 Power to require the discontinuance of a use of land.
 - 1.17 Power to determine whether ~~it is expedient~~ **and what level of enforcement action to take in accordance with the Council’s Planning Enforcement Plan** in instances where there has been a **suspected** breach of planning, **listed building or other planning** related control.
 - 1.18 Power to serve a planning contravention notice, breach of condition notice, temporary stop notice or a requisition for information or stop notice.
 - 1.19 Power to **serve, vary and withdraw** ~~issue~~ an Enforcement Notice and/or community protection notice.
 - 1.20 Power to apply for an injunction restraining a breach of planning control.
 - 1.21 Power to determine applications for hazardous substances consent and related powers.
 - 1.22 Duty to determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject.
 - 1.23 Power to require proper maintenance of land.

- 1.24 Power to determine applications for listed building consent and related powers granted to local authorities pursuant to the Listed Building and Conservation Areas Act 1990.
- 1.25 Power to determine applications for Permissions in Principle and the related Technical Details Consent.
- 1.26 Duties relating to applications for listed building consent, -conservation areas, Listed Building Heritage Partnership Agreements, and Local Listed Building Consent Orders.
- 1.27 Power to serve a Building Preservation Notice and related powers.
- 1.28 Power to issue enforcement notices and related powers.
- 1.29 Power to take action under Sections 224 and 225 of the Town and Country Planning Act 1990 - enforcement of control over advertisements, and regulations made under section 220 thereof.
- 1.30 Powers to acquire a listed building in need of repair and to serve a Repair Notice.
- 1.31 Power to apply for an injunction in relation to a listed building.
- 1.32 Power to execute Urgent Works and recover costs by any appropriate means.
- 1.33 Rights of way functions for which the Council is responsible.
- 1.34 Protection and preservation of trees and hedgerows, including as necessary the making, confirmation, modification and revocation of Tree Preservation Orders.
- 1.35 Power to determine applications for works and felling of trees covered by a Tree Preservation Order.
- 1.36 Power to determine notifications for works to Trees in Conservation Areas.
- 1.37 To exercise the Council's powers with regard to the Hedgerows Regulations 1997.
- 1.38 To exercise the Council's powers with regard to the Community Infrastructure Levy Regulations 2010 (as amended).
- 1.39 Power to determine prior approval, notifications and consents.
- 1.40 Power to make screening and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended).
- 1.41 Power to pursue those convicted through the courts of a planning breach under The Proceeds of Crime Act 2002 (or as amended).
- 1.42 Power to issue Community Protection Notices.
- 1.43 Power to withdraw enforcement and other notices.
- 1.44 Power to issue Tree Replacement Notices.
- 1.45 Power to make minor alterations to the Planning Application Validation Checklist.
- 1.46 Power to determine Section 73 applications under Town and Country Planning Act 1990 and Section 19 applications under the Town and Country (Listed Building and Conservation Areas) Act 1990 (as amended) (subject to the caveat set out below in relation to major **and minor** applications).
- 1.47 Formulate and issue decision notices following consideration by the Planning Committee in accordance with the resolution of the Planning Committee and to make minor non-material amendments to planning conditions, Section 106 legal agreements or reasons for refusal prior to issuing a decision notice, where the decision has been made by the Planning Committee, where those changes are minor and non-material and subject to the changes having no impact on the substance and terms of the planning decision so as to provide precise and robust conditions or reason(s) for refusal.**
- 2.0 To consider and make recommendations to the Policy & Finance Committee and/or Council on the formulation of the Local Development Framework and other plans, policies, protocols or guidance impacting on functions within the remit of the committee.
- 3.0 Power to make payments or provide other benefits in cases of maladministration and in respect of the local settlement of complaints pursuant to Section 92 of the Local Government Act 2000 in respect of matters falling within the remit of the planning function.

4.0 To make recommendations to the Policy & Finance Committee and Council on the formulation of the budget insofar as it impacts on the remit of this Committee.

The functions set out above are delegated to officers with the exception of the following functions, which are expressly reserved to committee for determination and cannot be discharged by an officer:

1. Planning applications which involve a ~~significant~~ departure from the statutory development plan **and are recommended for approval.**
2. Applications submitted on behalf of the Council or where the Council has an interest in the development save for any applications submitted on behalf of the Council or where the Council has an interest in the development as part of its HRA housing development programme **or comprises an extension to a dwelling forming part of the HRA housing stock.**
3. Matters of significance to the district or which may potentially give rise to significant financial consequences **when the recommendation is one of refusal** except in cases of extreme urgency where delegated powers may be exercised.
4. All major (defined as 10 or more dwellings, where new floor space would be 1,000m² or greater or have a site area of 1 hectare or greater) applications where:
 - The recommendation is contrary to the response received from the **host** Town or Parish Council or Parish Meeting, provided that such a response is based on material planning considerations¹ **relevant to that application** unless the recommendation is for refusal based on **a recommendation of refusal** by The Environment Agency's representations or Highways England direct refusal of an application regardless of whether or not other consultees support the application; or
 - The recommendation is **one of approval**, contrary to the response received from a statutory consultee.
5. The relevant planning application has been submitted by a community or voluntary organisation, a town or parish council or a social enterprise and could in the opinion of the Authorised Officer, in consultation with the Chairman and Vice-Chairman of the Planning Committee, result in a significant community benefit and would otherwise be recommended by officers for refusal.
6. Applications which have been submitted by District Councillors, Senior Officers* or Officers who may otherwise have a direct involvement in the determination of the application or where Councillors or Officers have a direct interest in the application, will be determined by Planning Committee. (*Senior Officers shall be defined as Chief Officers and Deputy Chief Officers as defined by the Local Government and Housing Act 1989 (currently members of the Corporate Management Team and Business Managers).
7. Where an Authorised Officer has delegated powers he or she may refer the matter to Planning Committee for determination rather than exercise that delegated authority themselves particularly where, in their judgement, the specifics of an application warrant determination by the Planning Committee.

Caveats

- A) Where a major **or minor (proposing between 1 and 9 dwellings)** application is made under Section 73 of the Act to vary or remove planning conditions these will only be considered by the Planning Committee where they raise new material planning impacts arising from the subject of the condition(s) **being varied/removed themselves**.
- B) For proposals of between 1 and 9 dwellings, where the officer recommendation is **one of approval** contrary to the views of the host Town or Parish Council (or Parish Meeting), the relevant Ward Member(s) shall be first notified in writing and given the opportunity to request 'referral' (see Section ~~87~~ for process) to the Planning Committee. The 'referral' shall be within 5 working days of the notification **and should include**
- **a statement outlining material reasons why the proposal needs to be considered by Committee; and**
 - **a list of related Development Plan policies (or part of) and, where applicable national planning policies (including paragraph numbers).**

Where the above is not provided, the Case or Authorised Officer will contact the relevant Ward Member to seek clarification on their referral reason.

otherwise the application will be determined under delegated authority.

- Enforcement Notices (including requisitions for information, stop and temporary stop notices), and Notices under Section 215 of the Town and Country Planning Act 1990 (as amended) relating to untidy land may be served by an Authorised Officer and the matter pursued through to prosecution at magistrates court when notification has first taken place with the Ward Member(s) where possible or it has been agreed with Chairman of Planning Committee where it has not been possible to do this.
8. Local Members can request that planning applications/functions be determined by Planning Committee rather than the Officers (this being known as a 'referral' request) acting under delegated powers in the following circumstances:
- The Member discusses the application with the Authorised Officer (or case officer) and a written request is made to the Authorised Officer **or case officer** within 21 **calendar** days of circulation of the weekly list otherwise the application will be determined by officers acting under delegated powers;
 - The request **should** sets out clear planning reasons behind the referral request and the Authorised Officer, Chairman and Vice Chairman agree that it raises material planning considerations that warrant debate by the Committee;
 - **a statement outlining material reasons why the proposal needs to be considered by Committee; and**
 - **a list of related Development Plan policies (or part of) and, where applicable national planning policies (including paragraph numbers).**

Where the above is not provided, the Case or Authorised Officer will contact the relevant Ward Member to seek clarification on their referral reason.
 - The recommendation of officers is **one of approval and** different to the opinion of the Member having made the referral request having regard to the interests of their ward which must be specified.

~~In the event that the Authorised Officer, in consultation with the Chairman and Vice Chairman, does not consider that material planning considerations have been raised such that the application should be debated by the Committee, the Member will be notified in writing. The Member may then challenge this decision with the Chief Executive within 5 working days of receipt of the written notification. The Chief Executive will have the final decision.~~

Caveats

- A) Where a referral is made by a Member of an adjacent ward immediately adjoining the ward in which the application is situated, the relevant ward member(s) has/have been notified prior to the referral request being made.
- B) Where an application is referred by a Member whose whose ward is not either within or immediately adjacent to the application site, the referring Member must set out how:
 - i. in their opinion the application would have a material impact on the whole or part of their ward (or the district as a whole or part) having regard to the nature of the development, or
 - ii. for the reason that the application will set a precedent for the whole or part of the District; and
 - iii. the relevant ward member(s) has/have been notified prior to the referral request and the Group Leader of the relevant group of the Member making the referral request has agreed to the referral.
 - iv. the referral should include:**
 - **a statement outlining material reasons why the proposal needs to be considered by Committee; and**
 - **a list of related Development Plan policies (or part of) and, where applicable national planning policies (including paragraph numbers).**

The “Authorised Officer(s)” for the purposes of this part of the Constitution shall be the Chief Officer whose remit for the time being includes responsibility for planning, the relevant Business Manager with responsibility for the discharge of the development management function or an Officer authorised in writing by them to act on their behalf.

Membership

15 Members. (A link to the current membership of the committee can be found on the Constitution home page).”

Public Document Pack Agenda Item 15a

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, 1 April 2021 at 6.00 pm.

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

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

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.

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

Councillor T Wendels declared a Personal Interest in Agenda Item No. 19 - Southwell Leisure Centre - Alternative Management Arrangements, as a Council appointed Trustee.

208 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

209 MINUTES OF THE MEETING HELD ON 22 FEBRUARY 2021

The minutes from the meeting held on 22 February 2021 were agreed as a correct record and signed by the Chairman.

210 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

211 POTENTIAL ROUTEMAP TO THE ELECTRIFICATION OF THE NSDC FLEET

The Business Manager – Environmental Services presented a report which detailed the provisional roadmap, milestones and strategy towards the electrification of the District Council fleet. The report had been recommended for approval by the Leisure and Environment Committee at their meeting on 16 March 2021. It was proposed that the roadmap commence with a small scale pilot using electric small vans for the Council's Community Protection Officers. The cost of the vans would be more than diesel alternatives, but would benefit the Council by making the first positive step towards a low emission fleet and provide experience and information in relation to

operating, charging and maintaining the vehicles. The vehicles would also be compatible with the existing charge points at Castle House. The Committee welcomed the report and the phased approach towards achieving electrification of the Council's vehicles.

AGREED (unanimously) that:

- a) the phased approach towards electrification that has been set out in the report be approved, starting with small scale pilots, before looking at two possible phases of transition – 2023-26 for small vans and fleet, and post 2026 for larger vehicles, both being subject to appropriate business cases;
- b) the current uncertainties in setting out the long-term route map be noted, but ask the project team to continue working on a masterplan for the development of the depot site, taking into consideration the National Waste and Resources Strategy and future requirements given the Government's 2030 target, this would significantly assist in off-setting costs if government grants become available for shovel ready schemes;
- c) an amendment be made to the Capital Programme to increase the capital replacement programme for small vehicle replacement during 21/22 by £34k, to allow the already scheduled replacement of two suitable ULEV's to be purchased in line with the phased approach being set out in this report; and
- d) the sum of £30,000 be allocated from the Capital Feasibility Reserve, to allow a small working party made up of Director - Communities & Environment, Business Managers - Environmental Services and Assets Facilities and Car Parks to undertake a study into the future requirements of the operational depot at Brunel Drive.

Reason for Decision

To provide the Council with clear direction and focus for the coming years and to allow the strategy to deliver the roll out of Ultra Low Emission Vehicles and the infrastructure to support the use of such a fleet which helps to meet the environmental aims and ambitions of the Council.

212 SAFER STREETS TWO

The Business Manager – Public Protection presented a report which invited the Committee to consider a Safer Streets Two project in partnership with the Police and the Office of the Police & Crime Commissioner, which would build upon the success of the successful implementation of the first Safer Streets initiative which was funded through a successful bid to the Safer Streets fund in 2020/21.

The original project had improved partnership working with Nottinghamshire Police and Nottinghamshire County Council, delivering a number of initiatives across the District. It was hoped that funding for Safer Streets Two project would build on this momentum, and focus on areas within Newark that the Police had identified would

benefit from continued intervention work.

It was proposed that the project was developed covering the lower super output areas of Millgate, Barnby Road and Bowbridge Road. The proposed contribution to the project was £34,000, which was available from the enforcement / cleaner, safer, greener fund.

AGREED (unanimously) that:

a) the following selection of lower super output areas be supported:

E01028311 – Millgate

E01028294 – Barnby Road

E01028334 – Bowbridge Road; and

b) a contribution of £34,000 from Newark & Sherwood District Council towards the scheme be approved.

Reason for Decision

To deliver a Safer Streets Two initiative in Newark and Sherwood.

213 HAWTONVILLE COMMUNITY CENTRE LONG TERM LEASE - REACH LEARNING DISABILITY

The Health Improvement and Community Relations Manager presented a report which sought approval to grant Reach Learning Disability (RLD) a long term lease for the use of Hawtonville Community Centre for a period of 15 years, with 5 year break clauses.

It was reported that RLD had been a tenant of the centre for 34 months, becoming an established part of the community, providing a safe, secure and inviting space for service users. In addition, their tenancy had reduced the impact on Council staffing resources with the centre now running efficiently with little oversight or operational input from officers.

Members considered that the proposed non-commercial long term lease would be an excellent use of the community centre, with benefits for the building and the Council through their tenancy, and in provision of services for the residents in the local area.

AGREED (unanimously) that:

a) Reach Learning Disability be granted a 15 year lease of Hawtonville Community Centre with 5 year break clauses;

b) the Director of Housing, Health and Wellbeing, be given delegated authority to agree the terms of the lease including community access and use of the centre as is currently the situation; and

c) officers work with Reach Learning Disability to explore opportunities to secure

capital investment in the asset for the benefit of all.

Reason for Decision

To ensure that the terms and conditions of the lease are appropriate and that the Council's asset is held in good order and continues to deliver positive community outcomes in accordance with the Council's Community Plan 2020 - 2023.

214 PLACES TO RIDE APPLICATION FUNDING

The Director- Planning and Growth presented a report which provided an update on the Council's application for British Cycling grant funding for a new recreational cycling scheme at Thoresby Vale, Edwinstowe. The bid had been submitted with the Council's partner, Harworth Group PLC for the maximum funding of £150,000.

The proposed scheme complemented the developing Sherwood Forest offer of connecting people with the natural environment and the historic forest landscape, helping to improve the experience for residents and visitors. The Economic Development Committee had previously recommended the project for approval.

It was noted that on 3 March 2021, the Council had received an initial notification from Sport England / British Cycling regarding the funding, but given this was not in the public domain, further information was included in the exempt update report.

AGREED (unanimously) that subject to funding being confirmed, the project be added to the Council's Capital Programme for delivery.

Reason for Decision

To allow Members to note progress towards securing grant funding for the project.

215 NEW FUNDING OPPORTUNITIES

The Director - Planning and Growth presented a report which provided an update on new revenue and capital funding opportunities announced in the March 2021 Budget. These were the Community Renewal Fund (CRF), the Levelling Up Fund (LUF) and the Community Ownership Fund (COF).

Details of these three new funding opportunities were set out in the report. These funds were likely to present significant opportunities for the District and required co-development with Members, residents, businesses and other local authorities. Officers would continue to digest the opportunities with further updates being provided to relevant committees and the use of urgency provisions where required to submit funding bids.

AGREED (unanimously) that Members note the funding opportunities presented by the programmes detailed in the report.

Reason for Decision

To allow the Council to maximise funding opportunities to deliver its Community Plan objectives and to improve lives for residents across the District.

216 URGENCY ITEM - NEWARK TOWNS FUND - HEADS OF TERMS

The Committee noted the decision to sign the Newark Towns Deal Heads of Terms on behalf of the Council and in the event of Capacity Funding not being awarded, to create a budget of £117,000 from the Capital Projects Feasibility Reserve to allow the Council to instruct consultants to support and develop identified Town Investment Plan priority projects.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable execution of the Heads of Terms within the deadline set to secure the £25m funding for the Newark Towns Fund.

217 URGENCY ITEM - ADDITIONAL STREET SCENE STAFFING REQUIREMENT

The Committee noted the decision to increase the staffing establishment for the Environmental Services Business Unit by an additional 1.7 FTE's, within the Street Scene function.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To ensure the Business Unit is able to deliver on all of its commitments.

218 URGENCY ITEM - 2021 WRAP 'BINFRASCTURE' GRANT

The Committee noted the decision to accept the £20,466 in respect of the WRAP 'Binfrastucture' Grant, with the sum being added to the Capital Programme for 2021/22.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To provide for the installation of purpose made bin enclosures for mainstream layby's.

219 URGENCY ITEM - EV CHARGE POINTS CAPITAL BUDGET

The Committee noted the decision to establish a Capital Programme budget for £51,000, funded by government through On-Street Residents Charge Point Scheme (ORCS) for provision of EV Charging points.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable project commencement and extend further the provision of EV Charging points in the District.

220 SOUTHWELL LEISURE CENTRE - ALTERNATIVE MANAGEMENT ARRANGEMENTS

The Committee AGREED (unanimously) that this report be taken as an open item of business given that details were due to be released the following day.

The Director - Housing, Health and Wellbeing presented a report regarding the progress of discussions around transferring the management of Southwell Leisure Centre to Newark and Sherwood District Council, via Active4Today. The Leisure & Environment Committee had approved proceeding with the Lease on the basis of the Heads of Terms, subject to the Policy & Finance Committee approving the financial framework required to facilitate.

The draft Heads of Terms sought to transfer operational management of the Centre to the Council for a period of 25 years. This commitment would ensure the provision of leisure facilities in Southwell area of the District, whilst also protecting the charitable objectives of the Trust, who would retain oversight of operations. The 25 year term reflected the commitment and funding that would be required over the period of the lease by the Council.

AGREED (unanimously) that:

- a) the Committee note the approval, in principle, by the Leisure & Environment Committee on 16 March 2021, to enter into a Lease for Southwell Leisure Centre;
- b) the budgetary provision to facilitate this arrangement be approved; and
- c) the Council establish a budget for £77,600 funded through the Change Management Reserve as highlighted in paragraph 6.5 of the report, to complete actions arising from Fire Risk Assessments.

Reason for Decision

To secure the provision of leisure facilities in Southwell by progressing with the Lease arrangements as soon as practicable.

221 EXCLUSION OF THE PRESS AND PUBLIC

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

222 PLACES TO RIDE APPLICATION FUNDING

The Committee considered the exempt appendix and update report in relation to the Places to Ride Application Funding.

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

223 STODMAN STREET DELIVERY VEHICLE

The Committee considered the exempt report regarding the Stodman Street Delivery Vehicle.

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

Meeting closed at 7.40 pm.

Chairman

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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 **Planning Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, on Tuesday, 2 March 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 K Walker and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor T Smith (Committee Member)

307 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor M Brock declared a personal interest in Agenda Item No. 9, Norwood Park, Norwood Park Farm, Halam Road, Southwell (20/02472/FUL) as he had discussed this application as a Member of Southwell Town Council.

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.

Councillor I Walker declared a personal interest as he was the Council's appointed representative on the Trent Valley Internal Drainage Board.

Councillors Mrs L Dales, Mrs S Saddington and I Walker informed Committee of a phone call received from the applicant regarding Agenda Item No. 10, Grove Bungalow, Barnby Road, Newark (20/02499/OUTM), the applicant wanted to discuss the planning application and was told by the individual Members, that as they were Members of the Planning Committee they were unable to enter into a conversation regarding this application.

All Members of the Planning Committee declared personal interests in Agenda Item No. 6, Yorke Drive and Lincoln Road Playing Field, Lincoln Road, Newark (20/02484/S73M) as they were Members of the Council.

308 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.

309 MINUTES OF THE MEETING HELD ON 2 FEBRUARY 2021

AGREED that the minutes of the meeting held on 2 February 2021 were approved as a correct record of the meeting, to be signed by the Chairman.

310 LAND NORTH OF HALLOUGHTON, SOUTHWELL 20/01242/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the construction of a solar farm and battery stations together with all associated works, equipment and necessary infrastructure.

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

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the Agent and Interested Parties.

Councillor P Harris – Local Ward Member for Southwell, spoke against the application on the grounds of scale. The proposed scheme would have generated a sizeable contribution of energy. The panels would be 10ft high, with a high hectare, the scale of the proposed solar farm was therefore considered too large and would have a negative impact on the heritage of the area.

Members considered the proposal and commented that the solar farm was on an enormous scale and if it had been any bigger would have been of national infrastructure concern. The solar farm scheme had a life span of forty years and would have an adverse impact for future generations. The scheme would create an industrial landscape and would completely transform the local landscape. The land was considered as precious land and was well used by the local community. If the scheme was allowed it would have a detrimental effect and impact on the mental health of the local community. The scheme was considered too large, intrusive and would have a major impact on the amenity of the area.

A Member commented that whilst this location was not ideal Nottinghamshire was a large rural district and the same problems would occur with other sites within the district. The Council needed to move forward with Governments policy for renewable energy by 2030, if the committee kept rejecting schemes such as this one the Council would not meet the Governments targets. The land when developed using solar panels could still be used for agriculture therefore the full usage of the land would not be lost.

(Councillor M Skinner was not present for the entire duration of the Officer presentation and took no part in the vote).

AGREED (with 11 votes For and 2 votes Against) that planning permission be refused for the reason contained within the report.

311 YORKE DRIVE AND LINCOLN ROAD PLAYING FIELD, LINCOLN ROAD, NEWARK 20/02484/S73M

The Committee considered the report of the Business Manager – Planning Development, which sought permission to vary conditions 8, 24 and 25 attached to

planning permission 18/02279/OUTM to amend the timescale for completion of the conditions.

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

Members considered the proposal acceptable.

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

312 LAND ADJACENT 2 GAINSBOROUGH ROAD, WINTHORPE 20/02279/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the change of use of land for the siting of five holiday lodges, erection of timber decking structures, formulation of new internal access tracks and creation of new vehicular access from Gainsborough Road.

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

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

The Schedule of Communication included a recommendation to update numerous conditions with alternative plan references based on the information which had been submitted since agenda print.

Councillor P Smith on behalf of Winthorpe and Langford Parish Council spoke against the application, in accordance with the views of Winthorpe and Langford Parish Council, as contained within the report.

Members considered the application and disagreed that the proposed development would be good for the village and surrounding settlement. The primary concern regarding the proposed site was the access, which competed with a bus stop and school entrance which were both opposite the proposed site entrance. The road was used for car parking for the school twice a day for drop-off and collection. The road into the village was very narrow with an existing traffic problems including speeding. It was considered that this development would exasperate the traffic problems already in place. Potential noise nuisance from the site was also raised. It was also commented that the proposed site was adjacent to the village envelope which should be protected from development creep. The development did not support rural regeneration and there were no existing buildings on the proposed site. Members also raised concern regarding the removal of four metres of hedgerow and the installation of an access gate, which had been undertaken without planning permission.

Given the lack of objection from the Highways Authority it was considered unreasonable to resist the application on highways safety grounds. It was discussed that the application was contrary to Core Policy 7 and Policy DM5 in that the

development would disrupt the rural character of the site and was in the wrong location.

A vote was taken and lost to approve planning permission with 2 votes For and 12 Votes Against.

AGREED (unanimously) that contrary to Officer recommendation planning permission be refused on the grounds of Core Policy 7 and Policy DM5 – location, character and context.

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

313 LAND OFF MAIN STREET, BALDERTON 20/01405/FUL

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

The application had been previously presented at the 3 November 2020 Planning Committee. Members at that meeting resolved to approve the application for a temporary period of three years, subject to the completion of a S106 legal agreement within three months of the date of the Planning Committee to secure two off-site footways either side of Hollowdyke Lane, failure to do so would result in a refusal on highway safety grounds.

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

Councillor Mrs L Hurst on behalf of Balderton Parish Council spoke against the application, in accordance with the views of Balderton Parish Council, as contained

within the report.

Members considered the proposal and raised concern regarding the suitability of the location due to the close proximity with the A1 and East Coast main line and the impact from pollution and noise that would have on the health and wellbeing of the family.

AGREED (with 9 votes For, 4 votes Against and 1 Abstention) that planning permission be approved for a temporary period of three years subject to the following:

- (a) the conditions and reasons contained within the report, set out within Appendix A; and
- (b) the completion of a section 106 legal agreement within 6 months of the date of this Planning Committee (failure to do so would result in a refusal on the grounds that the scheme fails to secure a safe vehicular to/from the site), to secure details of the width, position, radii and construction of the access and to secure a bound material for the access for a distance of 5m into the site.

314 NORWOOD PARK, NORWOOD PARK FARM, HALAM ROAD, SOUTHWELL 20/02472/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought consent for the change of use of land to site a Charcoal Retort to support the existing firewood business.

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 Southwell Civic Society.

Councillor P Harris – Local Ward Member Southwell, spoke in support of the application in principle however had reservations regarding some of the Environmental Health advice as contained within the report. Concerns were raised regarding conditions 06, 08 and 11. It was commented that many residents would not know the Ringelmann Shade assessment and how to make a complaint as referred to in the conditions. He urged the Committee to tighten up the regulations in order to control pollution emissions.

Members considered the proposal and raised concern regarding the history of the business and the use of Ring Kilns which created a strong toxic smoke when burning charcoal overnight and asked that Planning Enforcement look at this operation. The Chairman commented that Ring Kilns were unauthorised and Environmental Health could also provide enforcement. It was further commented that the content of the conditions were self-managing and there needed to be a way of measuring what was being emitted rather than self-management. It was suggested that an additional condition be included taking the advice of the Environmental Health Business Unit

regarding the clear and definable monitoring of emissions, in consultation with the three ward Members.

(Having declared a Personal Interest Councillor M Brock took no part in the debate or vote and turned off his camera and muted himself in accordance with Council protocol, for the duration of this item).

AGREED (with 12 votes For and 1 vote Against) that:

- (a) planning permission be approved subject to the conditions and reasons contained within the report; and
- (b) advice be taken from the Environment Health Business Unit, regarding an additional condition for clear and definable monitoring of emissions by the Business Manager - Planning Development in consultation with the three local Ward Members (Councillors M Brock, P Harris and Mrs P Rainbow) and confirmation by the Planning Committee Chairman, Vice-Chairman and Business Manager – Planning Development.

315 GROVE BUNGALOW, BARNBY ROAD, NEWARK 20/02499/OUTM

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the residential development of ten dwellings, following the removal of Grove Bungalow and existing outbuildings.

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

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from local residents and Nottinghamshire County Highways Authority.

Councillor Mrs J Olson on behalf of Newark Town Council spoke against the application, in accordance with the views of Newark Town Council, as contained within the report.

Members considered the application and were pleased regarding the reduction of units to ten and the resolved drainage issue. Concern was raised regarding the narrow stretch of road, importance of the common toad and unfavourable problem of the open break between Newark and Balderton. Other Members commented that due to the reduction in units the development was no longer over-intensive. Nottinghamshire Wildlife Trust had commented that they were satisfied that there would be no negative impact on wildlife species.

The Business Manager - Planning Development commented that the report identified protection for the common toad. The open break was also protected and the application would not go ahead unless the Section 106 was in place. Taking on board Members concerns, if the Committee were minded to approve planning permission, consideration could be given to Condition 9 and how this might be tightened, if

delegated authority was provided to the Business Manager – Planning Development to action at a later date.

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

- (a) conditions and reasons contained within the report, subject to the amendment of Condition 9;
- (b) delegated authority be granted to the Business Manager Planning Development to tighten the wording of Condition 9 if appropriate; and
- (c) the completion of a section 106 legal agreement within four months of the date of this Planning Committee (failure to do so would result in a refusal on the grounds that the scheme fails to secure an appropriate drainage scheme and developer contributions):

Summary of Matters to be secured via a s.106 Agreement	
Bus Stop Infrastructure	£13,000 for 2 new bus stops on Barnby Road
Community Facilities	£1,384.07 per dwelling (£13,840.70)
Children’s Play Space	£927.26 per dwelling (£9272.60)
SUDS/drainage features	To be maintained for the lifetime of the development and that drainage strategy be implemented on third party land (with relevant land owners joining in) prior to any other development being carried out on the site
Monitoring contributions for all contributions will also be sought along with appropriate standard triggers for all	As per SPD

316 THE LILACS, FRONT STREET, SOUTH CLIFTON 20/02156/HOUSE AND 20/02157/LBC

The Committee considered both reports together for applications 20/02156/HOUSE and 20/02157/LBC of the Business Manager – Planning Development, which sought planning permission for the removal of a timber fence to Front Street, extend wall by six courses and remove existing piers.

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

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the local ward Member.

Members commented that the proposed wall had a cumulative effect with the other high walls on the street and created a corridor effect, which was considered not acceptable. It was suggested that the application be deferred to allow Officers to negotiate with the applicant a reduction in the height of the wall to a course of four bricks rather than the proposed six.

AGREED (unanimously) that the applications be deferred to allow Officers to negotiate with the applicant a course of four bricks rather than the six as proposed in the planning application. Delegated authority be provided to the Business Manager – Planning Development in consultation with the Planning Committee Chairman and Vice-Chairman to approve the application if the reduction in the brick course can be agreed.

317 REVIEW: SCHEME OF DELEGATION

The Committee considered the report of the Director for Growth and Regeneration which had also been presented to Councillor’s Commission on 25 February 2021.

The amendments to the Scheme of Delegation as set out within the Appendix, as contained within the report, would be reported to Full Council on 9 March 2021, together with any additional comments received.

It was reported that the current Scheme of Delegation (SoD), which formed part of the Council’s Constitution setting out a set of criteria for committee and officer decisions was reviewed late 2019. A number of changes were made to delegation arrangements and it was agreed that a further review would take place over the following twelve months and a report presented of the outcome. The purpose of the report was to set out the findings of the review, which highlighted both positive and negative impacts as a result of the amendments. The report made a number of recommendations as a result of the amendments and requested that Members considered amending the SoD in line with the concluding recommendations.

AGREED that Planning Committee accepts the changes to the Scheme of Delegation as detailed within the report and the changes be referred to Full Council for approval.

These changes summarised were:

- Refer Applications for Minor Dwellings to Ward Members when the Town/Parish Council has objected and the Officer recommendation is for Approval and if request received, present application to Planning Committee; and
- Greater Clarity (i.e. planning reasons) from Member within Referral Requests; and
- Amend the Scheme of Delegation as set out within Appendix 1 to the report.

In addition, changes would be made to the weekly list of planning applications to include a link to the planning application and for the case officer's name and phone number to be included.

318 APPEALS LODGED

AGREED that the report be noted.

319 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 4.41 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, Tuesday, 30 March 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 K Walker and Councillor Mrs Y Woodhead

320 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor L Brazier declared a personal interest regarding Agenda Item No. 7 – Land at Main Road, Boughton (21/00257/FUL), as he lived 200 yards from the site.

Councillor M Brock declared personal interests regarding Agenda Item No. 5 – Norwood Park Farm, Norwood Park, Halam Road, Southwell (20/02472/FUL) and Agenda Item No. 8 – 12 Monckton Drive, Southwell (21/00163/FUL), as both items had been considered at Southwell Town Council of which he was a Member.

Councillor Mrs P Rainbow declared a disclosable pecuniary interest regarding Agenda Item No. 8 – 12 Monckton Drive, Southwell (21/00163/FUL), as her husband was the applicant.

321 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.

322 MINUTES OF THE MEETING HELD ON 2 MARCH 2021

AGREED that the minutes of the meeting held on 2 March 2021 were approved as a correct record of the meeting, to be signed by the Chairman.

323 NORWOOD PARK FARM, NORWOOD PARK, HALAM ROAD, SOUTHWELL 20/02472/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use of land to site a retort to support an existing firewood business.

This application was presented to the 2 March 2021 Planning Committee. The Committee resolved to approve the application in accordance with Officer Recommendation subject to discussing the addition of a condition to specifically control emissions from the retort with colleagues in Environmental Health. It was concluded that if no agreement could be reached between the Environmental Health

Technical Officer (EHTO), Planning Officer and Local Ward Members the application would be referred back to Committee. The report provided the EHTOs professional opinion, advising that charcoal production was exempt from the Environmental Permitting Regulations 2016 and as such, there was no legal requirement for such a process to quantitatively monitor stack emissions.

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

The Business Manager – Planning Development informed Committee that there was a recommended change to Condition 08, requiring the moisture content to be no more than 15%, as opposed to 20%.

The Chairman informed the Committee that the Local Ward Member had confirmed in writing that he was satisfied with the proposal and was grateful to the Environmental Health Business Unit for their work.

Members considered the application and noted the Environmental Health Officers advice and as the Planning Committee had voted to approve the application with 12 votes For and 1 vote against at the previous meeting, subject to further discussion and advice from the Environment Health Business unit, the vote was taken as follows.

(Having declared a personal interest Councillor M Brock took no part in the debate or vote of this item).

AGREED (with 11 votes For and 2 Votes Against) that full planning permission be approved subject to the conditions and reasons contained within the report, subject to the amendment to condition 08 requiring the moisture content to be no more than 15% (as opposed to 20%).

324 CHESTNUT LODGE, BARNBY ROAD, BALDERTON 21/00027/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use of the land for the siting of caravans for residential purposes for two gypsy pitches and hardstanding ancillary to that use, the application was retrospective.

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

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the Planning Case Officer. The notes to the applicant – 05, was a duplicate of 01 and therefore required deleting. There was also proposed changes to the wording of Condition 10.

Members considered the application and whilst Members supported the gypsy and traveller family, concerns were raised regarding the site being in the open countryside and the NCC Highway Authority objection, as there was no footway or cycle route provision close by and very infrequent bus service.

A Member sought clarification regarding Condition 06 and whether planning permission would fall if the 5.8m of public highway was not provided. The Business Manager – Planning Development confirmed that if a breach occurred an assessment would be undertaken by the Planning Enforcement Team.

The Business Manager – Planning Development further advised the Committee regarding whether the splay should be 5.8m wide as set out within the condition or 4.8m wide as set out within the main report and did not want to include a requirement that was unreasonable or unachievable. It was suggested that if the Committee were minded to approve the application this would be reviewed prior to the decision notice being sent to the applicant.

AGREED (with 11 votes For, 2 votes Against and 1 Abstention) that:

- (a) planning permission be approved subject to the conditions and reasons contained within the report, with the amendment to the notes to the applicant, deleting 05 and the amendment to Condition 10, to remove the wording 'prior to occupation'; and
- (b) the Business Manager – Planning Development review Condition 06, regarding whether the splay should be 5.8m wide or 4.8m wide.

325 LAND AT MAIN ROAD, BOUGHTON 21/00257/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use from a residential garden to create a new pedestrian footpath from Holles Close connected into existing footpath with 1800mm high closeboard timber fence with trellising.

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

A Member commented that the name of the road as indicated in the report as 'Hollies Close' was incorrect, the correct name was 'Holles Close'.

Members considered the application acceptable and commented that this would be beneficial for local people and the 1.8m high fence would alleviate any residents concerns.

AGREED (unanimously) that planning permission be approved subject to the conditions and reasons contained within the report and the amendment to the name 'Holles Close'.

326 12 MONCKTON DRIVE, SOUTHWELL 21/00163/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the creation of a driveway, drop kerb and retaining wall.

Members considered the presentation from the Senior Planning Officer, which

included photographs and plans of the proposed development.

Members considered the application acceptable.

(Having declared a disclosable pecuniary interest Councillor Mrs P Rainbow took no part in the debate or vote and turned off her camera and muted herself in accordance with Council protocol, for the duration of this item. Councillor M Brock having declared a personal interest also took no part in the debate or vote of this item).

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

327 LAND AT LORD HAWKE WAY AND BOWBRIDGE ROAD, NEWARK 21/00091/ADV

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of four hoardings, six flag poles and fifteen airmesh banners fixed to Heras boundary panels, the application was retrospective.

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

Members considered the application and whilst they considered the application acceptable, they were disappointed that the application was retrospective given that the applicant was Arkwood Developments, a company owned by Newark and Sherwood District Council. The Chairman commented that this matter had been raised with the Leader of the Council.

AGREED (with 13 votes For and 1 vote Against) that advertisement consent be approved subject to the conditions contained within the report.

328 PROACTIVE PLANNING ENFORCEMENT AND TEMPORARY STRUCTURES

The Committee considered the report of the Director – Growth & Regeneration which sought Committee approval for the adoption of a policy for under enforcement of temporary structures requested as a result of the Covid – 19 pandemic.

The report had previously been presented to the 3 November 2020 meeting of the Planning Committee and the adoption of a policy for under enforcement of temporary structures requested as a result of the Covid-19 pandemic had been adopted. Since that time the District had been in lockdown due to Covid-19 restrictions. The timescale previously approved, for allowing this under enforcement was due to expire on the 31 March 2021. The report sought to extend the time period until the 31 October to allow for the Government’s slow release of restrictions.

The Chairman suggested that an amendment be made to recommendation (b) to read ‘prior to 31 October 2021’.

AGREED (unanimously) that:

(a) Members agree the approach to under enforcing

breaches of the planning regulations for temporary structures for businesses for a temporary period up until the 31st March 2021; and

- (b) prior to 31 October 2021 Officers will review the requests received or any temporary structure erected without a request to determine whether it is appropriate to allow the structure to remain for a longer period of time.

329 APPEALS LODGED

AGREED that the report be noted.

330 APPEALS DETERMINED

AGREED that the report be noted.

331 DEVELOPMENT MANAGEMENT PERFORMANCE REPORT

The Committee considered the report of the Director of Planning & Regeneration which related to the performance of the Planning Development Business Unit over the three month period October to December 2020. In order for the latest quarter's performance to be understood in context, in some areas data going back to January 2019 was provided. The performance of the Planning Enforcement team was provided as a separate report.

The Chairman on behalf of the Planning Committee congratulated the Business Manager – Planning Development for the work undertaken and asked for the Planning Committee's thanks to be forwarded to the Planning team.

AGREED that the content of the report be noted.

332 QUARTERLY ENFORCEMENT ACTIVITY UPDATE REPORT

The Committee considered the report of the Director of Planning & Regeneration which followed on from the report that was presented to the 3 November 2020 Planning Committee, which highlighted planning enforcement performance during the second quarter of 2020/21. The report related to the third quarter 1 October to the 31 December 2020 and provided an update on cases where formal action had been taken. It also included case studies which showed how the breaches of planning control had been resolved through negotiation.

It was noted that due to periods of national and local lockdowns due to Covid-19, response times for visits and compliance periods for remedial works had been affected. Members also noted that Officers had received more cases than in previous years and achieved positive results despite those challenges. The report presented a snap shot on the general volumes of cases received and dealt with and showed an overview of the enforcement activity compared to previous quarters.

AGREED that the content of the report be noted.

333 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.

334 PLANNING APPEAL

The Committee considered the exempt report of the Director of Planning & Growth, which updated the Planning Committee regarding a Planning inquiry.

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

Meeting closed at 3.20 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 **Trustee Board of the Gilstrap and William Edward Knight Charities** held in the Broadcast from Castle House, Great North Road, Newark NG24 1BY on Thursday, 4 March 2021 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)

VOTING MEMBERS: Councillor M Cope, Councillor K Girling, Councillor L Goff, and Councillor M Skinner

NON VOTING MEMBERS: Councillor Mrs I Brown, Councillor R Crowe, Councillor Mrs G Dawn, Councillor D Lloyd

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.

11 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

None

12 DECLARATION OF INTENTION TO RECORD THE MEETING

The Chairman advised that the meeting was being livestreamed by the Council on social media.

13 MINUTES OF THE MEETING HELD ON 2 OCTOBER 2020

AGREED that the Minutes of the meeting held on 2 October 2020 be approved as a correct record.

14 LAND OFF CEDAR AVENUE/LINCOLN ROAD, NEWARK - UPDATE

The Trustees considered the report of the Clerk to the Trustees which provided various options for the future of the land owned by the Trust at Cedar Avenue, Newark. The options also included an alternative proposal received to develop the site as a 'Children's Wood and Wildlife Meadow'.

In considering the report Councillor D.J. Lloyd, a non-voting Trustee, noted that the recommendation of the report invited the Board of Trustees to debate the various options available and that a series of sequential decisions would be beneficial.

He commented that the trustees, in accordance with their duty to protect the assets of the Charity, had sought to get full financial yield from the land when marketing it to sell for housing development. He noted that the purpose of the bequest of the land when the Charity was first established in 1883, (at the time it was used for farming), had been to yield an income to support the original object of the Trust, which was to

provide a free library for Newark. The land had been allocated for housing development, however following an open marketing process and lengthy negotiations with a social housing company - which had submitted the successful tender for the land - the sale had fallen through. The social housing company receive grants from Government and others to support their business and therefore it could be argued that it was a subsidised bid. The developer had withdrawn its bid following several unsuccessful planning applications which suggested that the land would not be viable for housing development. He suggested therefore that the Trust seek the de-allocation of the land as unsuitable for residential development having undertaken a proper marketing exercise.

The taking of that decision would then mean that the value of the land should be revised, as reflected in the officer's report. The land could be retained as an open space and the Trustees should then consider whether the Charity should retain responsibility for the provision of the open space together with the continued financial responsibility this would place upon the Trust. In considering the financial interest of the Trust, it was noted that retention of the land caused expenditure but provided little return. Councillor Lloyd also noted that to lease it as open space would return little or no income. In considering the above he suggested that the Trust should formally designate the land as public open space.

Councillor Lloyd further stated that he would recommend that the Trust approach both the District and Newark Town Councils formally to explore if they would be interested in acquiring the land as open space to be protected, noting that such protection could be achieved by a number of options e.g. by covenant.

In clarifying the reasoning behind the above recommendations, Councillor Lloyd stated that should the land be designated as open space very few parties would be interested in purchasing it. In referring to the alternative proposal received to develop the site as a 'Children's Wood and Wildlife Meadow', he noted that this group would have to raise the money to purchase it and to sustain revenue costs going forward which would be quite a burden.

If either Council were to acquire it, this would better respect the wishes of Sir William Gilstrap, the original donor of the Charity, who had been keen to ensure that the Trust was overseen by a local authority as he felt they would best protect the public's interests. He noted the community's ongoing interest in, and proposals for, the land and suggested that if either Council acquired the land they would continue to work with the residents on their proposals. They could look to be supportive in drawing down different grants and help to shape the space and what it might look like. He stated that if the land was in local authority ownership, which was more accountable to the public than a Trust, it better enabled District and/or Town Councillors to receive, consider, reflect and respond in the manner which they had been elected.

In putting forward the above proposals Councillor Lloyd stated that advice would need to be sought from the Clerk to the Trustees. This was to ensure that the proposals he had put forward would meet the objectives of and protect the interests of the charity.

In considering the above, Councillors Mrs I. Brown and Mrs G. Dawn, (both non-voting Trustees), stated that they were supportive of the proposals put forward by Councillor Lloyd. They added that it would provide a favourable outcome for all concerned. It was suggested that formal appropriate legal advice be sought and that an approach be made to Newark Town Council and the District Council in relation to them acquiring the land following which contact be made with the community group. Councillor Mrs Dawn seconded Councillor Lloyd's recommendations.

In response to whether the proposals could be actioned, the Clerk to the Trustees stated that there was a logic and a rationale that fitted with the Trusts objectives in terms of reaching the point of concluding that the Trust would wish to retain the land as open space rather than it being disposed of for housing development. It was clear that it was necessary to seek advice from the Trust's Valuer on the options available. Some advice had already been sought but the new proposals gave a clearer steer about what the Board felt was in the best interests of the Trust and the beneficiaries of the Trust. This enabled more detailed advice to be sought from the external Valuers. The Clerk stated that she felt it proper for the Trust to ensure that it did not only target one potential purchaser and therefore it was advisable to keep within the terms of the original proposal and seek interest from different public bodies. She noted that in Newark those interested public bodies would most likely be the town council and possibly the district council.

In stating his support for the proposals, Councillor K. Girling sought reassurance as to what measures could be put in place to ensure that the future use of the land remained as open space. In noting the significant reduction in the value of the land resulting from it no longer being marked as suitable for residential development, he sought clarification as to the Trustees liability, suggesting that advice be sought on this point.

The Clerk advised that there were a range of restrictions which the Trust could apply on any disposal of the land and that these included covenants requiring the land to be used for a particular purpose. If, at any later date there was a change of use proposed resulting in an uplift in the value, e.g. by new owners looking to develop the land for residential purposes - there would clearly be an uplift in value that would result from that. She noted that it was common practise to utilise clawback clauses which would bring a percentage of any uplift in the value of the land back to the Trust. She also advised that there were legal restrictions that could be placed on the land to ensure that it was used for the purpose that the Trust felt that it should be used for in terms of open space.

The Clerk also advised that any sale of the land would not be undertaken quickly as there were processes that, should the Board decide to support the proposal, had to be followed, not least of all to find an appropriate purchaser who the Trust wished to sell the land to.

In relation to the liabilities of the Trustees and the change in value of the land, the Clerk advised that it was due to the change in the intended use from residential development to open space. She stated that, should the proposals be supported, it was advisable to seek advice from the Trust's external valuers to ensure that the Trustees' obligations were satisfied and that they were acting in a proper way. She

added that in order to protect the Council in its role as Trustee, it may be advisable to clarify with the Charity Commission that there were no issues with the intended course of action.

Councillor L. Goff referred to the alternative proposal for a Children's Wood and Wildlife Meadow and hoped that there would be a meeting with the GCWWM Committee in the future. He noted that this matter had been ongoing for some time and suggested that Sir William Gilstrap had given the land as open space. In response, Councillor Girling sought to correct Councillor Goff's statement in that the land was not given by William Gilstrap to the Trust as open space. It was originally gifted to the Charity as farming land to generate an income to support the Charity's objects.

In supporting the proposals, Councillor Skinner queried as to the potential liabilities for the Trust if there were further encampments in the short term, before the land was possibly sold. The Clerk advised that consideration had been given as to how the land may be future proofed from this, whilst recognising that there were limits on such future proofing whilst needing to retain unimpeded access for the public and residents to the site for recreation purposes. The Trust continued to have the liability for any costs of unlawful encampments and this would continue whilst it remained the owner of the site. For information, she advised that when unlawful incursions occurred, the District Council shared the cost of the clean-up with the Trust, paying half each. That was due to the historic arrangement whereby the Trust had permitted the District Council to site a multi-use games area on the land. The District Council contributed to the cost of maintaining the site in return.

AGREED (with 4 votes for and 1 against) that:

- (a) the Trust seek the deallocation of the land as not being suitable for residential development, having undertaken proper market activity;
- (b) the Trust look to formalise the use of the land as public open space;
- (c) the Trust do not consider that the continued maintenance and provision of the open space to be its core business; and
- (d) the Trust, taking into account that there is a financial strain with retaining the land, approach both the district and town councils to see if they would be interested in acquiring the land to be retained as protected open space.

In noting the Trustees' decision, the Clerk advised that an approach would be made to the town and district councils in relation to them acquiring the land as protected open space. When responses had been received a further report would be brought back to the Board of Trustees. The Clerk also advised that she would contact the Trust's Valuer to seek valuation advice on the proposals.

15 GRANTS AWARDED UPDATE

The Trustees considered the report of the Democratic Services Officer which sought to provide an update following the decisions taken at their previous meeting held on 2 October 2020 to allocate funding to the Newark Civic Trust and the Newark R&M

Cricket Club and the decision to request further details from the organiser of the Newark Book Festival.

The report set out the decisions taken and the responses received from the above mentioned organisations. In noting that the Newark Civic Trust had decided to accept the lower offer of £1,918, the Trustees wished to express their thanks for their continued efforts to promote the town through the work they undertook.

AGREED that the report be noted.

Meeting closed at 6.36 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts, on Tuesday, 16 March 2021 at 6.00 pm.

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

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

APOLOGIES FOR Councillor J Lee (Committee Member)

ABSENCE:

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

Councillors S Carlton and M Skinner declared personal pecuniary interests in Agenda Item 15 – Southwell Leisure Centre Trust (SLCT) Alternative Management Arrangements, as there were both Directors for Active4Today.

Councillors P Harris and B Laughton declared personal pecuniary interests in Agenda Item 15 – Southwell Leisure Centre Trust (SLCT) Alternative Management Arrangements, as there were both Trustees 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.

93 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Council recording in accordance with usual practice. Councillor P Harris declared that he would record Agenda Item No. 14, Exclusion of the Press and Public.

94 MINUTES OF THE MEETING HELD ON 19 JANUARY 2021

AGREED that the Minutes of the meeting held on 19 January 2021, be approved as a correct record to be signed by the Chairman.

95 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 19 January 2021.

That meeting followed the Prime Minister's announcement in early January about further national restrictions which would have a significant impact upon the economy,

people's lives and council services, whilst trying to prevent the spread of the virus, protect the NHS and save lives. Colleagues from the Clinical Commissioning Group were presenting to the meeting regarding the impact Covid has had on their operations and their involvement in the vaccination programme which lay at the heart of our ability to get back to something resembling normality. Infection rates had dropped across Nottinghamshire and Newark and Sherwood now had the second lowest infection rate of any Nottinghamshire district, which was both positive and encouraging. Covid related hospital admissions were at their lowest levels since 23 October last year and the vaccination programme continued to be rolled out at pace. As of last week, more than 366,000 vaccinations had taken place in Nottinghamshire, with cohorts 1-9 on track to be vaccinated by 15 April 2021.

Later this week the first mobile asymptomatic testing facility in Nottinghamshire would be rolled out in Ollerton at the Council's own Forest Road car park, this was another positive step in both the testing and vaccination programme. The Chairman and Members on this Committee would like to pay tribute to all colleagues on the frontline of this effort. With the progress on the vaccination front, the Prime Minister recently announced his phased roadmap to recovery. This would inevitably mean that our colleagues would once again be supporting this effort, to enable our businesses and communities to recover as quickly and as safely as possible. Colleagues from environmental health would be providing advice and support to businesses as they re-opened from no earlier than 12 April. Outdoor attractions, libraries, community centres, personal care premises, all retail and outdoor hospitality would hopefully be able to open from this time. Colleagues would be visiting premises and playing a visible role in town centres, to positively reinforce messages around hands, face and space which would still be in effect at this time.

Colleagues in Active4Today were aiming to re-open the leisure centres in Newark, Ollerton and Blidworth towards the end of the month and there was a significant task for them in terms of recovering the losses in the membership base that the leisure industry had seen as a whole since the start of the pandemic. Getting them open was a positive first step on the road to recovery and, hopefully, by the next meeting in June, the new pool in Ollerton would be open and available to use. This fantastic development would hopefully encourage more community swimming use as well as a new opportunity for A4T to market the leisure offer as a means of recovering its membership.

In relation to the Council's cleansing and grounds maintenance services, since the last meeting, Policy and Finance and the Homes and Communities Committees both approved the proposals to bring the housing grounds maintenance service back in-house. New operatives had been recruited to deliver the work, with the change due to take effect in April 2021. This would lead to a better, more consistent and more accountable service for streetscene, irrespective of whether communities were on HRA land or not. In addition to the delivery of this service in house, the environmental services business unit had also won 11 new contracts with town and parish councils for grounds works which was further good news in terms of trying to bring greater consistency to making Newark and Sherwood greener.

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. Whilst

responsibility for community safety sat with Homes and Communities, environmental improvements had been made as a result of interventions from colleagues in street scene, who had been sprucing up the streets and open spaces. On 17 February, a mini day of action was held in which the areas were litter-picked, streets swept and trees planted, with the day being hailed a fantastic success by the local residents. 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.

Member's attention was drawn to two reports on the agenda, in relation to the Council's recently adopted Carbon Reduction Strategy and Action Plan. Two of the principle carbon emitters within the Council were the fleet and also Council assets, particularly Council leisure centres. As such, the Chairman was pleased to see how quickly the Council was starting to respond to this agenda with proposals to undertake a feasibility study for installing photovoltaics on Council leisure centres whilst also setting out a roadmap to help the Council transition successfully through the complex landscape of moving to electric or ultra-low emission vehicles. That journey may begin with the purchase of two electric vehicles next financial year, the first such purchases by the Council, which the Chairman hoped would be endorsed by this committee.

96 PRESENTATION FROM THE CLINICAL COMMISSIONING GROUP (CCG)

A presentation was provided by David Ainsworth, Locality Director - Mid Nottinghamshire Area Clinical Commissioning Group. The presentation provided the Committee with an update regarding the CCG's current work and the vaccination programme.

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

AGREED that the presentation be noted.

97 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 findings in consultation with key partners and members of the public, on the proposed Public Space Protection Order ("PSPO") at Vicar Water Country Park.

Consideration had been given to the option of a specifically designated BBQ area. Consultation with other park providers as demonstrated that outside of the very large areas such as Clumber Park, this was not a feature normally provided due to the fire risk. The Parks team had confirmed that they would not support the designation of such an area.

A map showing the proposed area of the PSPO was attached as Appendix two to the Report. It indicated that the extent of the proposed PSPO was the whole of vicar water Country Park, however there was a small exclusion area around the fishing lake

to allow smoking by the angling club as their members were there for an extended amount of time.

Two further designated smoking areas had been identified as:

- (1) the area outside of the Visitors Centre, which hosted Rumbles Café, and would be restricted to the immediate area at the rear of the building, which included the outdoor seating facility for Rumbles Café.
- (2) the car park area.

A map showing those additional exclusions was attached as Appendix three to the Report.

It was reported that failure to comply with the PSPO was an offence. It was proposed that the fixed penalty level on all Public Space Protection Orders be set at £100.00 reduced to £75.00 if made within 14 days. This aligned the penalty level with that of similar environmental and ASB offences. It was proposed that the enforcement of PSPO's would be carried out by Authorised officers of the council and police.

The local ward Member sought clarification regarding any land which fell under the control of Mansfield District Council and whether discussions had taken place with Mansfield District Council regarding the PSPO's. The Business Manager confirmed that he was not aware of any land contained within the designated areas which fell under Mansfield District Council, but would confirm with colleagues at Mansfield District Council.

AGREED (unanimously) that:

- (a) 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;
- (b) the proposed designated smoking areas be agreed; and
- (c) clarification be sought with Mansfield District Council regarding any land issues.

98 HAWTONVILLE COMMUNITY CENTRE AND REACH UPDATE AND LEASE ARRANGEMENTS

The Committee considered the report presented by the Health Improvement and Community Relations Manager which sought to secure committee support, subject to Policy and Finance approval, to grant Reach Learning Disability (RLD) a long term lease for the use of Hawtonville Community Centre for a period of 15 years with effect from 1 April 2021, with associated 5 year break clauses that were deemed acceptable and appropriate to both parties.

It was reported that the impact of Reach Learning Disability (RLD) in the local community and the benefits to the Council of having a reliable tenant had proved to

be very successful and accordingly RLD were keen to secure a longer term relationship with the Council through a 15 year lease. Furthermore, if a 15 year lease was granted, RLD, as a registered charity, would be in a far stronger position to secure external grant funding to invest in and improve the facilities at the centre which would benefit service users and community groups alike.

AGREED (unanimously) that:

- (a) Leisure and Environment Committee recommend to Policy and Finance Committee that Reach Learning Disability be granted a 15 year lease of Hawtonville Community Centre with 5 year break clauses;
- (b) the Director of Housing, Health and Well Being, be given delegated approval to agree the terms of the lease including community access and use of the centre as is currently the situation, and
- (c) Officer colleagues work with Reach Learning Disability to explore opportunities to secure capital investment in the asset for the benefit of all.

99 ANNUAL REVIEW OF THE EXEMPT REPORTS CONSIDERED BY THE LEISURE & ENVIRONMENT COMMITTEE

The Committee considered the report of the Chief Executive listing the exempt items considered by the Committee for the period 22 September 2020 to date.

The Committee agreed that the report considered on the 19 January 2021, entitled, 'Southwell Leisure Centre Trust Update', be released into the public domain.

AGREED (unanimously) that the content of the report entitled: 'Southwell Leisure Centre Trust Update', be released into the public domain.

100 POTENTIAL ROUTEMAP TO THE ELECTRIFICATION OF THE NSDC FLEET

The Committee considered the report presented by the Environmental Services Business Manager, which informed the Committee of a provisional roadmap, milestones and strategy towards the electrification of the NSDC fleet. To increase understanding of the operational and political complexities this shift would bring in terms of short, medium and long term plans and to alert the Council to the additional capital expenditure that any such programme would require.

Members commented that hydrogen power and bio-fuel could be used as an alternative to electrification for the heavy vehicle fleet. The cost of replacing the fleet would be a considerable expenditure. The capacity for charging and storing the vehicles at the Council's depot site was also questioned. The Business Manager confirmed that the depot site may be on the small size, however space could be utilised at Farrar Close, which would be considered by the working group.

AGREED (unanimously) that:

- (a) the phased approach towards electrification that has been set out in the report, starting with small scale pilots, before looking at two possible phases of transition – 2023-26 for small vans and fleet, subject to business case, and post 2026 for larger vehicles, subject to business case, be approved;
- (b) the current uncertainties in setting out the long-term route map, but ask the project team to continue working on a masterplan for the development of the depot site, taking into consideration the National Waste and Resources Strategy and future requirements given the Government’s 2030 target. This would significantly assist in off-setting costs if government grants become available for shovel ready schemes, be noted;
- (c) a recommendation to Policy and Finance Committee at its next meeting on 1 April 2021, that an amendment is made to the capital programme to the increase the Capital replacement programme for small vehicle replacement during 21/22 by £34k to allow the already scheduled replacement of two suitable ULEV’s to be purchased in line with the phased approach being set out in this report; and
- (d) a recommendation to Policy and Finance Committee that the sum of £30,000 is allocated from the Capital Feasibility Reserve, to allow a small working party made up of Director Communities and Environment, Business Manager Environmental Services and Asset Management to undertake a study into the future requirements of the operational depot at Brunel Drive. This study will lead to a report that sets out a roadmap for future development and utilisation by front line services. It will, amongst other things look at future requirements for Waste Management and the requirement for more vehicles through the National Waste Strategy. It will look at parking and charging requirements for all departments, including Housing vehicles as well as electrical needs, possibilities and central grants. The budget will allow the employment of external services such as Architects, M & E specialists, Civils and ULEX experts etc.

101 CLIMATE EMERGENCY UPDATE

The Committee considered the report presented by the Environmental Policy and Projects Officer, which provided an update on the progress of the Climate Emergency Strategy and associated Action Plan.

The Council’s agreed target for reduction was 2,165 tCO₂e (gas and fuel consumption from scope 1, purchased electricity from scope 2 and waste and water from scope 3). The Greening Newark and Sherwood Action Plan was now being progressed and an

annual report would be presented to Policy and Finance Committee every September. A number of projects were also underway as detailed within the report.

A Member commented that whilst he supported the report he was concerned about the use of Renewable Energy Guarantees of Origin (REGOs) from the energy supplier, for reducing the Council's carbon emissions. The Environmental Policy and Projects Officer confirmed that REGOs were available to be purchased from a range of sources, this can just include a 'fuel mix' of specifically renewables such as wind and solar, which would have greater green credentials for the Council and enable a reduced carbon factor to be used in the Council's carbon footprint calculation. The decision around the 'fuel mix' options for green electricity would be a decision for a future meeting of the Committee.

(Councillor L Brailsford entered the meeting during the Officers presentation.)

AGREED that:

- (a) the Project update be noted; and
- (b) a further report be submitted to the Committee providing further progress updates on Newark and Sherwood District Council's carbon reduction journey.

102 YMCA COMMUNITY AND ACTIVITY VILLAGE UPDATE

The Health Improvement and Community Relations Manager provided a verbal update regarding the current work of the YMCA Community and Activity Village.

The YMCA Village had been closed during lockdown, however in line with the government announcement on 22 February 2021, the Village would be reopening on 29 March 2021 for outdoor sport activity. The YMCA looked forward to once again being able to serve the community and offer the facilities and programming, as soon as allowed.

The Village building's final fit-out costs, supporting the climbing wall, cycle track, 5-aside pitches, skatepark, music & expressive and creative arts suites were actively being fundraised for by the YMCA, with a total cost of circa £13 million. The main village building construction had commenced, this would be operational and open to the public in spring 2022.

Currently, over 10,000 community members and businesses were actively engaged in consultation and co-designing spaces and the use of the Village building. YMCA social bond had raised £3 million in capital.

YMCA and Newark and Sherwood District Council continued to recruit local Trustees for its board of directors and had appointed Todd Cauthorn as the Executive Director responsible for the charity and services throughout Newark and Sherwood.

AGREED that the verbal report be noted.

103 LEISURE & ENVIRONMENT COMMITTEE FORWARD PLAN

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

AGREED (unanimously) that the Forward Plan be noted.

104 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (with 10 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 and 4 of part 1 of Schedule 12A of the Act.

105 SOUTHWELL LEISURE CENTRE TRUST (SLCT) ALTERNATIVE MANAGEMENT ARRANGEMENTS

The Committee considered the exempt report of the Director of Housing, Health and Well Being, which updated the Committee on the progress and discussions around the management of Southwell Leisure Centre.

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

Meeting closed at 8.02 pm.

Chairman

By virtue of paragraph(s) 3, 4 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, 15 March 2021 at 6.00 pm.

PRESENT: Councillor Mrs R Holloway (Vice-Chairman - chairing the meeting)

Councillor Mrs K Arnold, Councillor M Brock, Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor M Brown, Councillor S Carlton, Councillor R Crowe, Councillor L Goff, Councillor Mrs L Hurst (Substitute) and Councillor J Lee

ALSON IN ATTENDANCE: Councillor Mrs P Rainbow

APOLOGIES FOR ABSENCE: Councillor L Dales (Committee Member) and Councillor T Wendels (Chairman)

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.

The Committee wished the Chairman a speedy recovery.

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

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

110 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

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

111 MINUTES OF MEETING HELD ON 18 JANUARY 2021

AGREED (unanimously) that the Minutes of the meeting held on 18 January 2021 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 17 would follow Item 15, followed by Item 16.

112 CHAIRMAN'S REPORT

The Chairman informed the Committee that the Council continues to press ahead with delivery of a number of projects and improvements. The Safer Streets project continues with all the elements within the project due to be completed by the end of March. The new Community Hub at Chatham Court, which is part of the Safer Streets project is progressing well with many partners showing an interest in operating their services from the Hub.

The Chairman advised that during the past year of Covid restrictions, crime across Newark and Sherwood has fallen, unfortunately this has not been matched with a similar fall in anti-social behaviour. The Council and the Police are continuing to work together to have plans in place that use all the powers available to manage and reduce anti-social behaviour. The police have dedicated patrols in ASB hot spots, and these are supported by the Council's Community Protection Officers. We have shown our commitment to addressing these issues by the appointment of two additional community protection officers for a temporary period of 12 months.

The Chairman highlighted that the Energy and Home Support team have successfully completed a project at Fairholme Park, Ollerton to move residents from LPG to mains gas, reducing running costs for those living in these hard to heat park homes which has not been an easy feat during a year of significant challenges.

Looking forward, the Chairman advised of a consultation to be launched with housing tenants through their next rent statement about what they would like to see in this year's Annual Tenant Report. The Council will shortly start preparing the document which is a requirement of the Regulator to show how we are performing and how we invest in services. The report for 2019-20 can be found on the Council's website.

The Chairman then informed the Committee that from the end of the month the Grounds Maintenance service for our Council homes will be delivered by our in-house team, enabling us to control the quality and improve the streetscape for Newark and Sherwood District. We have also been able to recruit two of our apprentices into full time roles within the team which is fantastic.

The Chairman went on to advise of the commencement of more in depth Fire Risk Assessments of our communal areas including checking of individual fire doors with the aim of improving fire safety for our tenants.

The Chairman was pleased to inform the Committee that the Council had been successful in securing £11,000 from the Ministry of Housing, Communities and Local Government (MHCLG) to support with the complexities for rough sleeping and our long term project to support rough sleepers into accommodation is on track for April 21.

Now we have a roadmap out of lockdown, the Council are looking at how we bring all services back on line in a managed way and the chairman took the opportunity to thank all colleagues at the Council for their continued commitment and knew that they will do their best to ensure a smooth transition.

Finally, the Chairman reminded the Committee of having just passed the first anniversary of bringing our housing service back into the Council. The team will be inviting members over the next month to take a look at what the newly formed Directorate has been up to.

113 SHERWOOD & NEWARK CITIZENS' ADVICE – ANNUAL PERFORMANCE REPORT 2019-20

The Committee considered the report from the Homeless Strategy Officer informing Members that Sherwood & Newark Citizens' Advice (SNCA) had achieved the performance targets for the commissioned Debt Management & Homeless Prevention Service to residents in the District for the financial year 2019-20.

The Chief Officer of Sherwood & Newark Citizens' Advice, Jackie Insley, was in attendance at the meeting to present the annual report to the Committee.

AGREED (unanimously) that the contents of the report be noted, particularly the performance outturns for the commissioned debt management and homeless prevention service to residents in the District for the financial year 2019-20.

114 FORWARD PLAN – APRIL 2021 TO MARCH 2022

The Committee considered the Forward Plan for April 2021 to March 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 a six monthly Anti-Social Behaviour (ASB) update be provided to Committee Members, with a further Member requesting an update on the Chatham Court improvements.

115 HOMELESSNESS PREVENTION GRANT – STRATEGY AND PROJECT DELIVERY

The Committee considered the report from the Homeless Strategy Officer to update and seek approval to fund targeted intervention projects to deliver the Councils Homelessness Prevention and Rough Sleeper Strategy 2019 – 2024, funded from homelessness prevention grants/reserve.

The report proposals are practical and will help to support services for those facing challenges around securing and maintaining a safe and secure home. The Housing Advisory group have also had sight of these proposals and support the allocation of funds, with a clearly set out rationale. There are synergies with the internal housing service as well around making links and achieving better alignment.

AGREED (unanimously) that:

- (a) the Members noted that the report had been presented to SLT on 19 January 2021 and supported the proposals.
- (b) the Members considered the contents of the report and approved the funding proposals to successfully deliver the Council's five year Homelessness Prevention and Rough Sleeper Strategy 2019-2024.

116 REVIEW OF CUSTOMER ACCESS SERVICE OPENING HOURS

The Committee considered the report from the Business Manager for Customer Services to review the opening hours of the Customer Access Service (CAS) Contact

Centre and to recommend alignment with the opening times of the main Council Contact Centre.

The Tenants Forum had met in February and had agreed unanimously that the opening hours should be altered in line with recommendations. They felt that tenants needed to have uniformity across all council services.

The Committee discussed the report and requested further data be brought to the next meeting with respect to usage at different times of the working day and noted that this does not affect the out of hours emergency calls.

AGREED (unanimously) that:

- (a) an updated report be brought back to the next meeting with further data on usage for consideration.

117 REVIEW OF THE ANTI-SOCIAL BEHAVIOUR POLICY

The Committee considered the report from the Business Manager for Public Protection reviewing the Council's existing Anti-Social Behaviour Policy, which is scheduled to be reviewed every three years.

At the February meeting of the Housing Advisory Group felt the overarching policy was good and brought together housing within the wider council. The group recommended that Officers look at other linked policies e.g. effective tenancy and estates management and recharges when balancing leaving tenant damage to be at their cost versus essential repairs such as glazing that are a health and safety issue and a blight on the look of an area.

Other partner organisations had been consulted and their consultation comments were reviewed and if appropriate, changes made to the policy.

The Committee found it to be a good detailed useful document and wished to pass on their thanks to the teams involved.

AGREED (unanimously) that the contents of the report be noted and the adoption of the updated Anti-Social Behaviour Policy by the District Council for the period 2021 – 2024 be approved.

118 PROPOSAL FOR PUBLIC SPACE PROTECTION ORDERS – NEWARK TOWN CENTRE AND SITES IN BALDERTON

The Committee considered the report from the Business Manager for Public Protection informing the Committee of the incidents of anti-social behaviour in Newark Town Centre and Coronation Park, Balderton Lakes and Lakeside shops in Balderton and to seek approval to begin a consultation process on the use of Public Space Protection Orders within these locations.

The report advised the Committee that through the Community Plan the relevant objective considered the reduction of crime and anti-social behaviour and increasing

the feeling of safety in our communities.

A Committee Member suggested that the consultation could also perhaps include other parts of the District in reducing anti-social behaviour.

AGREED (unanimously):

- (a) to support the proposal to consult on the possibility of introducing a Public Space Protection Order in Newark town centre; and to,
- (b) support the proposal to consult on the possibility of introducing a Public Space Protection Order on Coronation Park, Balderton; and to,
- (c) support the proposal to consult on the possibility of introducing a Public Space Protection Order on Balderton Lakes, Balderton; and to,
- (d) support the proposal to consult on the possibility of introducing a Public Space Protection Order at Lakeside Shopping Centre, Balderton; and to,
- (e) agree the terms of the PSPO as set out in paragraph 4.2
- (f) agree the list of consultees as set out in paragraph 4.4; and that,
- (g) a further report setting out the results of the consultation be brought back to the Committee.

119 HEALTH AND SAFETY ANNUAL REPORT

The Committee considered the report from the Business Manager for Public Protection updating Members on performance with regard to corporate health and safety within the previous calendar year and to demonstrate that the Council's legal responsibilities are being met.

The Council's corporate Health & Safety Policy sets out the responsibilities of various posts within the organisation. Elected Members provide the Council with leadership and strategy direction and determination in the allocation of budgets to enable services to be delivered.

The Committee requested a letter be sent to the Chief Executive so that they could pass on their thanks to all staff including Helen Ellison and her team having provided risk assessments for staff as well as mental health support.

The report also advised the Committee that the Health and Safety Policy will be taken to the next Committee meeting taking place in June to review, update and implement.

AGREED (unanimously) that:

- (a) the Health and Safety activity for the past year be noted and to;
- (b) support the action plan set out in paragraph 9.1.

120 SOCIAL HOUSING WHITE PAPER “THE CHARTER FOR SOCIAL HOUSING TENANTS”

The Committee considered the report from the Tenant Engagement Officer informing Members of the Charter for Social Housing Tenants White Paper released in November 2020 and the future positive impact this will have on the relationship between tenants and the Council going forward.

The report also set out the new responsibilities placed upon the Council (and Members) as a stock holding authority and landlord.

The Tenant Engagement Officer provided a brief presentation to the Committee on the key elements of the Social Housing White Paper “The Charter for Social Housing Tenants”.

Following the Housing Advisory Group meeting in February 2021, the involved tenants and Housing Advisory Group members confirmed discussions had taken place on the White Paper with the Tenant Participation Advisory Service (TPAS) and some members had taken part in webinars to discuss the new roles of the Regulator and Ombudsman.

The report advised the Committee that involved tenants are currently updating the terms of reference and related procedures to present to the Council to endorse. The group are also looking at existing and future ways to improve meaningful tenant engagement and involvement.

AGREED (unanimously) that the contents of the report be noted and:

- (a) the Director of Housing and Health and Wellbeing is nominated as the ‘responsible person’ who is the point of contact and ensures compliance with the housing regulatory standards until such time as any legislative guidance being issued;
- (b) the Business Manager for Asset Management is nominated as the ‘responsible person’ for ensuring Health and Safety in Council properties and buildings in advance of any legislative guidance being issued; and to
- (c) support the production of an action plan to address the requirements of the Charter with regular updates on progress reported to Homes and Communities Committee.

121 CUSTOMER JOURNEY – TENANT ENGAGEMENT REVIEW UPDATE

The Committee considered the report from the Tenant Engagement Officer updating on the outcomes of Phase 1 of the review into tenant engagement and involvement agreed at Committee on 16 March 2020.

The report also provided a number of proposals to move the tenant engagement arrangements forward, utilising efficiency savings.

The Housing Advisory Group having met in February 2021 had commented that

tenants were concerned about budgets and value for money, and the group support the need to invest in tenant participation and engagement. In increasing resources this will enable the existing Tenant Engagement Officer to achieve the outcomes from the review and build on community spirit.

The group recognise the standard expected from the Government White Paper, realising it will be a challenge but welcomed the proposals.

The Committee discussed the community chest enabling small community based projects to grow district wide.

AGREED (unanimously) that the contents of the report be noted and:

- (a) support the pledge set out in 5.2 around tenant influence;
- (b) approved proposal set out in 5.3 – 5.15 for:
 - 1. the recruitment of an additional Tenant Engagement Officer;
 - 2. the pilot of “Let’s Connect” digital project and;
 - 3. a community chest budget of £20,000 for community based and tenant led improvements.
- (c) to note that further feedback will come to this Committee on the customer journey findings as they are available.

122 GAS SERVICING ACCESS ARRANGEMENTS

The Committee considered the report from the Compliance & Safety Manager providing details of the current access procedures to carry out gas servicing and an opportunity to consider alternatives designed to improve access and ensure the Council continues to comply with its statutory duty under the Gas Safety (Installation and Use) Regulations 1998.

The report explained that the Council rarely achieving 100% compliance, currently 99.7% and alternative means of gaining access, including incentives, are always worth considering. This is especially important following the COVID-19 pandemic which has resulted in even greater difficulty in accessing properties due to tenants concerns over admitting gas engineers into their home and the report considered the alternatives.

AGREED that the contents of the report be noted and approved the recommendations to:

- Cap off external gas meters in the circumstances described at 3.11
- Install Service Interval Timers in the circumstances described at 3.14
- Monitor costs of failed access to the Council before revisiting incentives
- Revisit the impact of the above recommendations in 12 months time

123 HOUSING SERVICE COMPLIANCE PERFORMANCE – QUARTERLY REPORT

The Committee considered the report from the Compliance & Safety Manager

providing an overview of compliance performance of the housing service at the end of December 2020.

The report advised that performance remained strong across the compliance functions and remains the highest priority, especially the provision of gas servicing in keeping tenants safe in their homes.

AGREED (unanimously) that the performance of the housing service compliance functions be noted.

124 HOUSING SERVICES QUARTER 3 PERFORMANCE

The Committee considered the report from the Transformation Manager providing an overview of performance and satisfaction within housing services for Quarter 3 of 2020/21.

The report informed the Committee that the Housing Advisory Group when meeting in February requested that the Committee explore a dedicated Complaints Officer to deal with all forms of grumbles and complaints at the first stage. This role could receive all complaints and have authority to resolve any issues arising and be the single point of contact for tenants giving greater reassurance.

AGREED (unanimously) that:

- (a) the performance of the housing service be noted;
- (b) Members feedback their observations about the content and presentation of performance information;
- (c) Members support the recommendation set out in 9.6 to explore a Complaints Officer and;
- (d) a future agenda item from involved tenants around ASB scrutiny be noted.

125 UPDATE ON REFUGEE RESETTLEMENT IN NEWARK AND SHERWOOD

The Committee considered the update from the Health Improvement and Community Relations Manager providing an update on the current position regarding refugee resettlement in Newark and Sherwood and consider future scenarios for the management of the programme in a changing national and global landscape.

The report reminded the Committee of the origins of the scheme that In 2014, the Syrian Vulnerable Persons Scheme was launched nationally and the government made a pledge for the UK to accept 20,000 vulnerable persons displaced by the conflict in Syria.

NSDC made an initial pledge to accept 45 individuals from approximately 10 families over the course of the programme, which ran until March 2020.

NSDC received its first families in November 2016 and, with continuing Member support, has since resettled 65 individuals from 13 families which exceeded the original pledge.

Unfortunately, due to risks and mitigations arising from the COVID-19 pandemic, international arrivals under the UKRS were suspended in March 2020 and have not yet been able to resume.

AGREED (unanimously) that:

- (a) the contents of the report be noted and;
- (b) a further report be presented to Members when information is available in relation to the resumption of the programme.

The Committee thanked Cllr Holloway in her chairing of the Homes and Communities Committee in the Chairman's absence.

Meeting closed at 8.33pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Economic Development Committee** held in the Broadcast from Castle House, Great North Road, Newark, Notts NG24 1BY on Wednesday, 24 March 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

REMOTE MEETING LEGISLATION

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

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

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

111 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.

112 MINUTES OF MEETING HELD ON 13 JANUARY 2021

AGREED that the Minutes of the Meeting held on 13 January 2021 were accepted as a correct record.

113 CHAIRMAN'S REPORT

The Chairman stated that despite the ongoing lockdown the Council had continued to support its residents and businesses. A national roadmap to lifting the lockdown had been issued and work was ongoing for the Newark & Sherwood one to begin lifting lockdown; lifting communities; and lifting businesses.

The Chairman advised that significant funding support had been secured, referring specifically to the Newark Towns Fund, the Places to Ride Scheme and the completion of the land deal at Ollerton Hall. He also referred to the new opportunities mentioned in the Chancellor's March 2021 budget, specifically the Community Renewal Fund; the Levelling Up Fund; and the Community Ownership Fund.

The Chairman ended his report by passing his thanks on to the Committee for their continued support and to Officers and all those involved in the ongoing work being undertaken.

114 FORWARD PLAN (APRIL 2021 TO MARCH 2022)

In considering the Forward Plan, Members requested that a number of items be included for future meetings of the Committee.

AGREED (unanimously) that the following items be added to the Economic Development Committee's Forward Plan.

- Local Development Framework
- Newark Towns Fund Update
- Funding Opportunities Update
- Ollerton & Boughton Regeneration
- Parking Standards SPD
- A46 Newark Northern Bypass

(Councillor L. Brailsford joined the meeting at 18:10 hours)

115 VISITOR ECONOMY RECOVERY PLANS FOR 2021

The Committee considered the report presented by the Business Manager – Tourism which sought to provide Members with an update on plans to support the recovery of the district's visitor economy in 2021.

The report set out how the Covid-19 pandemic had impacted on the economy, specifically referring to tourism and hospitality and the proposals to support them being: relationship building with sector partners/stakeholders; destination development; destination marketing; and visitor insight, knowledge and research.

In considering the report a Member suggested that the areas known as Langford Lowfields and Besthorpe Wildlife Trust be promoted in relation to areas suitable for cycling, both of which were accessible from the Sustrans and the Trent Vale Trail routes. In response the Business Manager advised that the Get Active section was continually being expanded to provide information on walks and cycle trails and consideration would be given to the Member's suggestion.

In bringing the discussion to a close the Chairman referred to the excellent relationship with the Southwell and Sherwood Tourism Groups. He noted that this was not the case for Newark, suggesting that further work needed to be done to engage with them so that the district council could assist in promoting the area.

AGREED (unanimously) that the plans to support the recovery of the district's visitor economy in 2021 and beyond be noted and supported.

The Committee considered the report presented by the Business Manager – Planning Policy & Infrastructure which sought to update Members on progress towards the production of an Open Space Assessment and Strategy. The report also sought approval for consultation to be undertaken on a draft version of the document.

The report set out that Knight Kavanagh & Page (KKP) had been appointed to undertake an assessment of the existing and future open space needs of communities and to prepare an open space strategy which would be used to set open space standards in new development, determine where Section 106 monies should be spent to improve existing facilities and to inform the direction on the future provision of accessible, high quality, sustainable provision of open spaces in the district. KKP had also investigated potential opportunities for reducing carbon and mitigating the impact of climate change in the district's open spaces.

Paragraph 3.0 of the report provided details of how the open spaces had been identified and what methodology had been used to assess the existing spaces. It was reported that provision standards had been developed which would be used to influence future investment in open space. Four strategic recommendations were listed together with information in relation to identifying anticipated deficiencies in provision and climate change implications.

In presenting the report the Business Manager advised that meetings had been held with some parish and town councils and local district Members to sense check the findings of the assessment. Initial feedback from the parishes had been to question what action they needed to take; how the study could be used by them; and how would the district council assist them in its use.

In considering the report a Member referred to the small villages within the Collingham ward and their wish to update their play areas. She noted the low amount of precept they had to achieve that and requested that assistance be given to them in how this might be achieved.

It was noted by a Member that sports pitch provision was covered by a different strategy. He suggested that when the document was fully consulted on that this be made clear so as to avoid unnecessary responses about the provision of football pitches etc. He also suggested that thought be given to the strategy arising out of the assessment in how the district council could help the larger parish and town councils to address, for example, enhancements or expansion of the open space in their areas. At present the proposed strategy would be a useful tool for the district in planning terms but it required more detail to be of use to the town and parish councils. In response, the Business Manager advised that some of the proposals could relate to possible fundamental or significant changes, however, many more related to the management and maintenance of the open space.

In response to how the document was written and received by the public, the Director – Planning & Growth advised that when the document was circulated for consultation it would be necessary to also issue a 'common sense' narrative to enable the consultee to fully understand its contents. He added that in relation to the

document's intended use, he stated that consideration would need to be given as to how it was funded in the future and also the possibilities of leverage of funding for future development.

AGREED (unanimously) that:

- (a) progress toward the development of an Open Space Strategy be noted; and
- (b) consultation be undertaken on the Draft Open Space Assessment and Strategy as set out in Section 4 of the report.

117 NEWARK TOWN INVESTMENT PLAN UPDATE

The Committee considered the report presented by the Director – Planning & Growth which sought to update Members on Newark's application for up to £25m from the Towns Fund Initiative.

The report set out what the next steps would be following the announcement in the March Budget that Newark had been awarded the full £25m as applied for. It provided Members with key information as to the Heads of Terms, Business Case Development and Business Case Assurance. The Director provided Members with a verbal update on the latest position in relation to International Air & Space Training Institute (IASTI), 32 Stodman Street (the former Marks & Spencer building) and the YMCA.

In considering the report the Chairman sought to clarify with Members that future development of the projects would move at pace and likely would not match the meeting schedule of the Committee. Any decisions taken outside the formal committee process would be done so in accordance with current protocols for Urgency Items with appropriate consultation with opposition groups.

A Member referred to issues he had personal knowledge of in relation to the training of adults on the latest technology in the air industry and suggested that this be considered as part of the IASTI offer. The Director advised that the proposal before Members would be further developed in the future and that it would include the training of adults.

In referring to the Heads of Terms, a Member queried as to the reasons for the inclusion of the Police Station Relocation, noting that the Council had assisted with securing the funding for the development of the station. The Director advised that it was one of the projects included in the Town Investment Plan (TIP) application. Following the Police Rationalisation exercise it had been determined that the relocation would lead to a reduction in their office square footage, thereby enabling more front line services to be provided. Their relocation would also enable co-location of Police and the Council's Anti-Social Behaviour Teams. It would also result in the site being released, in conjunction with the former Orchard School site, for development in the town centre. The Chairman acknowledged the comments and added that it would lead to a strengthening of relationships between the Council's Senior Leadership Team and that of the Police Authority.

In considering the report the Chairman noted that the Plan was led by local businesses and was not solely led by the Council.

In referring to the table in paragraph 2.3 a Member noted that the projects therein were not listed in a priority order, adding that it would require more than the £25m grant to bring them all to fruition. He further noted that some of the projects would require capital investment by the Council and therefore they should be involved in the prioritisation of the projects. In response the Director advised that they were not in any particular order and updates on the projects would be reported to Committee in the June and September cycles. It was made clear that at this time all projects would be progressed, albeit some such as the YMCA, 32 Stodman Street, and the IASTI at a greater rate than others.

In welcoming the report a Member suggested that better public transport links also form part of future considerations as at present the service between Ollerton and Newark was poor and offered little flexibility for students who wished to attend Newark College.

AGREED (unanimously) that:

- (a) the confirmation of Newark's ability, subject to Heads of Terms and Business Case Development, to receive up to £25m of capital funding for the range of Town Investment Plan projects detailed in paragraph 2.3 of the report be noted and welcomed;
- (b) the Council entering into Heads of Terms as set out in the appendix to the report be noted and agreed; and
- (c) the progress to date on each of the Town Investment Plan projects be noted.

118 NEWARK BEACON UPDATE

The Committee considered the report presented by the Business Manager – Asset Facilities & Car Parks which sought to update Members on the progress made at the Newark Beacon. The report provided details of: the business plan; staffing changes; essential works; and the response and effects of Covid-19 together with the performance of: annual rental income; auxiliary income; and occupancy. Information in relation to: business support; digital communications and customer satisfaction were also reported on.

In considering the report Members welcomed the high rating of customer satisfaction during the pandemic. In response to the level of monthly charges for virtual support the Business Manager advised that the costs had been market tested but that he would compare this to other providers.

A Member queried whether any large company(ies) had approached the Beacon with a view to revising their current working practices i.e. moving away from large office buildings into more cost effective smaller accommodation. The Business Manager advised that they had not received any expressions of interest in this regard. He

added that a review of marketing the Beacon was to be undertaken in the forthcoming year and if appropriate, that area of potential business would be targeted.

AGREED (unanimously) that:

- (a) the report and achievements made to date be noted; and
- (b) a further progress report be presented to Committee in June 2021.

119 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 Council’s application for British Cycling grant funding for a new recreational cycling scheme at Thoresby Vale, Edwinstowe.

The report advised that Stage Two of the application had been submitted which had included a more detailed application and business plan. The amount requested had been the maximum of British Cycling grant funding of £150,000. It was also reported that an initial notification from Sport England/British Cycling had been received but at present the Council were unable to make the information public.

AGREED (unanimously) that should funding be confirmed as expected, the Committee recommends to the Policy & Finance Committee that the project be added to the Council’s Capital Programme for delivery.

120 UPDATE ON A46 NEWARK NORTHERN BYPASS CONSULTATION

The Committee considered the report presented by the Director – Planning & Growth which sought to provide Members with an update on the public consultation for the A46 for the Newark Northern Bypass. The report detailed the significance of the Newark Northern Bypass and a copy of the Council’s full response to the consultation was appended to the report. Details of the 3 key matters highlighted to Highways England (HE) were contained in the report and that HE needed to more comprehensively and pro-actively engage with stakeholders and residents. Their attention was also drawn to the need to be cognisant of plans promoted as part of the Newark Town Investment Plan and the need to revisit the scheme design and impacts at the Winthorpe end of the route.

In considering the report a Member advised that he had met with the ‘Think Again’ Group in Winthorpe who had expressed their appreciation for the Council’s detailed response to the consultation. He noted that although the consultation period had ended, notification had been received that people would be onsite in the coming weeks to carry out ground exploration works and that HE had informed the relevant parish council and the Think Again Group of that. He requested that pressure be put on HE to commence the next stage of the consultation process as soon as practicable, noting that the overall project had already slipped to a probable opening by 2027.

In referring to the Think Again Group, another Member reiterated their appreciation of the detail contained in the Council's response to the consultation, adding her thanks for the response and that of Nottinghamshire County Council. She advised that they were an active group of residents who were developing an alternative option to the current one which would be both beneficial to the village and to HE, adding that it would meet the necessary criteria and financial commitments.

AGREED (unanimously) that:

- (a) the contents of the report and formal NSDC consultation reply be noted; and
- (b) ongoing and regular updates as the project progresses be sought.

121 OLLERTON HALL UPDATE

The Committee considered the report presented by the Director – Planning & Growth which sought to update Members on the disposal of Ollerton Hall. The report set out the background to the work undertaken to reach the point where both an Agreement for Lease and a Lease had been reached between the Council and the preferred developer, Severns (Ollerton) Limited. Details of the approach adopted were detailed in paragraph 2.3 with specific requirements contained within the executed agreements being detailed in paragraphs 2.6 and 2.7 of the report.

All Members welcomed the report and expressed their thanks to all parties involved and looked forward to the Hall being used once more. Local Members also passed on the thanks of Ollerton & Boughton Town Council.

A Member noted that earlier meetings had briefly discussed possible receipts from the development being reinvested in the Ollerton area and requested that further consideration be given to that issue now the project had progressed. The Director advised that there was no intention to change the previously agreed resolution that any capital receipt received (minus fees) would be made available for future projects.

AGREED (unanimously) that the report be noted.

122 NEW FUNDING OPPORTUNITIES

The Committee considered the report presented by the Director – Planning & Growth which sought to update Members on new revenue and capital funding opportunities which had been announced in the March 2021 Budget. It was reported that in addition to the announcement about the Newark Towns Fund other measures had also been announced which offered key opportunities for communities within and beyond the district. Those opportunities were noted as: the Community Renewal Fund; the Levelling Up Fund; and the Community Ownership Fund with the Director providing Members with an outline of potential projects within each.

In considering the report a Member noted and welcomed the possible opportunities for securing funding for projects in areas outside of Newark town. In noting the work undertaken by Officers to develop the bid for the Newark Towns Fund and the

ongoing efforts to progress the projects, he queried whether there were sufficient resources within the Council to develop bids for the aforementioned opportunities. In response the Director advised that discussions had already been held with professional Officers within the Council and that a report would be taken to the Policy & Finance Committee for consideration to secure additional resource. He added that the funds presented an opportunity for the Sherwood area of the district and that the Council would be able to demonstrate that they could deliver a successful project(s).

A Member sought clarity in relation to whether Levelling Up Fund proposals could be submitted by multiple local authorities should their MP's constituency cross district boundaries, either wholly or in part. He also referred to the 'shovel ready' projects, noting that the Southern Link Road (SLR) was such a project, adding that it sat alongside the A46 Newark Northern Bypass development and would help to mitigate against the impact of traffic disruption during the construction period should the SLR be completed before the A46 upgrade commenced. The Director advised that in terms of the SLR; Homes England; Highways England; the LEP; NCC, NSDC and a developer were all working towards unlocking the levelling up fund. In relation to the number of proposals permissible per constituency, the Director stated that the Council would be permitted to submit 2 proposals: 1 for Newark and 1 for Sherwood. He added that he would also wish to see a proposal submitted by Nottinghamshire County Council for a transport project(s).

A Member queried whether any information was available about a recently announced fund entitled 'The Ready to Reopen' fund and that an allocation of £108,000 had been given to the Council. The Chairman confirmed that the fund was in addition to those referred to in the report.

AGREED (unanimously) that the funding opportunities presented by the programs detailed in the report be noted.

123 MINUTE OF DECISION - EV CHARGE POINTS CAPITAL BUDGET SET-UP

The Committee considered the Urgency Item – Minute of Decision presented by the Parking Services Manager which sought to update Members on the work undertaken to secure Government funding for additional electric vehicle charging points to the existing ones within the district, noting that this scheme was for an On-Street Residents Charge Point Scheme.

It was minuted that installation of residents charge points would provide them with the option to purchase an electric vehicle and charge it overnight, close to their home address. It was also minuted that in the coming years visitors with electric vehicles would look at places to visit where they could charge their vehicles and that Newark & Sherwood would appear on a network map.

Details of the costs and grants received to provide the charge points were detailed in the Minute of Decision.

In considering the Minute of Decision a Member stated that given the short range of some electric vehicles, drivers may plan their routes to visit particular places where they knew they could charge their vehicles.

A Member suggested that when the next stage of installations were available, consideration be given to making a provision on Lovers Lane. She also queried whether local residents were aware of the charging points on Appletongate. The Parking Services Manager advised that work would be undertaken with the Council's Communication Team to promote the provision with both locals and tourists.

A Member raised the issue of the different charging connections and whether any pressure could be brought to bear on the providers to use a common connection. The Parking Services Manager advised that regular contact was held with BP Chargemaster and that he would pass the comments on. He added that electric vehicles were still relatively new and that he anticipated that work would be undertaken to developing a common charge connection.

AGREED (unanimously) that the Minute of Decision be noted.

124 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (by 14 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 Paragraphs 3 of part 1 of Schedule 12A of the Act.

125 PLACES TO RIDE UPDATE - EXEMPT APPENDIX

AGREED that the Exempt Appendix to Agenda Item No. 11 – Places to Ride Application Update be noted.

Meeting closed at 8.00 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Broadcast from Castle House, Great North Road, Newark NG24 1BY on Thursday, 11 March 2021 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)
Councillor R White (Vice-Chairman)

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

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.

40 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

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

41 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

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

42 MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2020

AGREED that the Minutes of the meeting held on 12 November 2020 were accepted as a correct record.

43 FORWARD PLAN - APRIL 2021 TO MARCH 2022

AGREED that the Forward Plan for the period 1 April 2021 to 31 March 2022 be noted.

44 REVIEW OF HACKNEY CARRIAGE & PRIVATE HIRE LICENSING POLICY AND GUIDANCE

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members following the completion of the consultation process on the revised policy for Hackney Carriage & Private Hire Licensing. The responses received were set out in paragraph 4.4 of the report with the proposed changes to the policy highlighted in Appendix B. The Business Manager advised that following receipt of the consultation responses a review of the current age policy for vehicles had been added to the Committee's forward plan. He also

noted that given the pandemic and the restrictions therefrom it had resulted in licensed vehicles being greatly under-used in the past 12 months and the reduction in income of the licensed drivers. He therefore suggested that Members may wish to consider a temporary extension of 12 or 18 months to the current term of 8 years.

In considering the report a Member commented that the image on the front sheet bore little relevance to the district's Hackney Carriages or Private Hire Vehicles and should be changed. The Member also suggested that the time allocated to undertake the knowledge test should be extended to permit the use of a SatNav, noting that technology had move on and that it should be reflected in the policy. The Business Manager advised that the Council had moved to an online knowledge test in approximately 2017. It was designed to address a number of issues and not just a knowledge of the district. It required the applicant to have knowledge of the Council's policy, the highway-code and UK motoring laws. Elements of the test were also used to assess customer service skills, numeracy and command of the English language. Applicants were also permitted to use an A-Z during the test, which demonstrated their ability to navigate around the district. In noting the suggestion that use of a SatNav should be permitted, the Business Manager stated that he would give consideration as to this might be achieved if the Committee determined to include its use during the test.

A Member sought clarity on the use of mobile phones and the implications of them being used as a SatNav and how this related to the Council's Policy. In response the Business Manager advised that he did not believe that the use of such a device in a taxi would be contradictory to the Council's Policy.

AGREED (unanimously) that:

- (a) the comments received from the consultation exercise on the Hackney Carriage & Private Hire Policy be noted;
- (b) the draft Hackney Carriage & Private Hire Licensing Policy and Guidance 2021 be adopted;
- (c) the current age limit for vehicles be subject to a temporary extension of 12 months and that a review of the current limit be undertaken; and
- (d) Officers give consideration to the use of a SatNav during the knowledge test and how this may be implemented.

45 NATIONAL DATABASE OF REFUSED AND REVOKED LICENCES UPDATE

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members on the implementation and use of the national register of refused and revoked licences for Hackney Carriage & Private Hire Drivers, which is known as the NR3.

The report set out the background to the development of the register and who would have access to the information therein. Paragraph 3.0 of the report detailed that all current licence holders had had their details checked against the NR3 register and that new drivers had been made aware that their applications would be subject to the same checks. The Council's application form and their website had been updated to include the same information. It was also reported that all drivers who had had their licences refused or revoked had been contacted and, where appropriate, their details had been added to the NR3 register.

AGREED (unanimously) that the report be noted.

46 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS - 1 OCTOBER TO 31 DECEMBER 2020

The Committee considered the report presented by the Senior Licensing Officer in relation to the activity and performance of the Licensing Team which included details of current ongoing enforcement issues.

Information contained in the report related to the number of applications for grants and renewals of licences for Hackney Carriage; Private Hire; and Ambulance Drivers together with those for Hackney Carriage and Private Hire Vehicles. A note of ongoing enforcement activity was also listed with information as to what action had been taken to-date.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.26 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Broadcast from Castle House, Great North Road, Newark NG24 1BY on Thursday, 11 March 2021 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)
Councillor R White (Vice-Chairman)

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

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.

44 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

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

45 DECLARATION OF ANY INTENTION TO RECORD MEETING

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

46 MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2020

AGREED that the Minutes of the meeting held on 12 November 2020 were accepted as a correct record.

47 FORWARD PLAN - APRIL 2021 TO MARCH 2022

In considering the items included on the Forward Plan for the period 1 April 2021 to 31 March 2022 the Chairman queried whether Members wished to add any further items.

A Member stated that a number of years ago the Statement of Licensing Policy (SoLP) had included a requirement for premise licence applicants to identify seated and vertical drinking areas. This was to ensure that vertical drinking areas were kept to a minimum as their use led to an increase in problem behaviour in premises. He noted that the requirement was no longer included in the SoLP and requested that this be reviewed in due course. The Business Manager – Public Protection confirmed that the requirement to identify such areas was no longer a policy within the SoLP but there was a great deal of guidance provided as to what was expected of applicants in this regard.

AGREED (unanimously) that the Forward Plan for the period 1 April 2021 to 31 March 2022 be noted and that the following items be added:

Review of Pool of Potential Conditions to be used at Licensing Hearings.
Review of Policy and Guidance in relation to Seated and Vertical Drinking in Licensed Premises (June 2021)

48 BUSINESS & PLANNING ACT 2020 - PAVEMENT LICENCES AND IMPLICATIONS FOR LICENSED PREMISES

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members on revised guidance in relation to pavement licenses and other impacts on licensed premises. The report also sought approval to amend the Council’s current policy.

The report set out that the Business & Planning Act 2020 had been introduced to support business with arrangements to trade effectively during controls imposed as part of the combatting of coronavirus. Subsequent guidance from the Secretary of State had been received in relation to Pavement Licences which necessitated amended to the Council’s current policy. The potential changes were highlighted in paragraph 2.3 of the report. It was, however, reported that Officers had not had opportunity to look in detail at the amended guidance and therefore proposed that the Chairman and Vice-Chairman of the Committee be given delegated authority to agree any necessary amendments to the policy.

In response to whether the changes would affect established businesses or those licensed for off-sales, the Business Manager advised that it was to allow a premise licence holder to designate a specific area outside their establishment which would have tables and chairs on it. There would be no impact on whether a premise were licensed for off-sales.

In welcoming the proposed relaxation of the regulations a Member suggested that even less restrictions be imposed, noting that the width of the roads in his ward were extremely narrow in parts and that a flexible approach to pavement licenses should be adopted. The Business Manager advised that the District Council had the power to grant a licence following consultation with the organisations noted in paragraph 3.5 of the report and that every effort would be made to support the applicant and their business.

In relation to the proposed changes to the application fees, the Business Manager advised that in September 2020 when the Committee had agreed to issue pavement licences that had only been until 31 March 2021 (a period of 6 months @ £50). At that time Committee had also agreed to levy a £25 renewal fee for the remainder of however long the Business & Planning Act 2020 regime lasted. The new guidance had now extended this particular licensing regime until September 2022 (a further 18 months) and the suggested £100 application fee would be for a pavement licence which covered that 18 months period.

AGREED (unanimously) that:

- (a) delegated authority be given to the Chairman and Vice-Chairman of the Committee to agree the amendments to the Policy;
- (b) the conditions to the licence remain unchanged; and
- (c) the consultees for any application remain unchanged.

49 MINUTES OF LICENSING HEARINGS

49a 23 NOVEMBER 2020 - MADISON'S LOUNGE BAR & BISTRO

In response to a query as to what the latest position was with the appeal submitted against the Licensing Panel's decision, the Business Manager – Public Protection advised that pre-appeal discussion had been held with Madison's solicitor and that the hearing had been scheduled for September 2021.

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of Madison's Lounge Bar & Bistro be noted.

49b 5 JANUARY 2021 - THE 616, WELLOW

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of The 616, Wellow be noted.

50 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS - 1 OCTOBER TO 31 DECEMBER 2020

The Committee considered the report presented by the Senior Licensing Officer in relation to the activity and performance of the Licensing Team between 1 October and 31 December 2020.

In considering the report a Member queried as to where the definition of an outdoor area in relation to the use of a marquee at a licensed premise had been taken from. The Business Manager – Public Protection advised that it was a national definition and had been taken from the Health Act 2006.

AGREED (unanimously) that the report be noted.

Councillor Scott Carlton left the meeting at 18:50 hours.

51 TEMPORARY EVENT NOTICES RECEIVED AND ACKNOWLEDGED BETWEEN 1 OCTOBER AND 31 DECEMBER 2020

The Committee considered the report presented by the Senior Licensing Officer in relation to the Temporary Event Notices (TENs) received between 1 October and 31 December 2020.

In considering the report a Member noted that a number of simultaneous TENs had been applied for and queried whether they would count as a single application when the numbers were aggregated over a 12 month period. He also queried whether any

changes had been made arising from the pandemic. In response, the Senior Licensing Officer advised that a single premise could not be used more than 15 times per calendar year and no more than 21 days per calendar year, therefore a TEN which could be over a period of 3 days would reduce the number of times to 14 and the number of days to 18. The Business Manager – Public Protection added that the permitted number of TENs had been increased for outdoor events as part of the Business & Planning Act 2020. The Member suggested that the change to the number of permitted events be publicised so that licensees could take advantage of that.

The Business Manager advised that the Licensing Team would be contacting most of the licensed premises within the district to assist them in preparing to reopen their premises following the easing of the current restrictions. This would include information on TENs; Pavement Licenses; Off Sales; social distancing controls; table service. Members were also informed that premises were being offered pre-opening checks to ensure they were compliant with new regulations.

AGREED (unanimously) that the report be noted.

52 EXCLUSION OF THE PRESS AND PUBLIC

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

53 23 NOVEMBER 2020 - EXEMPT MINUTES OF MADISON'S LOUNGE BAR & BISTRO LICENSING REVIEW HEARING

In considering the exempt Minutes of the Licensing Hearing for Madison's Lounge Bar & Bistro a Member suggested that the incidents noted in the minutes were an example of how vertical drinking led to problems in a premise. The Chairman advised that the issue of seated and vertical drinking would be reviewed by the Committee at their next meeting in June 2021.

Meeting closed at 7.00 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Shareholder Committee** Broadcast from Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 23 March 2021 at 5.30 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor L Brailsford, Councillor K Girling and Councillor P Peacock

ALSO IN ATTENDANCE: Councillor J Lee

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.

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

There were no declarations of interest.

66 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

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

67 MINUTES OF THE MEETING HELD ON 8 DECEMBER 2020

The minutes of the meeting held on 8 December 2020 were approved as a correct record.

68 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.

69 ARKWOOD DEVELOPMENTS PROGRESS UPDATE 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).

70 MINUTES OF PREVIOUS BOARD MEETINGS

The Committee considered the minutes of previous Arkwood Developments Board meetings.

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

Meeting closed at 6.15 pm.

Chairman

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

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