



*Castle House  
Great North Road  
Newark  
NG24 1BY*

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

**Monday, 5 July 2021**

**Chairman: Councillor Mrs P Rainbow**

**To all Members of the Council:**

**MEETING: Full Council**

**DATE: Tuesday, 13 July 2021 at 6.00 pm**

**VENUE: Civic Suite, Castle House, Great North Road,  
Newark, Nottinghamshire, NG24 1BY**

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

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

## AGENDA

	<u>Page Nos.</u>
1. Apologies for absence	
2. Election of Vice-Chairman of the Council for 2021/22	
3. Vice-Chairman to Sign Declaration of Acceptance of Office	
4. Minutes from the meeting held on 4 May 2021	6 - 10
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 (if any)	
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. Political Composition of the Council and Allocation of Seats on Committees to Political Groups	11 - 14
12. Appointments for 2021/22  (To appoint the Leader and Deputy Leader of the Council, Committee Chairman and Vice-Chairman, Major Opposition Group Spokespersons, Members to Committees and Substitute Members to Committees etc.)	
13. Appointment of Representatives on Outside Bodies and Council Owned Companies	15
14. Rule No. 4.8 - Appointment of a Panel	16
15. Appointment of Non -Voting Independent Member on the Audit & Accounts Committee and Extraordinary Meeting of the Committee	17 - 18
16. Appointment of Monitoring Officer	19 - 20
17. Adoption of Model Member Code of Conduct	21 - 43
18. 'Making' the Bulcote Neighbourhood Plan	44 - 45
19. Notice of Motion	

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

#### Mineworkers Pension Scheme

'On the 29<sup>th</sup> of April 2021 the Business, Energy and Industrial Strategy Committee published their investigation into the surplus sharing arrangements between the UK Government and the Mineworkers Pension Scheme.

Since privatisation of the Mineworkers' Pension Scheme in 1994, successive Governments have received 50% of surpluses in the Scheme's value, in return for providing a guarantee that the value of pensions will not decrease. At the time it was expected that the Government would receive approximately £4bn from the arrangement in today's money. However, to date, the Government has received £4.4bn, and is also due to receive at least another £1.9bn, on top of 50% off any future surpluses. The Government has not paid any funds into the Scheme in return.

Whether or not the Government knew in 1994 that it would disproportionately benefit from the arrangement, and whether all parties thought it was fair at the time, is irrelevant. It is patently clear today that the arrangements have unduly benefited the Government, and it is untenable for the Government to continue to argue that the arrangements remain fair.

Tens of thousands of former mineworkers and their families reside within our district. Newark and Sherwood District Council support their calls for the Government to take seriously and act on the following findings of the Business, Energy and Industrial Strategy Committee:

- "The Government hands the £1.2bn it is due to receive from the Investment Reserve back to miners, and sets out its proposals for how and when this will be administered in response to this report".
- "Governments should not be in the business of profiting from mineworkers' pensions. We are therefore disappointed by the Government's argument that the 1994 agreement is a success because the public purse has had strong returns from it. The Government is not a corporate entity driven by profit-motives and should not view the miners' pensions as an opportunity to derive income".
- "The Government's guarantee is important, has contributed to the success of the Scheme, and has benefitted Scheme members. However, we are not convinced by the Government's argument that its entitlement to 50% of surpluses is proportionate to the relatively low degree of risk it actually faces in practice. The number of Scheme members and the relative size of the fund has fallen

significantly since 1994. Yet, the Government's 'price' for the guarantee has not been adjusted to reflect that fact. With no formal period review mechanism built into the agreement, pension members remain tied to an expensive arrangement".

- "With the benefit of hindsight, it is clear that the Government has already profited greatly from the Scheme. The Government must acknowledge that continuation of the arrangements in their current form deserves a review and a better outcome for pensions should be found. The current arrangements should be replaced with a revised agreement in which the Government is only entitled to a share of surpluses if the Scheme falls into deficit, and the Government has to provide funds. In that event, the Government should be entitled to 50% of future surpluses up to the total value of the funds it has provided to make up any shortfall. Such an arrangement takes account of the vast funds the Government has received thus far and the significant reduction in the risk it faces, and would ensure that neither party will be out of pocket in future".
- "Given that the Scheme has continued to produce strong returns despite the 2008 Financial Crisis and the COVID-19 pandemic, there is little reason to believe the Government will be required to pay into the Scheme before it is wound-up. Even if, in extremis, the Government is required to financially contribute at some point in the future, realistically its contribution will not come close to the (at least) £6.3bn it is currently due to receive in total".

In supporting these findings Newark and Sherwood District Council will write to the Chancellor of the Exchequer asking him to act immediately to the findings of the Business, Energy and Industrial Strategy Committee and implement/respond to their recommendations'.

Link to BEIS Investigation:

<https://publications.parliament.uk/pa/cm5801/cmselect/cmbeis/1346/134602.htm>

## 20. Minutes for Noting

(a)	Policy & Finance Committee - 24 June 2021	46 - 59
(b)	Economic Development Committee - 16 June 2021	60 - 68
(c)	Homes & Communities Committee - 7 June 2021	69 - 78
(d)	Leisure & Environment Committee - 22 June 2021	79 - 85
(e)	General Purposes Committee - 10 June 2021	86 - 87
(f)	Licensing Committee - 10 June 2021	88 - 90

(g)	Audit & Accounts Committee - 21 April 2021	91 - 95
(h)	Planning Committee - 27 April 2021	96 - 101
(i)	Planning Committee - 1 June 2021	102 - 108
(j)	Councillors Commission - 28 April 2021	109 - 110

## 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, 4 May 2021 at 6.00 pm.

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

Councillor R Blaney, Councillor L Brailsford, Councillor L Brazier, Councillor M Brock, Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor M Brown, Councillor S Carlton, Councillor M Cope, Councillor Mrs R Crowe, Councillor D Cumberlidge, Councillor Mrs L Dales, 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 Loughton, Councillor J Lee, Councillor D Lloyd, Councillor Mrs S Michael, Councillor N Mison, Councillor N Mitchell, Councillor P Peacock, Councillor Mrs S Saddington, Councillor M Skinner, Councillor T Smith, Councillor I Walker, Councillor K Walker, Councillor T Wendels and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold and Councillor R White

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.

### 1 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2021/22

Councillor Mrs S Michael moved and Councillor B Loughton seconded that Councillor Mrs P Rainbow be elected Chairman of Newark & Sherwood District Council for the 2021/22 municipal year.

AGREED (unanimously) that Councillor Mrs P Rainbow be elected Chairman of Newark & Sherwood District Council for the 2021/22 municipal year.

(Councillor Mrs P Rainbow signed the Declaration of Acceptance of Office and received the Chain of Office from the Retiring Chairman).

### 2 PRESENTATION OF PAST CHAIRMAN'S BADGE

Councillor Mrs P Rainbow presented the past Chairman's badge to Councillor R Crowe and thanked him for the way he had carried out his duties as Chairman of the District in 2019/20 and 2020/21.

(As the newly elected Chairman, Councillor Mrs P Rainbow took the Chair for the remainder of the meeting).

### 3 MINUTES FROM THE MEETING HELD ON 9 MARCH 2021

AGREED that that minutes of the meeting held on 9 March 2021 be approved as a

correct record and signed by the Chairman.

4 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. 15 – Minutes for Noting.

5 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.

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

Councillor Mrs P Rainbow as the newly elected Chairman, advised that her Consort for the year would be Mr Andrew Rainbow and her chosen charity was Citizen's Advice.

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

The Council considered the report of the Chief Executive concerning the current position in respect of the political composition of the Council with two vacancies, and the current position in respect of holding remote meetings which was due to end on 9 May 2021. Given the current vacancies and having brought this meeting forward to enable it to be held in a remote manner, the report proposed deferral of the annual meeting business, namely the allocation of seats to political groups and the appointments to Committees etc. until the next scheduled Council Meeting to be held on 13 July 2021.

AGREED (unanimously) 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.

8 GOVERNANCE ARRANGEMENTS

The Council considered the report of the Chief Executive which set out proposals and options for taking forward new governance arrangements for the Council following the conclusion of the governance review. It was 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. This proposal had been endorsed by the Councillors' Commission who considered governance arrangements

at their meeting held on 28 April 2021. It was 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 2021, with the new system of working to be implemented with effect from May 2022.

AGREED (with 31 votes for, 3 against and 1 abstention) that the Council:

- (a) resolve to adopt a Leader and Cabinet style of governance, with implementation to take effect from May 2022; and
- (b) 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. The Working Group to comprise of:

Leader of the Council;  
Deputy Leader of the Council;  
Chairman of the Councillors' Commission;  
Leader or representative of the Main Opposition Group; and  
Two further representatives from the Majority Group.

## 9 PLANNING SCHEME OF DELEGATION

The Council considered the report of the Director - Governance & Organisational Development which sought approval for amendments to the Planning Scheme of Delegation. It was noted that some revisions were made to the Scheme of Delegation in late 2019 with the aim of reducing the number of applications referred to the Planning Committee for consideration. It was agreed that a review of those changes would take place 12 months after implementation. This review had now been completed and the findings considered by the Planning Committee and the Councillors' Commission. The findings had led to these further proposed changes, the aim of which were to achieve a better balance between the volume of applications being referred to the Planning Committee and Members having the confidence that the arrangements enabled them to sufficiently represent their ward.

The proposed changes to the Scheme of Delegation were set out in the report and the proposed drafting amendments were set out in an appendix to the report. The proposed changes had been recommended for approval by the Councillors' Commission.

AGREED (with 34 votes for and 1 against) that the amendments to the Planning Scheme of Delegation set out in the appendix to the report be approved.

## 10 NOTICE OF MOTION

In accordance with Council Procedure Rule No. 13.1, Councillor P. Harris moved and Councillor M. Brock seconded 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 inbetween. 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, 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.

Councillor Blaney proposed, and Councillor Lloyd seconded an amendment to reflect the recent dismissal of the appeal hearing and updated the proposed actions of the Council accordingly.

This Council:

1. Notes the recent High Court judgement on on-line and hybrid council meetings.
2. Welcomes the Government's clear wish to give Councils the option to hold meetings on-line and its current Call for Evidence, to which this Council has responded already through the Councillors' Commission; and
3. Writes to its two Members of Parliament asking for their continued support for this flexible approach to Council meetings."

Given the recent announcements by the Government in respect of remote meetings and High Court judgement, points 1 to 3 above were agreed as wording to replace the original motion text, which were supported by the proposer and seconder.

The motion, on being put to the vote was declared carried unanimously.

- 11 MINUTES FOR NOTING
- 11a POLICY & FINANCE COMMITTEE - 1 APRIL 2021
- 11b PLANNING COMMITTEE - 2 MARCH 2021 AND 30 MARCH 2021
- 11c TRUSTEE BOARD OF THE GILSTRAP AND WILLIAM EDWARD KNIGHT CHARITY - 4 MARCH 2021
- 11d LEISURE & ENVIRONMENT COMMITTEE - 16 MARCH 2021
- 11e HOMES & COMMUNITIES COMMITTEE - 15 MARCH 2021
- 11f ECONOMIC DEVELOPMENT COMMITTEE - 24 MARCH 2021

Minute No. 116 - Open Space Assessment and Strategy

Councillor P Harris asked if Members had been given the opportunity to sense check the findings of the assessment.

Councillor K Girling advised that the assessment had been sent to parish councils for a sense check, but he would confirm the position in respect of Members.

- 11g GENERAL PURPOSES COMMITTEE - 11 MARCH 2021
- 11h LICENSING COMMITTEE - 11 MARCH 2021
- 11i SHAREHOLDER COMMITTEE - 23 MARCH 2021

Meeting closed at 7.43 pm.

Chairman

## COUNCIL MEETING - 13 JULY 2021

### POLITICAL COMPOSITION OF THE COUNCIL AND ALLOCATION OF SEATS ON COMMITTEES TO POLITICAL GROUPS

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

1.1 Following the recent by-elections held on 6 May 2021 and 1 July 2021, to inform the Council of the political composition of the Council and to consider proposals for the allocation of seats on Committees to Political Groups, as required by Council Procedure Rule No. 17.6.

#### **2.0 Background Information**

2.1 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.

2.2 The political composition and allocation of seats was effectively deferred at the Annual Meeting held on 4 May 2021 given the vacancies on the Council at that time. The by-election for the Boughton Ward was held on 6 May 2021 and the by-election for the Bridge Ward (two vacancies) was held on 1 July 2021. The elected candidates for the vacant seats were as follows:

Boughton Ward – Tim Wildgust – Conservative

Bridge Ward – Simon Haynes – Conservative

Bridge Ward – Jack Kellas - Conservative

#### **3.0 Present Position**

3.1 Following these by-elections, the seats held by each Group on the Council are as follows:-

	<u>No. of Seats</u>
Conservative	29
Labour	7
Liberal Democrats	2
Independent	1

3.2 Under the committee style of governance all Committees are required to reflect the political balance. Based on the existing committee structure there are a total of 102 seats on Committees which must comply with political balance rules.

3.3 The Constitution provides that the following Committees be appointed:-

<u>Committee</u>	<u>No. of Members</u>
Policy & Finance	7
Homes & Communities	12
Leisure & Environment	12
Economic Development	12
Planning	15

Licensing	15
General Purposes	15
Audit & Accounts	6
Shareholder	5
Gilstrap	5
Mansfield & District Crematorium Joint Committee	3

Based on the existing Committee structure the following calculation can be made:-

a) No of seats on Council = 39

% of total seats held by each Group (rounded) =

	%
Conservative	74.36
Labour	17.95
Liberal Democrats	5.13
Independent	2.56
	<hr style="width: 50%; margin: auto;"/> 100%

b) The 107 seats on Committees are as follows:

▪ Policy and Finance	= 7
▪ Homes and Communities	= 12
▪ Leisure and Environment	= 12
▪ Economic Development	= 12
▪ Planning	= 15
▪ Licensing	= 15
▪ General Purposes	= 15
▪ Audit & Accounts	= 6
▪ Shareholder	= 5
▪ Gilsrap	= 5
▪ Mansfield and District Joint Crematorium	= 3

The allocation of seats to each Group on these Committees would be:-

			<u>Rounded</u>
Conservative	107 x 74.36%	79.57	80
Labour	107 x 17.95%	19.21	19
Liberal Democrats	107 x 5.13%	5.49	5
Independent	107 x 2.56%	2.74	3
			<hr style="width: 50%; margin: auto;"/> 107 <hr style="width: 50%; margin: auto;"/>

c) The number of seats allocated on Committees to each Political Group is as follows:

Conservative	80
Labour	19
Liberal Democrats	5
Independent	3

3.3 The proposed allocation of seats on Committees to each political group is set out in the matrix which is attached as **Appendix A** to the report.

3.4 Schedules of appointments to Committees have been forwarded to Group Leaders, based on the calculations made.

**4.0 RECOMMENDATION**

**That the Council agree the allocation of seats to Political Groups in accordance with Appendix A to the report.**

Background Papers

Nil.

For further information please contact Nigel Hill on 01636 655243.

**John Robinson  
Chief Executive**

**ALLOCATION OF SEATS TO  
POLITICAL GROUPS**

<b>Committee</b>	<b>Conservative</b>	<b>Labour</b>	<b>Liberal Democrats</b>	<b>Independent</b>	<b>Total seats by Committee</b>
Policy & Finance	6	1	0	0	7
Homes & Communities	9	2	1	0	12
Leisure & Environment	9	2	1	0	12
Economic Development	9	2	0	1	12
Planning Committee	11	3	1	0	15
General Purposes	10	3	1	1	15
Licensing	10	3	1	1	15
Audit & Accounts Committee	5	1	0	0	6
Shareholder Committee	4	1	0	0	5
Board of Gilstrap Trustees	4	1	0	0	5
Mansfield & District Crematorium Joint Committee*	3	0	0	0	3
<b>Total seats by Group</b>	<b>80</b>	<b>19</b>	<b>5</b>	<b>3</b>	<b>107</b>

\* (includes other local authority members)

## COUNCIL MEETING - 13 JULY 2021

### APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES AND COUNCIL OWNED COMPANIES

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

- 1.1 To make appointments to Outside Bodies for the 2021/22 Municipal Year and to the Boards of the Council's wholly owned companies.

#### **2.0 Background Information**

- 2.1 The schedule of appointments has been amended from 2019 to remove the Municipal General Charity, which no longer requires District Council representation, and the Patient and Public Engagement Committee for the two mid Nottinghamshire Clinical Commissioning Groups (CCG's). This was because the six CCG's across Nottinghamshire merged to create one Nottingham and Nottinghamshire CCG with one Patient and Public Engagement Committee. Representation from the Council was therefore no longer required on these two bodies.
- 2.2 In addition, given the re-integration of Newark & Sherwood Homes, back into the Council, this has been removed from the list of Council wholly owned companies.
- 2.3 Details of the proposed appointments to outside bodies will be circulated when these have been received from political groups.

#### **3.0 Municipal Year 2021/21**

- 3.1 Members will be aware that the Annual Meeting of the Council was cancelled in May 2020, due to the pandemic, therefore the appointments to Outside Bodies and Council owned companies were held over from the Annual Meeting appointments made in May 2019.

#### **4.0 RECOMMENDATION**

**That the appointments of representatives on outside bodies for 2021/22, as set out in the schedule to be circulated, be approved.**

#### Background Papers

Nil

For further information please contact Nigel Hill on Ext. 5243.

**John Robinson**  
**Chief Executive**

## COUNCIL MEETING - 13 JULY 2021

### RULE NO. 4.8 – APPOINTMENT OF PANEL

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

- 1.1 In accordance with Rule No 4.8, the Council is required to appoint a Panel of at least 4 Members in order to be in a position to call an Extraordinary Meeting of the Council should the offices of Chairman and Vice-Chairman of the Council be vacant or both the Chairman and Vice-Chairman are unable to act for any reason.
- 1.2 At the Annual Meeting in May 2019, the Leader of the Council, Deputy Leader of the Council and the Leaders of the Labour and Independent groups on the Council formed the Panel. This will now require review given the change in the political composition.

#### **2.0 RECOMMENDATION**

**That the Panel of Members to be appointed under Rule No. 4.8 be nominated at the meeting.**

#### Background Papers

Nil

For further information please contact Nigel Hill on ext 5243.

**John Robinson  
Chief Executive**



## COUNCIL MEETING - 13 JULY 2021

### APPOINTMENT OF NON-VOTING INDEPENDENT MEMBER ON AUDIT & ACCOUNTS COMMITTEE & EXTRAORDINARY MEETING OF THE COMMITTEE

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

- 1.1 To consider the appointment of Stuart Turner as a non-voting Independent member of the Audit & Accounts Committee.
- 1.2 To consider an extraordinary meeting of the Audit and Accounts Committee to facilitate the approval of the Statement of Accounts for the 2020/21 financial year.

#### **2.0 Background Information**

##### **Approval of Independent Member**

- 2.1 The Audit & Accounts Committee recommended to Full Council on 3 February 2021 that an Independent member be co-opted onto the Committee on a non-voting basis.
- 2.2 This decision was approved by Council on 9 March 2021, post which a recruitment process was conducted.
- 2.3 A panel was formed to conduct the interviews; consisting of the Chair of the Committee – Councillor Mrs S. Michael, another Member of the Committee - Councillor B. Crowe supported by the Business Manager – Financial Services.
- 2.4 The Council received one application and on assessment of the application it was decided to interview that candidate.
- 2.5 The panel met and interviewed the candidate on 20 April 2021. It was considered that the candidate had the required knowledge and skills to provide the support and appropriate challenge when scrutinising reports that are considered by the Committee.
- 2.6 It is therefore proposed that the candidate, Stuart Turner is appointed as the non-voting Independent member of the Audit & Accounts Committee. This position will be reviewed annually to ensure that both parties are content to continue the arrangements.

##### **Extraordinary Meeting of the Audit & Accounts Committee**

- 2.7 As a result of the pandemic, over the course of the last 15 months, an amendment to the Audit and Accounts Regulations (2015) was consulted on by the Ministry of Housing, Communities and Local Government, in order to extend the deadline for the publication of the draft accounts and the completion of the external audit.
- 2.8 The conclusion of the consultation was such that the draft set of accounts should be published on or before the 1 August 2021, with the audited accounts to be approved and published by 30 September 2021.

- 2.9 The Audit & Accounts Committee is the Committee that is delegated with responsibility to approve the annual Statement of Accounts as per the Council's Constitution. Currently there are Committee dates scheduled for the 28 July 2021 and 1 December 2021.
- 2.10 The audit of the accounts is currently underway, but will not be completed in time for the 28 July 2021 Committee, therefore it is suggested that an extraordinary meeting be scheduled during September 2021 in order to facilitate the approval of the accounts and subsequent publication by the 30 September 2021 in order to comply with the new timetable.
- 2.11 It is proposed that the date for the meeting be set as the 22 September 2021 to fall in line with the current week day for the Committee of a Wednesday. This will then ensure that the relevant work post the Committee approval can be completed by the Council's external auditors Mazars, and the Council in order to facilitate the publication by the 30 September 2021.
- 3.0 RECOMMENDATIONS that:**
- (a) the appointment of Stuart Turner to the position of non-voting Independent member on the Audit & Accounts Committee be approved; and**
  - (b) an extraordinary meeting of the Audit & Accounts meeting be scheduled for the 22 September 2021.**

Background Papers

Nil.

For further information please contact Nick Wilson on Ext. 5317.

**Sanjiv Kohli**  
**Deputy Chief Executive, Director of Resources and S151 Officer**

## **COUNCIL MEETING – 13 JULY 2021**

### **APPOINTMENT OF MONITORING OFFICER**

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

1.1 This report proposes the appointment of Sue Bearman as the Council's Monitoring Officer.

#### **2.0 Background Information**

2.1 Under Section 5 of the Local Government & Housing Act 1989, the Council has a duty to appoint a Monitoring Officer.

2.2 The appointment is a matter reserved for Full Council and the Monitoring Officer has a number of statutory duties and responsibilities relating to the Council's constitution and the arrangements for effective governance. These duties include:-

- To report on matters she/he believes are, or are likely to be, illegal or amount to maladministration.
- To be responsible for matters relating to the conduct of Councillors and Officers.
- To be responsible for the operation of the Council's Constitution.

2.3 As members will be aware Karen White, the Council's current Monitoring Officer, leaves the Council on 31 July 2021, after serving Newark & Sherwood for almost 22 years.

2.4 Neither the Head of Paid Service (Chief Executive) nor the Chief Finance Officer can hold the position of Monitoring Officer. Although many Councils appoint their most senior Legal Officer as their Monitoring Officer, this is not a specific requirement. However, whoever is appointed must ensure that the Council receives correct and appropriate advice on the lawfulness of its decision making.

#### **3.0 Proposals**

3.1 Sue Bearman has recently been appointed to a new role of Assistant Director, Legal & Democratic Services. In this role, Sue is the Council's most senior legal officer and it is proposed that she is appointed as the Council's Monitoring Officer. Sue is a qualified solicitor and considered to have the appropriate skills, experience and ability to undertake the role of Monitoring Officer.

#### **4.0 Financial Implications**

4.1 Costs associated with the appointment of a Monitoring Officer will be met from existing salary budgets.

#### **5.0 RECOMMENDATION**

**That Sue Bearman be appointed as the Council's Monitoring Officer with effect from 1 August 2021.**

Background Papers

None

For further information please contact John Robinson on 01636 655200

**John Robinson**  
**Chief Executive**

## COUNCIL MEETING – 13 JULY 2021

### ADOPTION OF MODEL MEMBER CODE OF CONDUCT

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

- 1.1 To consider the adoption of the Local Government Association's (LGA) Model Member Code of Conduct.

#### **2.0 Background Information**

- 2.1 The Councillors' Commission, at its meeting in January, considered the Model Member Code of Conduct published by the LGA following a lengthy consultation period with the local government sector.
- 2.2 The LGA developed the Model Code as a template for Councils to consider adopting in whole and/or with local amendments. It has undertaken to complete a review of the Code annually to ensure that it continues to be fit for purpose, particularly with respect to advances in technology, social media and any relevant changes to legislation.
- 2.3 A main objective of the redraft by the LGA is for the new Model Code to be written in plain English understandable to members, officers and the public alike. This has been achieved in that it now helpfully sets out, in much clearer terms than the existing Model Code, what the obligations mean and how they should be followed, giving examples of required behaviour.
- 2.5 There are a number of differences between the Council's existing adopted Code of Conduct for Members (attached to the report as **Appendix B**) and the new Model Code. These are highlighted in section 3 of this report for Members' ease of reference.

#### **3.0 Differences between existing and model Member Codes of Conduct**

- 3.1 **General Principles** – The Council's existing Code refers to the seven principles of public life, known as the Nolan Principles. However the Model Code also sets out general principles that have been developed from these to demonstrate how these specifically apply to the role of councillors.
- 3.2 **Application of the Code** – Both the Council's existing and the new Model Codes apply when acting in the capacity of a councillor and/or claiming to act or giving the impression of so acting. This goes beyond what is strictly required under section 27(2) of the Localism Act 2011, which only requires the Code to apply when Members are acting in their capacity as a councillor. However the Committee on Standards in Public Life (CSPL) in its review recommended that section 27(2) should be amended to include this broader applicability. In the Model Code, it helpfully expresses it as applying when, "*your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor*"

- 3.3 **Standards of councillor conduct** – The new Model Code sets out ten ‘obligations’ the majority of which are included in the Council’s existing code but they are set out more clearly in the new version and with a narrative that explains what they mean in practice:-
- 3.3.1 Respect – Under the existing Code this is coupled under the same bullet point as bullying. Under the new code it is set out separately, together with a helpful clarification that it means politeness and courtesy in behaviour, speech and the written word. It is also stated within the new code that in return councillors have a right to expect respectful behaviour from the public;
- 3.3.2 Bullying, harassment and discrimination – Whilst the existing Code includes an obligation not to bully, the new code extends this to include harassment and discrimination and give a definition of all three;
- 3.3.3 Impartiality of officers of the council – The existing Code obliges councillors to recognise that officers are employed by and serve the whole authority. The new model version clarifies that this means that councillors should not compromise, or attempt to compromise, the impartiality of officers;
- 3.3.4 Confidentiality and access to information – In essence this obligation is much the same under both the existing and the new model codes, however there are additional requirements to consult with the monitoring officer prior to disclosure in certain circumstances and not to improperly use knowledge gained as a councillor for personal advantage;
- 3.3.5 Disrepute – This obligation is the same under both the existing and model codes, but the new version clarifies that this doesn’t mean that a councillor cannot hold the council and fellow councillors to account, constructively challenge and express concern about decisions and processes - as long they adhere to other aspects of the code;
- 3.3.6 Use of position – The Council’s existing code requires councillors to use their position in the public interest and not for personal advantage. The new model code has a slightly different emphasis, focussing on not using their position improperly to the advantage or disadvantage of themselves or anyone else;
- 3.3.7 Use of local authority resources and facilities – This obligation is essentially the same under both codes, albeit that the new model code contains more clarification as to what this entails;
- 3.3.8 Complying with the Code – this is a new set of obligations under the model code which require councillors to
- Undertake code of conduct training provided by the council;
  - Co-operate with any code of conduct investigation and/or determination;
  - Not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings;
  - Comply with any sanction imposed upon them following a finding that they have breached the code of conduct.

3.3.9 Registration and declaration of Interests – The provisions relating to disclosable pecuniary interests are the same under the two codes as these are set out in legislation. The new model code also sets out ‘other registrable interests’ that must be disclosed. These relate to where a councillor has been appointed (by the Council) to a body of which they are in general control or management. Where these apply the Councillor must disclose the interest and not speak on the matter unless members of the public are allowed to speak at the meeting.

**N.B. Given the fact that the Council does not provide for members of the public to speak at its committees the proposed Code as set out in Appendix A has been adapted to take account of our local circumstances in respect of ‘other registrable interests’.**

Both the Council’s existing and the new model codes refer to ‘non-registrable/non-disclosable pecuniary interests’ or ‘personal interests’ in a similar way, As with the Council’s existing code, the model code specifies that if the matter affects their financial interests or well-being to a greater extent than those of the majority of inhabitants of the ward affected by the decision etc., the councillor must not then vote on the matter and must not remain in the meeting. It is suggested that the reference in this section, to only permitting councillors to speak on such a matter if members of the public are also allowed to speak at the meeting, should be retained as it adds a useful check and balance where such circumstances apply.

3.3.10 Gifts and hospitality – This obligation is different between the two codes. In the Council’s existing code there is a provision requiring gifts of over £100 to be notified to the Monitoring Officer and for these to be recorded on a public register. Within the model code, the emphasis is upon councillors NOT accepting gifts or hospitality irrespective of value which could give rise to a reasonable suspicion it would lead to securing influence with them. There is also a requirement to register, with the Monitoring Officer, any gift where the estimated value is over £50.

#### **4.0 Obligations in the Council’s existing Code but not in the Model Code**

4.1 There are three obligations that are currently within the Council’s Code of conduct that do not specifically appear within the Model Code. These are requirements for councillors to:

- exercise their own independent judgement, taking decisions for good and substantial reasons;
- account for their actions, particularly by supporting the authority’s scrutiny function; and
- ensure that the authority acts within the law.

#### **5.0 Proposals**

5.1 The Councillors’ Commission considered the Model Code of Conduct at its meeting in January and agreed to recommend to full Council that it be adopted, with the added inclusion of the obligations in the Council’s existing Code but not in the Model Code (as set out in paragraph 4.1 of the report). These have been included in the draft Code attached at **Appendix A.**

5.2 If the Council decides to adopt a new Member Code of Conduct, in accordance with the provisions of the Localism Act 2011, it will apply to all Members who have signed their declaration of acceptance of office. There is no requirement for Members to sign a revised Code. Training to all Members will be provided on the provisions of the new Code.

## **6.0 RECOMMENDATION**

**That Members approve the adoption of the Member Code of Conduct for the Council, as set out in Appendix A of the report, to apply with immediate effect.**

### Background Papers

Local Government Association Model Councillor Code of Conduct 2020 – published 23 December 2020

For further information please contact Karen White on Ext 5240.

Karen White  
Director – Governance & Organisational Development  
and Monitoring Officer



# **NEWARK & SHERWOOD DISTRICT COUNCIL**

## **Code of Conduct for Members**

### **Introduction**

All councils are required to have a local Councillor Code of Conduct. Newark and Sherwood District Council has adopted this Code of Conduct pursuant to Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour by its Members and Co-Opted Members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that councillors can be held accountable and all adopt the behaviours and responsibilities associated with the role. Conduct of individual councillors affects the reputation of the Council as a whole.

Councillors represent local residents, work to develop better services and deliver local change. The public have high expectations of councillors to take decisions fairly, openly and transparently. Councillors have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct and by challenging behaviour which falls below expectations.

Importantly, councillors should be able to undertake their role without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code is designed to protect the democratic role of councillors, encourage good conduct and safeguard the public's trust in local government, it is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership ("The Nolan Principles").

### **Definitions**

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of the Authority. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the Authority but who:

- a) is a member of any committee or sub-committee of the Authority, or;
- b) is a member of, and represents the Authority on, any joint committee or joint sub-committee of the Authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct.

## **General principles of councillor conduct**

Everyone in public office at all levels, all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers, should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in you, on all occasions you **MUST**:

- ✓ act with integrity and honesty;
- ✓ act lawfully;
- ✓ treat all persons fairly and with respect; and
- ✓ lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking your role you **SHOULD**:

- ✓ impartially exercise your responsibilities in the interests of the local community;
- ✓ exercise your independent judgement, taking decisions for good and substantial reasons;
- ✓ account for your actions, particularly by supporting the authority's scrutiny function;
- ✓ not improperly seek to confer an advantage, or disadvantage, on any person;
- ✓ avoid conflicts of interest;
- ✓ exercise reasonable care and diligence;
- ✓ ensure that public resources are used prudently in accordance with the Council's requirements and in the public interest; and
- ✓ ensure that the authority acts within the law.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- ✓ Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- ✓ at face-to-face meetings
- ✓ at online or telephone meetings
- ✓ in written communication
- ✓ in verbal communication
- ✓ in non-verbal communication
- ✓ in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Council's Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct and you are encouraged to seek advice from them on any matters that may relate to the Code of Conduct.

## STANDARDS OF COUNCILLOR CONDUCT

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### General Conduct

#### 1. Respect

As a Councillor you should:

- 1.1 treat other councillors and members of the public with respect.
- 1.2 treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the Council's councillor- officer protocol.

#### 2. Bullying, harassment and discrimination

As a councillor you should:

- 2.1 not bully any person.
- 2.2 not harass any person.

### **2.3** promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

As a councillor you should:

- 3.1** not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

As a councillor you should:

- 4.1** not disclose information:
  - a.** given to you in confidence by anyone
  - b.** acquired by you which you believe, or ought reasonably to be aware, is of a

confidential nature, unless

- i. you have received the consent of a person authorised to give it;
  - ii. you are required by law to do so;
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - iv. the disclosure is:
    1. reasonable and in the public interest; and
    2. made in good faith and in compliance with the reasonable requirements of the local authority; and
    3. you have consulted the Monitoring Officer prior to its release.
- 4.2** not improperly use knowledge gained solely as a result of your role as a councillor for the advancement of yourself, your friends, your family members, your employer or your business interests.
- 4.3** not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

As a councillor you should:

- 5.1** not bring your role or the local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

As a councillor you should:

- 6.1** not use, or attempt to use, your position improperly to the advantage or disadvantage of yourself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

As a Councillor you should:

- 7.1** not misuse council resources.
- 7.2** when using the resources of the local or authorising their use by others:
- a.** act in accordance with the local authority's requirements; and
  - b.** ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which you have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's policies regarding their use.

## **8. Complying with the Code of Conduct**

As a councillor you should:

- 8.1** undertake Code of Conduct training provided by the Council.
- 8.2** cooperate with any Code of Conduct investigation and/or determination.
- 8.3** not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

- 8.4** comply with any sanction imposed on you following a finding that you have breached the Code of Conduct.

Protecting your reputation and the reputation of the local authority.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the Council's processes in handling a complaint you should raise this with the Monitoring Officer.

## **9. Interests**

As a councillor you should:

- 9.1** register and disclose your interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the Council.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

## **10. Gifts and hospitality**

As a councillor you should:

- 10.1** not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.



**10.2** register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

**10.3** register with the Monitoring Officer any significant gift or hospitality that you have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Monitoring Officer for guidance.

DRAFT

## APPENDICES

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable pecuniary interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must make a verbal declaration of the existence and nature of the interest at or before the consideration of the item of business. You must not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

### Disclosure of Other Registerable Interests (*Personal Interests*)

5. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in Table 2), you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business as soon as the interest becomes apparent. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which ***affects***:
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

8. Where a matter ***affects*** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge): (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

<b>Securities</b>	<p>Any beneficial interest in securities* of a body where:</p> <ul style="list-style-type: none"> <li>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</li> <li>(b) either: <ul style="list-style-type: none"> <li>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li> </ul> </li> </ul>
-------------------	---

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interest**

You must register as an Other Registrable Interest:

- a) any unpaid directorships;
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.

## **APPENDIX B**

### **NEWARK & SHERWOOD DISTRICT COUNCIL**

#### **Code of Conduct for Members**

##### **INTRODUCTION**

The Council has adopted this Code of Conduct pursuant to Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour by its Members and Co-Opted Members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

This Code is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership (“The Nolan Principles”).

##### **1. Application**

This Code of Conduct applies to you whenever you are acting in your capacity as a member of Newark & Sherwood District Council, including:-

- 1.1 at formal meetings of the Council, its Committees and Sub-Committees
- 1.2 when acting as a representative of the authority
- 1.3 in taking any decision as an elected Member or a Ward Councillor
- 1.4 in discharging your functions as a Ward Councillor
- 1.5 at briefing meetings with officers and
- 1.6 at site visits
- 1.7 when corresponding with the authority other than in a private capacity

##### **2. General Conduct**

You must:-

- 2.1 provide leadership to the authority and communities within its area, by personal example and
- 2.2 respect others and not bully any person
- 2.3 recognise that officers (other than political assistants) are employed by and serve the whole authority
- 2.4 respect the confidentiality of information which you receive as a member:-

## **APPENDIX B**

- 2.4.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and overriding public interest in doing so; and
- 2.4.2 not obstructing third parties' legal rights of access to information
- 2.5 not conduct yourself in a manner which is likely to bring the authority into disrepute
- 2.6 use your position as a member in the public interest and not for personal advantage
- 2.7 accord with the authority's reasonable rules on the use of public resources for private and political purposes
- 2.8 exercise your own independent judgement, taking decisions for good and substantial reasons:-
  - 2.8.1 attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups
  - 2.8.2 paying due regard to the advice of officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer and
  - 2.8.3 stating the reasons for your decisions where those reasons are not otherwise apparent
- 2.9 account for your actions, particularly by supporting the authority's scrutiny function
- 2.10 ensure that the authority acts within the law

### **3. Disclosable Pecuniary Interests**

You must:-

- 3.1 comply with the statutory requirements to register, disclose and withdraw from participating (unless you have obtained a dispensation) in respect of any matter in which you have a Disclosable Pecuniary Interest
- 3.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your Disclosable Pecuniary Interests
- 3.3 make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any Meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest is a sensitive interest in which event you need not disclose the nature of the interest)



## **APPENDIX B**

3.4 “Meeting” means any meeting organised by or on behalf of the authority, including:-

- 3.4.1 any meeting of the Council, or a Committee or Sub-Committee of Council
- 3.4.2 taking a decision as a Ward Councillor
- 3.4.3 any briefing by officers; and
- 3.4.4 any site visit to do with business of the authority

### **4. Other Interests**

4.1 In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a “non-disclosable pecuniary interest” or “personal interest” in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

4.2 You have a “non-disclosable pecuniary interest” or “personal interest” in an item of business of your authority where:-

- 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority’s administrative area, or
- 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Schedule to this Code, but in respect of a member of your family (other than your spouse, civil partner or person with whom you are living as spouse or civil partner) or a person with whom you have a close association.

and that interest is not a Disclosable Pecuniary Interest

### **5. Gifts and Hospitality**

5.1 You must within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the authority.

5.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.

5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved for this purpose as set out in the Council’s protocol on gifts and hospitality.

## APPENDIX B

### SCHEDULE TO THE CODE OF CONDUCT Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

---

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged</p>
Land	<p>Any beneficial interest in land which is within the Council's area.</p> <p>For this purpose "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.</p>
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) –

## APPENDIX B

- (a) the landlord is the Council; and
- (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest.

### Securities

Any beneficial interest in securities of a body where –

- (a) that body (to your knowledge) has a place of business or land in the Council's area and
- (b) either –
  - i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
  - ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE:- The provisions in paragraph 3 of the Code in respect of the registration and disclosure of Disclosable Pecuniary Interests and to withdraw from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

## COUNCIL MEETING - 13 JULY 2021

### 'MAKING' THE BULCOTE NEIGHBOURHOOD PLAN

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

- 1.1 To advise the Council of the result of the Bulcote Neighbourhood Plan Referendum and to seek approval from Council for the 'making' (adoption) of the Plan.

#### **2.0 Background Information**

- 2.1 Bulcote Neighbourhood Area was designated in April 2018. Since that time the Parish Council has progressed the production of their plan, assisted by Planning Officers of this Council, culminating in its submission to the District Council. Having established that the plan met the necessary legal and procedural requirements, the plan was placed on deposit and representations sought. This involved details being made available on the Council and the Neighbourhood Plan websites, at District Council offices and at local libraries. The District Council also fulfilled its obligation to directly notify those who were notified by Parish Council at the draft consultation stage that the plans had been received.
- 2.2 During the consultation period the District Council considered its own response to the plan. Having been closely involved with the preparation of the plan, Officers expectations that the contents would be in accordance with the District Councils Development Plan and national planning policy were confirmed. Consequently, under the delegated authority granted by Economic Development Committee, the Council largely expressed support for the plans as submitted – identifying a small number of areas where it was felt amendments were necessary.
- 2.3 An independent examiner was appointed in conjunction with the Parish Council and at close of the consultation the responses received, together with the District Council's own representation, were submitted for examination. The overall conclusion of the examiner was that subject to her recommendations the Plan met the Basic Conditions. On this basis it would be appropriate to 'make' the Plan (as modified) and it was recommended that it proceed onto referendum. Consequently the Full Council authorised the Chief Executive, acting as Returning Officer, to arrange a referendum for 6 May 2021.

#### **3.0 'Making' the Bulcote Neighbourhood Plan**

- 3.1 Council are advised that the Neighbourhood Planning Act 2017 has amended section 38 (subsection 3) of the Planning & Compulsory Purchase Act 2004 (development plan). Through these revisions where more than half of those voting in its referendum have voted in favour of the plan then it comes into force as part of the statutory development plan and so can be used in the determination of planning applications within the neighbourhood area from that point forward. Where a Neighbourhood Plan is successful at referendum then the Council must proceed to formally 'make', thus confirming that it has come into force. There are a narrow range of circumstances under which the Council could elect to not make a plan. These are where the making of the plan would breach, or would otherwise be incompatible with, any EU Obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998). Where the Council decides that a plan should not be made then it ceases to form part of the Development Plan.

- 3.2 With the Examiner's recommended modification(s) the Neighbourhood Plan meets the basic conditions set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with EU obligations and the Convention rights and complies with relevant provisions made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004 (as amended).
- 3.3 The referendum was held on Thursday, 6 May 2021 and posed the question, 'Do you want Newark & Sherwood District Council to use the neighbourhood plan for Bulcote to help it decide planning applications in the neighbourhood area?' In total 136 votes were cast, of which 122 were in favour and 14 were against.
- 3.4 The Neighbourhood Plan, and its preparation, has been assessed and is not considered to breach or be otherwise incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human rights Act 1998). With the referendum being passed the Plan has satisfied the necessary requirements in order to be 'made'.

#### **4.0 Financial Implications**

- 4.1 There are no costs associated with 'making' the Bulcote Neighbourhood Plan. Costs already incurred in producing the plan and carrying out the referendums are covered by funds received from central government.

#### **5.0 RECOMMENDATIONS that:**

- a) the report be noted; and**
- b) to 'make' the Bulcote Neighbourhood Plan, confirming that it forms part of the Development Plan for Newark & Sherwood District.**

#### **Background Papers**

Referendum Version of the Bulcote Neighbourhood Plan - available to view on the Councils website at:

<http://www.newark-sherwooddc.gov.uk/planningpolicy/neighbourhoodplanning/>

For further information please contact Matthew Tubb on extension 5850.

**Matt Lamb**  
**Director - Planning & Growth**

# Public Document Pack Agenda Item 20a

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Thursday, 24 June 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

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

Councillor T Wendels declared a Personal Interest in Agenda Item No. 10 – Newark Towns Fund update given the involvement in various aspects of the Fund by his employer, the Nottinghamshire Police Authority.

### 225 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

### 226 MINUTES OF THE MEETING HELD ON 1 APRIL 2021

The minutes from the meeting held on 1 April 2021 were agreed as a correct record and signed by the Chairman.

### 227 CHAIRMAN'S REPORT

The Leader informed the Committee that the Armed Forces flag had been raised for Armed Forces Week, however, it was flying at half-mast in memory of the former Chairman, Ken Fletcher, who had recently passed away.

Regarding the Covid-19 Pandemic, the Leader noted that whilst uptake of the vaccine remained high, case numbers within the District had risen. He also referred to the £50million which had been paid out by the District Council in grant support to business since March 2020.

The Leader of the Council also advised the Committee of the unveiling of the Irene Sender Statue in Newark Cemetery on 26 June 2021, in tribute to the work of the Polish humanitarian worker who during the Second World War helped rescue 2,500 Jewish children from the Warsaw Ghetto.

Finally, the Leader reiterated that no decision or review had yet taken place regarding the London Road Car Park.

### 228 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

229 ANNUAL REVIEW OF EXEMPT ITEMS

The Committee considered a report which detailed the exempt business considered by the Committee from May 2020 to date. The report identified which reports, in the opinion of report authors, could now be released into the public domain.

AGREED (unanimously) that the report be noted with those items which are no longer considered as exempt being released into the public domain.

Reason for Decision

To advise Members of the exempt business considered by the Policy & Finance Committee for the period May 2020 to date and those items which can now be released into the public domain.

230 DIGITAL STRATEGY FOR 2021 - 2024

The Deputy Chief Executive / Director - Resources presented a report which sought approval for the Digital Strategy for 2021 to 2024. The Strategy proposed a set of initiatives that would deliver outcomes aligned to the Community Plan, building on the progress made since the implementation of the previous Digital Strategy and the significant progress made as part of the Council's response to the Covid-19 Pandemic. Members welcomed the strategy and hoped it would work with and help improve the customer experience and access for people throughout the District.

AGREED (unanimously) that the Newark & Sherwood Digital Strategy 2021 - 2024 be adopted.

Reason for Decision

To ensure that the Council undertakes an active role in leading and delivering an evolving digital offer.

231 REVIEW OF THE CORPORATE HEALTH AND SAFETY POLICY

The Chief Executive presented a report which set out the proposed changes and updates required for the revised Corporate Health and Safety Policy. The significant changes were outlined in the report and it was noted that the Policy was the framework for the Councils Health and Safety response, and was supported by many other documents including, risk assessments, safe systems of work and operational procedures. The revised Policy also reflected the changes brought about following the reintegration of the housing function.

The revised Policy had been considered in full by the Homes & Communities Committee at their meeting held on 7 June 2021, and they had recommended the adoption of the revised Policy.

AGREED (unanimously) that the revised Health and Safety Policy be adopted.

Reason for Decision

To ensure the Council's Health & Safety Policy remains updated and reflects recent organisational changes.

232 NEWARK TOWNS FUND UPDATE

The Director - Planning & Growth presented a report which set out the proposed Assurance Framework for the Newark Towns Fund to assist the delivery of supported projects in the Newark Town Investment Plan (TIP) and associated Heads of Terms. As was detailed in an earlier update, the Council needed to perform an accountable body and assurance role for the Towns Fund and Newark Towns Fund Board. This included the requirement to adopt a Newark Towns Fund Assurance Framework to confirm the process for the release of funds for agreed projects, including various decision points and submission requirements from project sponsors. A proposed version of this Assurance Framework was set out at Appendix A to the report. This Assurance Framework had been drafted in consultation with internal legal and finance colleagues, in addition to the S151 officer. Externally, colleagues at the D2N2 LEP, MCHLG, and independent consultants Hatch and Quod had all contributed.

The report and Director – Planning & Growth also updated the Committee on various projects under the Towns Fund umbrella, including progression of the full business case for the YMCA Community and Activity Village, the Newark Gateway site, replacement of the livestock market and the International Air & Space Training Institute (IASTI) Newark.

AGREED (unanimously) that the Committee:

- (a) adopt the Newark Towns Fund Assurance Framework (June 2021) as provided at Appendix A to the report;
- (b) approve, subject to the recommendations of the Council's S151 Officer and Quod Consulting, the Full Business Case for the YMCA Community & Activity Village which seeks £2m of Towns Fund grant;
- (c) subject to (b) above, to give delegated authority to the Director – Resources to appraise and then confirm to the Newark Towns Fund Board that the Full Business Case for the YMCA Community and Activity Village (Newark) meets the requirements of the Newark Towns Fund Assurance Framework (June 2021);
- (d) subject to (b) above, a budget of £2m be added to the Council's Capital Programme in order for the payment to be made, financed by Towns Fund Grant; and



- (e) subject to (b) and (c) above, give delegated authority to the Director – Planning & Growth, in consultation with the Business Manager – Law & Information Governance, to enter into a Grant Funding Contract with the YMCA to deliver the Community and Activity Village (Newark), including its associated outputs, outcomes, and monitoring and evaluation as detailed in the Full Business Plan.

Reason for Decision

To secure progress in respect of the various projects within the Newark Towns Fund.

233 SEVEN HILLS REGENERATION PROJECT UPDATE

The Chief Executive presented the report of the Director- Housing, Health & Wellbeing which updated Members in relation to the procurement exercise to secure a developer to regenerate the Council’s temporary accommodation facility at Seven Hills. The report also sought to allocate further funding of £350,000 to deliver the project.

It was reported that site evaluations, inspections, general costs and build costs could all be achieved from within the existing £3m capital budget and it was noted that appropriate planning approval had also been received. Within the breakdown of costs, there was presently no spare monies for general site or construction contingencies and no funds for fitting out any of the accommodation, facilities or office space once built. Therefore, it was proposed that the final budget be increase by a further £350,000 to cover the additional build and site contingencies at £300,000 which allows for £50,000 to be used for alternative temporary accommodation provision and B&B contingencies to facilitate project delivery.

AGREED (unanimously) that:

- a) the report and Appendix A be noted; and
- b) an increase to the capital budget to £3,350,000, which is essential for this project to be completed successfully, be approved.

Reason for Decision

To ensure that the redevelopment of Seven Hills temporary accommodation can be achieved.

234 TRANSFER OF COMMUNITY FACILITY - CONTRIBUTION TO SUTTON-ON-TRENT PARISH COUNCIL

The Director – Planning & Growth presented the report of the Director – Housing, Health and Wellbeing which sought approval to transfer the community facility contribution of £239,619.63 received from Section 106 Agreement AG1108 for ‘the provision and maintenance of a village hall on the community facilities land’ at a development site in Sutton on Trent to the Parish Council in order to enable the proposed village hall to be developed. The Section 106 Agreement required the land

to be transferred to either the District or Parish Council as deemed appropriate and it had been agreed that it would be expedient to transfer the land directly to the Parish Council and this was now subject to processing with the Land Registry.

AGREED (unanimously) that:

- a) the community facility sum of £239,619.63 secured through S106 AG1108 currently held by the Council be transferred to Sutton on Trent Parish Council under a side agreement; and
- b) appropriate provision be made in the Council's Capital Programme for this scheme.

#### Reason for Decision

To enable Sutton on Trent Parish Council to progress with the development of the village hall facility with its appointed project team.

### 235 FINANCIAL OUTTURN REPORT TO 31 MARCH 2021

The Business Manager – Financial Services presented a report which set out the 2020/21 financial outturn position on the Council's revenue and capital budgets including: General Fund Revenue; Housing Revenue Account; Capital Programme; Provisions and Impaired Estimates on Debtors; Usable Reserves; Collection Fund; Balance Sheet; and Treasury Management.

The accounts showed an unfavourable variance of £0.082m on service budgets with a total favourable variance of £10.413m which was broken down in the report. It was reported that the additional income from business rates related to £0.954m in unbudgeted growth from the business rates pool together with £8.161m in additional government funding due to their policy decisions around business rates relief. As the funding was distributed as a s31 grant it must be replicated into the general fund rather than the collection fund. Therefore, the additional s31 grant that had been received was not an in year surplus, but must be earmarked in order to fund the deficit that had arisen in the collection fund as a result of the policy decision by the government. It was noted that the budget for 2021/22 was built on this basis.

The Business Manager – Financial Services also reported on the financial outturn position for the HRA which, before appropriations to reserves, showed a favourable variance of £2.175m. The main reasons for the variance were detailed in the report. The Committee were also advised on the position in respect of capital outturn and the re-profiling of capital schemes, and the position in respect of usable capital and revenue reserves.

AGREED (unanimously) that:

- (a) the final outturn of revenue and capital spending for 2020/21 be approved;
- (b) the capital financing proposals as set out in Appendix C, that will be passed to the

- external auditors as part of the 2020/21 Statement of Accounts, be approved;
- (c) the net variations of £10.965m not spent in 2020/21 on the Capital Programme, be re-profiled and carried forward into 2021/22;
  - (d) the movement in Provisions and Impaired Estimates on Debtors be approved;
  - (e) the creations of the new reserves, as outlined in paragraph 2.19 to the report, be approved;
  - (f) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be approved;
  - (g) the contents of the Pension Fund Actuary report and the proposed assumptions to be used in the IAS19 pensions report for inclusion in the 2020/21 Statement of Accounts be approved;
  - (h) the Policy & Finance Committee receives the Annual Report on Treasury Management Activity and comments as appropriate for referral onto the Council for information, as required by the Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management; and
  - (i) the Committee note that the Treasury Management activities are consistent with the objectives identified in the Treasury Management Strategy for 2020/21.

#### Reasons for Decision

To approve the Financial Outturn for the Council for the 2020/21 financial year.

#### 236 COUNCIL'S ANNUAL BUDGET 2022/23 - OVERALL CORPORATE BUDGET STRATEGY

The Business Manager – Financial Services presented a report which set out the Budget Strategy for 2022/2023 prior to detailed work commencing on preparation of the budget. The Council's Constitution required that the Council's Section 151 Officer present a report on the overall Budget Strategy to the Policy & Finance Committee for approval. The budget process would result in the setting of the budget and the Council Tax for 2022/23.

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

The current Medium Term Financial Plan (MTFP) was approved on 9 March 2021. The report set out a summary of the financial forecast identified within the current MTFP assuming that Council Tax at average Band D would increase by the same rate as the previous three financial years, namely 1.94%.

The report also set out a number of underlying assumptions which would be applied in compiling the draft budget for 2022/23 including staff costs, provision for inflation and fees and charges.

AGREED (unanimously) that:

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

#### Reason for Decision

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

#### 237 NEW FUNDING OPPORTUNITIES

The Director - Planning & Growth presented a report which further updated Members on new revenue and capital funding opportunities in the form of the Community Renewal Fund; the Levelling Up Fund; and the One Public Estate Brownfield Land Release Fund. He advised the Committee of the latest position in respect of the various funding bids submitted thus far under these new funding opportunities.

Members noted the other items on the agenda relating to applications going forward under these funding schemes, stating they were strong bids and that they were hopeful of positive outcomes. The Committee also welcomed forward funding for work on bids in the Sherwood area.

AGREED (unanimously) that the Policy & Finance Committee:

- a) formally support the submission of the Community Renewal Fund bid by Nottinghamshire County Council on or before 18 June 2021;
- b) support the submission of the Newark Levelling Up Fund Bid for the Southern Link Road (SLR);

- c) the Director – Planning & Growth in consultation with the Business Manager, Law & Information Governance, be given delegated authority to enter into contractual arrangements with Urban & Civic (the Middlebeck master developer) to utilise a further £387,500 from NSDC as part of its overall maximum contribution of £5m towards the delivery of the whole SLR;
- d) support the proposals to progress work to develop a Sherwood Levelling Up Fund bid, including the forward-funding of £50,000 in anticipation of future receipt of £125,000 of capacity funding in association with round two of the Levelling Up Fund; and
- e) note and welcome the submission of the Brownfield Land Release Fund bid for 32 Stodman Street.

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.

238 RESOURCES FOR REGENERATION PROJECTS

The Director - Planning & Growth presented a report which sought support for revised, additional and specifically focussed resource to allow the Council to deliver on its regeneration activities including the successful delivery of existing grant-funded programs and projects, in addition to the ability to maximise future funding opportunities to deliver better outcomes across and beyond the District.

It was reported that since budget setting, there have been a number of welcome but challenging announcements such as the Towns Fund Bid, the Town Investment Plan projects and the new funding opportunities which had already been considered earlier on this agenda. Therefore the report proposed to recruit to a number of posts and interim support as set out.

AGREED (unanimously) that:

- (a) the in-year additional budget of £234,269 as set out in in section 5.4 of the report, to be funded from the Change Management Reserve, be approved; and
- (b) the creation of the posts identified in section 5.2 of the report with the net addition of £108,537 (subject to annual pay awards) into the general fund revenue budget from financial year 2022/23 onwards be approved.

Reason for Decision

To ensure that the Council's Economic Growth and Social Mobility agendas are delivered in accordance with the Community Plan, Economic Growth, Tourism and Covid-19 Recovery Strategies.

239 ANNUAL STANDARDS REPORT FOR 1 APRIL 2020 TO 31 MARCH 2021

The Committee considered the report of the Director - Governance & Organisational Development and Monitoring Officer which set out the annual report on standards for the period 1 April 2020 to 31 March 2021. It was reported that the Monitoring Officer received fifteen formal complaints within the period, thirteen of which resulted in no further action being taken or were resolved through informal resolution being reached. Two complaints were still being considered which related to parish councillors.

AGREED (unanimously) that the annual report be noted.

Reason for Decision

To provide Members with details of the standards issues in 2020/21.

240 URGENCY ITEM - CHIEF OFFICERS APPOINTMENTS PANEL

The Committee noted the decision to convene the Member Chief Officers Appointment's Panel for the recruitment of the Director – Customer Services & Organisational Development, in accordance with the membership details given in the urgency item.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To convene the Panel in order to undergo the recruitment process without delay.

241 URGENCY ITEM - ONE PUBLIC ESTATE BROWNFIELD RELEASE FUND

The Committee noted the decision for a Brownfield Land Release Fund bid of £284,000 to be formally made to the government via the North Midlands One Public Estate Partnership.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable the preparation and submission of a Brownfield Land Release Fund bid for 32 Stodman Street by the requisite deadline of 26 May 2021.

242 URGENCY ITEM - LEVELLING UP FUND - NEWARK SOUTHERN LINK ROAD

The Committee noted the following decision that:

- a) funds of up to £22,000 (funded by the Change Management Fund) be made available for NSDC's contribution to procuring consultancy support to

prepare and submit a Newark LUF bid to Government on or before 18<sup>th</sup> June 2021; and

- b) the Director – Planning & Growth in consultation with the Business Manager, Law & Information Governance be given delegated authority to enter into contractual arrangements with the developer (Urban & Civic) to utilise up to a maximum of £600,000 from NSDC as part of its overall maximum contribution of £5m towards the delivery of the whole Sothern Link Road.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable preparation and submission of a Newark Levelling Up Fund bid for Newark by the deadline of 18 June 2021.

243 URGENCY ITEM - EMBANKMENT REPAIR WORK REQUIRED AT VICAR WATER COUNTRY PARK, CLIPSTONE

The Committee noted the decision for an addition of £60,000 into the Capital Programme financed by the Capital Reserve to fund embankment repairs work required at Vicar Water County Park, Clipstone.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable works to progress on site as soon as possible to make the area safe.

244 URGENCY ITEM - GREEN HOMES GRANT LOCAL AUTHORITY DELIVERY PHASE 2 (LAD2)

The Committee noted the following decision that:

- a) the Director - Housing, Health & Wellbeing be given delegated authority to accept the Grant offer from the Midlands Energy Hub;
- b) £91,760 of the Grant awarded be initially allocated to the HRA Capital Investment Programme to support the current Energy Efficiency budget and the current budget of £150,000 be increased by the same value to £214,760;
- c) a general fund Capital budget be set up for £567,853.50 for the works estimated to be carried out to the Privately owned;
- d) to set up a revenue budget of £65,236.50 (9% of £724,850 total costs), of which £2,750 will be an upfront payment for managing and administering the programme; and
- e) enter contract procedure rules exemption to enter into a contract with EON

for the reasons listed in the urgency item.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To work in partnership with EON to bring 73 properties up to an EPC rating up to C.

245 EXCLUSION OF THE PRESS AND PUBLIC

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

246 LAND TO THE SOUTH SIDE OF MOOR LANE, SOUTH CLIFTON

The Committee considered the exempt report regarding the Land to the South Side of Moor Lane, South Clifton.

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

247 NEWARK TOWNS FUND UPDATE - NEWARK GATEWAY REDEVELOPMENT

The Committee considered an exempt update regarding the Newark Gateway redevelopment.

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

Meeting closed at 7.17 pm.

Chairman



This page is intentionally left blank

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

Document is Restricted

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Economic Development Committee** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Wednesday, 16 June 2021 at 6.00 pm.

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

Councillor R Blaney, Councillor L Brazier, Councillor Mrs R Crowe, Councillor Mrs M Dobson, Councillor N Mison, Councillor M Skinner, Councillor R White and Councillor Mrs Y Woodhead (substitute for Councillor N Mitchell)

APOLOGIES FOR ABSENCE: Councillor P Harris (Committee Member) and Councillor N Mitchell (Committee Member)

1 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.

2 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.

3 MINUTES OF MEETING HELD ON 24 MARCH 2021

AGREED that the minutes of the meeting held on 24 March 2021 be agreed as a correct record and signed by the Chairman.

4 CHAIRMAN'S REPORT

NOTED that the Chairman would provide a verbal report at the next meeting of the Committee.

5 FORWARD PLAN (JUNE 2021 TO MAY 2022)

The Committee considered the Forward Plan for the Economic Development Committee for 1 June 2021 to 31 May 2022.

AGREED (unanimously) that:

- (a) the Forward Plan be noted; and
- (b) an update report on the Newark Beacon be included for consideration at the September 2021 meeting of the Economic Development Committee. Such report to include information on marketing of the facility.

6 RESIDENTIAL CYCLE AND CAR PARKING STANDARD & DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

The Committee considered the report presented by the Director – Planning & Growth in relation to the outcomes of the consultation on the Final Draft Residential Cycle and Car Parking Standards and Design Guide SPD and to adopt a finalised SPD as part of the Local Development Framework.

The report set out that the initial consultation period had been undertaken between September and November 2020. Following the responses received and the amendments made to the document a further consultation on the final draft SPD was undertaken between January and March 2021. A copy of the responses received together with the Council’s proposed response were attached as an appendix to the report. It was reported that since the consultation on the final draft SPD had been undertaken, the County Council had adopted a new Highway Design Guide for both residential and non-residential development, noting that Newark & Sherwood District Council’s final SPD was broadly consistent with Section 4.1 (Residential Parking) of the Highway Design Guide (2021).

In considering the report Members agreed that the document was a robust SPD and was to be welcomed as a way of ensuring appropriate standards throughout the district. A Member noted that following its adoption a letter would be written to the Planning Inspector who was dealing with the hearing in relation to Eakring Road, Bilsthorpe as the implications of the SPD needed to form part of their considerations.

AGREED (unanimously) that:

- (a) the consultation responses within Appendix A be noted;
- (b) the proposed consultation responses within Appendix A be approved; and
- (c) the Residential Cycle and Car Parking Standards and Design Guide SPD as set out in Appendix B be adopted as a Supplementary Planning Document as part of the Newark & Sherwood Local Development Framework.

7 FUNDING OPPORTUNITIES UPDATE

The Committee considered the report presented by the Director – Planning & Growth in relation to new revenue and capital funding opportunities.

It was reported that since the March 2021 meeting of the Committee, Officers had worked with relevant Members, partners and colleague authorities to progress each opportunity, namely: the Community Renewal Fund (CRF); the Levelling Up Fund (LUF); and the One Public Estate (OPE) Brownfield Land Release Fund (BLRF) with details of the work undertaken and the latest position for each opportunity provided.

In considering the report a Member queried whether there would be a continuation of the LUF or whether it was only for a set period of time, noting that whilst she supported the bids for the Newark Southern Link Road and the Sherwood area, there were other worthy causes. In response, the Director advised that at present there were only 2 funding rounds for the LUF. However, it was understood that future funding opportunities may be available from the UK Prosperity Fund which would be launched in 2022. He added that it was his belief that unless the Council had an idea of a definite project(s) and they had progressed to a sufficient degree of maturity that it would be unlikely that any submission for funding would be successful.

AGREED (unanimously) that:

- (a) Members formally support the submission of the Community Renewal Fund bid by Nottinghamshire County Council on or before 18 June 2021;
- (b) Members support the submission of the final Newark Levelling Up Fund Bid for the Southern Link Road (SLR);
- (c) Members support the proposals to progress work to develop a Sherwood Levelling Up Fund bid, including recommending to the Policy & Finance Committee the forward-funding £50,000 of the £125,000 in anticipated receipt of capacity funding in association with round two of the Levelling Up Fund; and
- (d) Members note and welcome the submission of the Brownfield Land Release Fund bid for 32 Stodman Street.

## 8 ANNUAL REVIEW OF EXEMPT ITEMS

The Committee considered the report presented by the Director – Planning & Growth in relation to the list of exempt business the Committee had considered for the period 27 March 2019 to date.

The report set out a list of the exempt business considered together with the opinion of the report author as to whether the report could now be released into the public domain.

AGREED (unanimously) that the report be noted with those items which were no longer considered as exempt being released into the public domain.

## 9 ECONOMIC DEVELOPMENT REVENUE AND CAPITAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2021

The Committee considered the report presented by the Business Manager – Financial Services which provided Members with the 2020/21 financial outturn position on the Economic Development Committee's revenue and capital budgets including: the General Fund (GF) Revenue; and the Capital Programme.

It was reported that the financial outturn position to 31 March 2021 for the Committee's revenue services was unfavourable with a variance of £0.204m, the reasons for which being detail in Appendix A to the report. It was also reported that the financial outturn position to 31 March 2021 for the Committee's capital programme was a favourable variance of £0.326m, of which £0.325m required re-profiling to 2021/2022. Details of the financial implications would be reported to the Policy & Finance Committee on 24 June 2021.

In considering the report a Member noted the encouraging position of the Newark Lorry Park but queried as to the reason for the negative variant at the Newark Beacon, adding that other workshop were showing a positive variant. In response, the Chairman stated that the type of business who used the Newark Beacon were often able to work from home and that they had chosen to do so throughout the pandemic. A further Member referred to the comments of the Business Manager – Asset Facilities & Car Parks at the last meeting of the Committee, adding that it may be beneficial to consider how the Council could vary who utilised the facility.

The Director – Planning & Growth advised that he would amend the Forward Plan to include a report to the next meeting of the Committee on the Newark Beacon, taking into account the Members comments.

AGREED (unanimously) that the report be noted.

#### 10 NEWARK TOWNS FUND UPDATE

The Committee considered the report presented by the Director – Planning & Growth in relation to the Newark Towns Fund and associated Town Investment Plan.

The report set out that following the last meeting of the Committee the Heads of Terms for the Newark Town Deal were formally signed on 20 April 2021. Details of the Project Confirmation and Business Case Development were detailed in the report together with a table which provided information as to which projects were being progressed through to outline and full business case stage. Further updates on each project were reported in paragraphs 2.11 to 2.17.

AGREED (unanimously) that:

- (a) Members noted and welcomed confirmation that Heads of Terms for the Newark Towns Deal had now been signed with Government to allow access to up to £25m of capital funding for the range of Town Investment Plan (TIP) projects detailed at paragraph 2.6 of the report;
- (b) Members endorse the proposed Newark Towns Fund Assurance Framework (June 2021) and recommend to the Policy & Finance Committee that this be adopted by the Council in its role as accountable body for the Newark Towns Fund;

- (c) Members advise of their full support for the YMCA Community & Activity Village to the Policy & Finance Committee, requesting the release of Towns Fund Grant for this project, subject to the satisfaction of the Policy & Finance Committee and s151 Officer that the Full Business Case submitted is in accordance with the Newark Towns Fund Assurance Framework (June 2021); and
- (d) Members welcomed the update on the IAST<sup>®</sup> Newark as the first of its kind in the UK and recommend to the Policy & Finance Committee that the development of the IASTI<sup>®</sup> Newark as a Phase 1 of the Newark Gateway redevelopment be supported, subject to necessary due diligence on securing an appropriate long lease of the land and permission for the Lincoln College Group to submit a planning application on the identified phase 1 Gateway site.

## 11 LOCAL DEVELOPMENT FRAMEWORK PROGRESS UPDATE

The Committee considered the report presented by the Director – Planning & Growth relating to the progress made towards the delivery of the Plan Review in relation to the Allocations and Development Management Policies and also which sought approval to consult in the summer on an Allocations & Development Management Options Report. The report also sought approval to update the Plan Review Timetable to reflect the aforementioned approach.

It was reported that the delay to the preparation of the Allocations & Development Management element of the Plan Review had largely been caused by the imposition of the lockdown in response to the pandemic and ongoing difficulties in relation to the identification of potential sites to accommodate additional gypsy and traveller pitches. It was further reported that the evidence base supporting the Plan Review had been substantially completed and that the new public stage of the process – the Allocations & Development Management Options Report consultation – should take place in the summer 2021. A table setting out the timetable for the proposed LDF Plan Review was provided at paragraph 4.1.

AGREED (unanimously) that:

- (a) the progress set out in the report towards producing the Allocations & Development Management Options Report be noted;
- (b) the proposed amended timetable as set out at paragraph 4.1 be adopted and comes into force on 17 June 2021; and
- (c) the Director – Planning & Growth be given delegated authority to finalise and publish for consultation the Allocations & Development Management Options Report following consultation with relevant Ward Members as set out in paragraph 3.3, together with the Chairman, Vice Chairman and Opposition Spokesperson of this Committee and the Members of the Local Development Framework Task Group.

12 NEWARK HIGH STREET HERITAGE ACTION ZONE UPDATE

The Committee considered the report presented by the Director – Planning & Growth which provided Members with an update on the Newark High Street Heritage Action Zone (HSHAZ).

The report set out the background to the awarding of the fund to the Council which totalled £550,000 with a summary of the projects being reported at paragraph 2.2. A list of the works commenced was provided together with detailed information in relation to Footfall Sensors; Heritage at Risk and Shop Front Priorities; The Newark HSHAZ Cultural Programme – Newark Creates; Integration with Wider Cultural Activities; and Communications and Promotion of the HSHAZ. It was reported that the promotion of the HSHAZ would be a key objective in the coming months and that this would include contacting shop owners of heritage at risk buildings and owners of potential shopfront replacements to commence grant scheme discussions. Community engagement activities would also commence over the summer.

It was noted that a number of other projects were yet to be developed e.g. feasibility work in the public realm and toolkits for incentivising and encouraging reuse and repurposing of buildings within the HSHAZ area and that an update report would be brought back to Committee later in the year.

The Director advised that there would be a presentation by the organisation undertaking the footfall monitoring in Newark town centre at the September meeting of the Committee. He also advised that a site visit had taken place at the Corn Exchange building with the findings thereof being reviewed.

AGREED (unanimously) that the Committee noted the information contained within the report.

13 URGENCY ITEM - NEWARK LEVELLING UP FUND - NEWARK SOUTHERN LINK ROAD (SLR)

AGREED (unanimously) that the Urgency Item in relation to the Newark Levelling-Up Fund – Newark Southern Link Road (SLR) be noted.

14 URGENCY ITEM - NEWARK LEVELLING UP FUND - NEWARK SOUTHERN LINK ROAD (SLR)

AGREED (unanimously) that the Urgency Item in relation to the Brownfield Land Release Fund – 32 Stodman Street be noted.

15 URGENCY ITEM - EMBANKMENT REPAIR WORK REQUIRED AT VICAR WATER COUNTRY PARK, CLIPSTONE

AGREED (unanimously) that the Urgency Item in relation to the Embankment Repair Work Required at Vicar Water Country Park, Clipstone be noted.



16 EXCLUSION OF THE PRESS AND PUBLIC

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

17 THE BUTTERMARKEt - FIRST FLOOR

The Committee considered the exempt report presented by the Director – Planning & Resources in relation to an update on the Buttermarket.

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

Meeting closed at 6.45 pm.

Chairman

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

Document is Restricted

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Homes & Communities Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Monday, 7 June 2021 at 6.00 pm.

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

Councillor M Brock, Councillor Mrs B Brooks, Councillor M Brown,  
Councillor S Carlton, Councillor R Crowe, Councillor Mrs L Dales,  
Councillor L Goff, Councillor J Lee and Councillor P Peacock (Substitute)

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold (Councillor P Peacock attended as a substitute for Councillor Mrs K Arnold))

Prior to the commencement of the meeting the Chairman, Councillor T Wendels, thanked Councillor Mrs I Brown who had recently retired as a District Councillor for her contribution to the Homes & Communities Committee. The Chairman also thanked Councillor Mrs S Saddington for her time on the committee having stepped down from the Homes & Communities Committee and her position replaced by Councillor R Crow.

### 1 DECLARATIONS 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.

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

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

### 3 MINUTES OF MEETING HELD ON 15 MARCH 2021

AGREED (unanimously) that the Minutes of the meeting held on 15 March 2021 be approved as a correct record and signed by the Chairman.

The Chairman informed the Committee that the order of business on the agenda would be that Agenda Item 19 would be taken between Agenda Item 12 and Agenda Item 13.

### 4 CHAIRMAN'S REPORT

The Chairman welcomed everyone to the first in person committee for over twelve months and how it was great to see everyone in person. Adapting to being back in the offices and working safely, the reports will be presented by a small number of officers rather than necessarily by the author. Any questions unable to be answered would of course be followed up after the meeting.

The Chairman advised that the local Area Commander for Newark and Sherwood, Inspector Heather Sutton has been promoted to Chief Inspector and is now the

Neighbourhood policing lead for - Bassetlaw, Newark and Sherwood & Broxtowe, Gedling and Rushcliffe. She is also the force lead on rural crime and is already speaking with officers from the council about the rural crime issues in the district. The new Area Commander for Newark and Sherwood is Inspector Charlotte Allardice who is keen to work closely with the council on a number of issues and will look forward to working with Charlotte.

The Safer Streets Project was successfully completed at the end of March and there is commitment from the Police and Crime Commissioner's Office, the Police and the Council to implement the learning and best practice from Safer Streets 1 into the continuation of some of the themes into neighbouring areas. The main themes will centre on burglary reduction and vehicle crime.

The Chairman informed the committee that whilst having seen some sunshine recently, our flooding preparation continues. The council is working with partners in both Southwell and Lowdham to implement flood mitigation measures to reduce the chance of future flooding in these communities. The Scheme in Southwell is progressing well (within the confines of what Covid has allowed over the past 12 months).

The main scheme for Lowdham is still being developed, although work on the banks of the Cocker Beck should be taking place later this year. In response to the floods in November 2019 and February 2020 the council is still administering Property Flood Resilience grants to home owners wishing to improve their home from the impact of flooding, so far having received around 50 applications.

The Chairman informed the committee that the Community Lottery is now live and the first draw took place on Saturday 29th May. As at 2nd June having 49 good causes registered and one or two more in progress, 392 players and good causes are forecast to receive around £23.5K currently, they are hopeful ongoing promotion will see the numbers increase which is great news and will generate more funding for our good causes.

The ban on evictions was ended on 31<sup>st</sup> May 2021, the Council will continue the no eviction approach for tenants who are working with the council to address their debts and enter into a manageable arrangement. The council are also prepared for opening up the community centres as soon as receiving the green light to do so.

Finally, the Chairman wanted to draw the Committee's attention to the end of year performance reports presented this evening, and for it to join the Chairman in recognising the hard work and commitment taken to achieve the levels of performance during such an unusual year.

## 5 FORWARD PLAN - JULY 2021 TO JUNE 2022

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

The committee requested an invitation be made to the newly elected Police & Crime

Commissioner to attend the November Homes & Communities Committee meeting, the Business Manager for Public Protection to arrange an invitation.

## 6 REVIEW OF TENANT 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 recommend alignment with the opening times of the main council contact centre.

At the 15 March 2021 committee, Members considered a report to align the opening hours and agreed that a decision would be deferred to the 7 June 2021 meeting so that further information regarding service demand could be obtained.

The report provided further analysis of the number of calls received by the CAS team between 8.30am and 9.00am, during a more recent four week period it has shown that the number of calls received remains static with an average of less than two calls per day. During this twenty day period a total of only nine calls were received during between 5pm and 5.15pm.

The committee noted that in February 2021 the Tenants Forum had agreed unanimously that the service opening hours times should be altered in line with recommendations as tenants needed to have uniformity across all council services. Out of hours calls would remain as they are currently, tenants who need to report an emergency will transfer through to the Careline.

AGREED (unanimously) that:

- (a) the Committee approved the alignment of the opening hours.

## 7 REVIEW OF THE CORPORATE HEALTH AND SAFETY POLICY

The Committee considered the report from the Business Manager for Public Protection providing changes to the Corporate Health and Safety Policy and to confirm the amendments prior to the report being presented to the Policy and Finance Committee.

The report informed the Members that the current policy had been reviewed and updated to reflect recent organisational changes including the in-house provision of Housing Services, providing the revised policy as an appendix to the report.

The meeting highlighted 2.3 bullet point 5 of the report referring to the removal of the use of latex gloves from the policy, the committee noted that latex gloves can cause allergies and would therefore sit outside of this policy.

AGREED (unanimously) that:

- (a) Members considered the reviewed Health and Safety Policy and any suggested amendments for deliberation by the Policy & Finance Committee.

8 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 to report the findings of the consultation with key partners and members of the public, on the proposed Public Space Protection Order (“PSPO”) in the following areas:

- a. Newark Town Centre
- b. Coronation Park, Balderton
- c. Balderton Lakes
- d. Lakeside Shopping Centre, Balderton

and to seek approval for the formal making of the Public Space Protection Orders.

The report highlighted to the committee that in March 2021 they had considered a report on a Public Space Protection Order in relation to controls to combat anti-social behaviour in Newark town centre, Coronation Park, Balderton Lakes, and Lakeside shopping centre and recommended that formal consultation took place.

The report advised that a consultation had been carried out in accordance with Government guidance which took varying forms, such as questionnaires for partnership agencies, proposals on the council’s website and questionnaires for retail premises in the town centre and Lakeside shopping centre.

The responses received were set out in a summary document at Appendix One of the report.

The Committee thanked the Officers and the Police for their involvement in progressing the PSPOs.

AGREED (unanimously) that:

Members:

- (A) Agreed the terms of the PSPO as being
  - a. *Leave the location, or part of the location, and*
  - b. *Not to return to the location, or part of the location, for the period specified in the direction (“the exclusion period”)*

*The exclusion period must not exceed 48 hours and must*

- I. Be given in writing, unless that is not reasonably practicable*
- II. Must specify the area to which it relates*
- III. May impose requirements as to the time by which the person must leave the area and the manner in which the person must do so*

*(including the routes)*

(B) Agree the areas as set out below and defined in the maps in Appendix Two and Appendix Three,

- a. Newark town centre
- b. Coronation Park, Balderton
- c. Balderton Lakes
- d. Lakeside shopping centre, Balderton

9 ANNUAL REVIEW OF THE EXEMPT REPORTS CONSIDERED BY THE HOMES & COMMUNITIES COMMITTEE

The Committee considered the report from the Business Manager for Elections & Democratic Services providing the Homes & Communities Committee with a list of the exempt business considered by the committee for the period 14 September 2020 to date.

The report highlighted four reports that had been taken as exempt for consideration and had received comment back from the report authors that these reports in their opinion to remain exempt due to commercially sensitivity.

The Chairman did suggest for future annual reports an additional column be included to expand the detail as to why they should remain exempt.

AGREED (unanimously) that:

- (a) the content of the reports to remain exempt.

10 SAFER STREETS FUND - END OF PROJECT REPORT

The Committee considered the report from the Business Manager for Public Protection to update Members on the successful completion of the Safer Streets Fund and the early impacts that have been identified.

The report highlighted in April 2020 the Council (in partnership with the Office of the Police and Crime Commissioner and the County Council) were successful in obtaining funding for the Home Office initiative of Safer Streets that was designed to address domestic and acquisitive crime. Two Lower Super Output Areas were identified in the bid and have formed the geographical footprint for the bid. These were the areas around Chatham Court and area on Northgate/Lovers Lane.

The Newark bid was successful in obtaining an award of £550,000 of which the District Council's allocation was £118,580.

A copy of the full survey and its results were included with the report at Appendix 1.

A summary of key headline results were as below:

- 83% of respondents feel safer
- 53 % feel the area is cleaner

- 40% of respondents feel safer after dark
- 44% of respondents feels the community looks out for each other better than it did

In order to build on the positive work that has taken place as part of this project agreement has already been made to develop a further Safer Streets initiative. This will again be a partnership with the Police and the Office of the Police and Crime Commissioner.

A member of the committee would also like to see it benefiting more rural areas in the future.

The Committee thanked everyone involved and how it had been a comprehensive report and a successful project.

AGREED (unanimously) that:

- (a) the Members noted the success of the Safer Streets initiative and the positive survey results.

## 11 ANTISOCIAL BEHAVIOUR

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

The report highlighted that the Police are a key partner in addressing ASB and they record levels of ASB. The figures for the year 20/21 compared to the previous 12 months were provided:

April 19 to March 20	April 20 to March 21	% change
2,552	4,366	+71%

Over the last year ASB has increased due to youngsters not attending school and the effects of covid-19. The committee thanked the team for their input, noting that there have been more people on the streets, more people working from home leading to increasing ASB in bigger groups over a wider geographical area.

AGREED (unanimously) that:

the committee noted the data relating to ASB and the range of activities, both delivered and planned that are in place to address ASB.

## 12 HOMES & COMMUNITIES REVENUE AND CAPITAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2021

The Committee considered the report from the Business Manager for Financial Services presenting to the Members the 2020/21 financial outturn position on the Homes & Communities Committee's revenue and capital budgets, including:



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

Members at the Policy & Finance Committee during February 2020 requested that reports were presented to individual committees, for them to note and understand the financial position of their committee.

The report informed Members of the Homes & Communities Committee of the financial outturn position as at 31 March 2021 and provided the main reasons for the variances when referring to the GF, HRA and Capital Programme.

One of the members enquired if after taking Newark and Sherwood Homes back in-house had any savings been included in the figures. The meeting was advised not at the moment and that overall there will be a reduction.

AGREED (unanimously) that:

- (a) the contents of the report be noted.

### 13 COMMISSIONING SERVICE LEVEL AGREEMENTS - ANNUAL REVIEW 2020/21

The Committee considered the report from the Health Improvement and Community Relations Manager providing an overview of the 2020/2021 outcomes of the commissioned service level agreements between the council and its three service providers, Newark and Sherwood CVS, Newark and Sherwood Community Hub and Home-Start Newark.

The summary reports outlined in Appendix A demonstrated what each partner organisation has delivered in the financial year April 2020 to March 2021 which having been an unprecedented year due to the impact of Covid 19. From the appended reports each partner organisation was able to adjust its service delivery model around the challenges of Covid 19 in order to continue to provide support to residents through innovative ways of working throughout the pandemic.

The committee thanked the Health Improvement and Community Relations Manager for his work and to present again next year in 2022.

AGREED (unanimously) that:

- (a) the report and Appendix A are noted; and
- (b) the annual review for 2021/2022 be presented to Committee in 2022.

### 14 ANNUAL REPORT COMMUNITY CENTRES GENERAL FUND REVIEW 2020/21

The Committee considered the report from the Health Improvement and Community Relations Manager providing an overview of operational activities, compliance and

assurance arrangements in place at the 4 General Fund Council owned community centre/village halls and to note the recommendations in the report to ensure that the operational management oversight of these assets is robust and meets the council's assurance requirements.

The report highlighted to Members that the Council currently owns four community centres/village halls, as detailed in Appendix A of the report, which are all managed through a leasehold relationship.

Appendix A provided a short summary of the previous 12 months for each community centre/village hall. The annual review will come to committee once again in 2022.

AGREED (unanimously) that:

- (a) the report and Appendix A are noted; and
- (b) the annual review for 2021/2022 be presented to Committee in 2022.

#### 15 HOUSING SERVICE COMPLIANCE END OF YEAR OUT TURN PERFORMANCE

The Committee considered the report from the Director for Housing, Health & Wellbeing providing an overview of compliance performance of the housing service at the end of March 2021.

The report provided the end of year position and noted the excellent performance throughout the year having encountered significant challenges for service delivery.

The committee congratulated the team and noted that performance at the end of the year had been really strong. The report author thanked the committee for their positive comments and would pass on to other members of the team.

The committee noted that for 2021/22 they would see a revised layout and content.

One Members did discuss with the committee his concerns for tenants living in properties with adaptations and not being able to take up the 'Right to Buy' option and could be seen as discriminatory. The Chairman did remind Members that this is primary legislation and not 'District' decision.

AGREED (unanimously) that:

- (a) the Committee noted the performance of the housing service compliance functions.

#### 16 HOUSING SERVICES YEAR END PERFORMANCE 2020/21

The Committee considered the report from the Transformation Manager providing an overview of performance and satisfaction with the council's housing services for 2020/21 year end.

The report informed the committee of the overall satisfaction for 2020-21 as 93%,

which gave the committee reassurance that bringing the service back in house had not adversely affected the customer experience and in fact had achieved a 2 point increase on 2019/20.

The Chairman highlighted that this was an excellent report with pleasing figures and gave a 'well done' to the team again.

AGREED (unanimously) that:

- (a) the Committee noted the excellent end of year performance of the housing service.
- (b) Members fed back their observations about the content and presentation of performance information.

#### 17 HOUSING SERVICES CUSTOMER JOURNEY FEEDBACK

The Committee considered the report from the Project Research Officer informing Members of the customer journey insight project outcomes in relation to housing services and to advise Members of the planned actions to improve services and the customer experience in light of this insight.

As well as the report the committee were provided at the meeting with a handout from a nine slide presentation, providing a summary of the customer journey insight.

The report explained that this paper had been presented to SLT on 18 May 2021 and who supported all recommendations and asked for regular updates on progress against related actions to be reported to this Committee and tenant forums.

This data will be presented to involved tenants once the STAR feedback is available as well as being published in the 2020/21 Tenant Annual Report.

One of the Members requested a meeting to discuss voids, whilst another highlighted the provision of recycling in areas such as Chatham Court, Grange Road and St Mary's Gardens which the Director for Housing, Health & Wellbeing advised may involve communal bins and assured the Member that this would be looked in to with the refuse team.

AGREED (unanimously) that:

- (a) the Committee noted the overall positive responses to housing services provided by the Council.
- (b) the Committee noted the identified work streams and proposals highlighted within section 3, which will form an action plan for regular monitoring and reporting until implementation.

#### 18 ANNUAL TENANCY AUDIT PROCESS: "GETTING TO KNOW YOU" VISITS

The Committee considered the report from the Business Manager for Housing &

Estates Management providing information on the planned implementation of a rolling programme of tenancy audits across all Council tenancies and for Members to support the programme with tenants within the communities in which they serve.

The report explained that this was an essential activity to improve the maturity of the tenant data and will serve a number of purposes as outlined in the report, including helping to combat issues of property condition, so that early intervention can be instigated when a tenancy is showing signs of failing and the tenant needs support.

AGREED (unanimously) that:

- (a) the Committee noted the planned implementation of a rolling programme of tenancy audit visits across all Council tenancies; and that,
- (b) Members support the programme within their communities.

19 URGENCY ITEM - GREEN HOMES GRANT LOCAL AUTHORITY DELIVERY PHASE 2 (LAD2)

The report provided the committee with the urgency decision that had been taken with respect to Green Homes Grant Local Authority Delivery phase 2 (LAD2).

Due to the tight timescales involved and the need to consider if it the project was feasible and the Council could participate and accept the grant funding there was not time to report to the relevant committees. To receive funding the Council had to sign and return the award letter/grant form by 15th April 2021.

The Chairman informed the committee that this was a good news story and that a decision had to be taken at short notice.

NOTED the Urgency Item – Minute of Decision.

Meeting closed at 8.15 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 22 June 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 Cumberlidge, Councillor B Loughton, Councillor J Lee,  
Councillor Mrs Y Woodhead and Councillor M Brock (substitute).

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

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

Councillor S Carlton declared personal pecuniary interests in Agenda Item 9 – Active4Today Update on Governance Arrangements and Item 10 – Active4Today Annual Report 2020/2021, as he was a Director for Active4Today.

Councillor B Loughton declared a personal pecuniary interest in Agenda Item 9 – Active4Today Update on Governance Arrangements, as he was a Trustee on the Southwell Leisure Centre Trust.

### 2 DECLARATION 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.

### 3 MINUTES OF THE MEETING HELD ON 16 MARCH 2021

AGREED that the Minutes of the meeting held on 16 March 2021, be approved as a correct record and signed by the Chairman.

### 4 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 16 March 2021.

Colleagues had once again supported businesses, communities and residents, to recover as quickly and as safely as possible. Officers within Environmental Health visited outdoor attractions, personal care premises, retail and hospitality venues as they were able to open. On the first Saturday after outdoor hospitality re-opened, more than 50 pubs and restaurants were visited that evening, to ensure compliance with the rules and support businesses with any queries or help they required. This exercise was then repeated on the first weekend when indoor hospitality was able to commence once more. Colleagues also visited premises and played a visible role in

town centres during this time, positively reinforcing messages around hands, face and space and reassuring residents returning to town centres with their presence. The proposed move to Step 4 of the Government roadmap had been delayed to 19 July, but there was now an end in sight at long last.

Members of the Committee had been invited in May to a tour of the new swimming pool at the Dukeries Leisure Centre in Ollerton which was very impressive and was hoped to provide a big boost to the local community when opened in late June 2021, with a formal opening on 3 July. A further Member visit to see the completed development would take place on 1 July and Members of the Committee were again invited to attend. The new pool was arriving just at the right time as Active4Today aimed to recover from the trials and tribulations of the past 15 months. It was hoped that the pool would provide a great boost in the drive to recover lost memberships – and hopefully grow new ones.

In relation to the Council's cleansing and grounds maintenance services, since the last meeting, the business unit had won 11 new contracts with town and parish councils for grounds works. This was in addition to bringing the housing grounds maintenance service back in-house from 1 April. Taken together, this was more good news in terms of trying to bring better consistency to making Newark and Sherwood greener. A report would be submitted to the September Committee, setting out what scope there would be to bring in more work to the Council, particularly from town and parish councils. In a similar vein, since the garden recycling service was brought back in house on 1 April, last year, an additional 3,000 customers had signed up to the service, representing a 24 % increase. Whilst there was more to do, this was a fantastic achievement in a short period of time and achieved against the backdrop of the service being stretched as it was forced to change operating practices as a result of Covid. Committee Members would be aware that the national landscape in relation to recycling may be about to change in a very significant manner. Some of the proposals published as part of the National Waste and Resources Strategy in December 2018, were due to be wrapped up in a new Environment Bill which was due to receive Royal Assent over the Autumn. If enacted in the form they were originally proposed, this could see garden waste being collected free of charge, as well as a common set of recyclables being collected from the kerbside across the country from 2023. This could include glass and food waste.

The ramifications and costs would be significant, an update would therefore be provided for Committee in September, ahead of that Royal Assent date, to appraise of the latest position.

The Chairman paid tribute to the army of volunteers who gave up their time during the Great British Spring Clean week to help make Newark and Sherwood cleaner.

More than 20 litter picks took place in towns and villages across Newark and Sherwood. These picks often took place on non-public land which meant that when they were combined with the Council's efforts on public land, went an awful long way to making sure that we live in a clean and pleasant environment. The Council had also recently been successful in applying for Government money to invest in additional bins across Newark and Sherwood. The £25,000 that was awarded would be spent on bins to go in laybys along major truck roads and would be yet another positive development in helping to ensure that the district remained clean and green and a place we could all be proud of.

(Councillor Mrs D Cumberlidge arrived during the Chairman's report.)

5 MENTAL HEALTH WELLBEING PRESENTATION FROM THE HEALTH IMPROVEMENT OFFICER

The presentation was deferred to the 21 September 2021 Leisure and Environment Committee due to technology problems.

AGREED that the presentation be deferred to the 21 September 2021 meeting of the Leisure and Environment Committee.

6 NOTTINGHAMSHIRE BEST START STRATEGY

The Committee considered the report presented by the Health Improvement Officer, which sought to secure approval to adopt the Nottinghamshire County Council's 'Best Start Strategy' ambitions and to ensure representation at the new Best Start Partnership and work collaboratively with partners to embed the ambitions within the Newark and Sherwood Health and Wellbeing Partnership.

It was reported that the development of the Nottinghamshire 'Best Start Strategy' was now complete and the Best Start Partnership has been created. The strategy included the following 10 ambitions:

1. Prospective parents are well prepared for parenthood,
2. Mothers and babies have positive pregnancy outcomes,
3. Babies and parents/carers have good early relationships,
4. Parents are engaged and participate in home learning from birth,
5. Parents experiencing emotional, mental health and wellbeing challenges are identified early and supported,
6. Children and parents have good health outcomes,
7. Children and parents are supported with early language, speech and communication,
8. Children are ready for nursery and school and demonstrate a good level of overall development,
9. Children have access to high quality early years provision,
10. Parents are in secure employment.

Members welcomed the strategy and commented that the early years in a Child's life were very important.

AGREED (unanimously) that:

- (a) the Nottinghamshire County Council's 'Best Start Strategy' ambitions, as detailed in 2.5 of the report and in the minute above, be noted; and
- (b) officer representation at the new Best Start Partnership and work collaboratively with partners to embed the ambitions within the Newark and Sherwood Health and Wellbeing

Partnership, be endorsed.

7 LEISURE & ENVIRONMENT COMMITTEE REVENUE AND CAPITAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2021

The Committee considered the report presented by the Director of Customers, which presented to Members the 2020/21 financial outturn position on the Leisure & Environment Committee's revenue and capital budgets, including the General Fund (GF) Revenue; and Capital Programme.

The forecast outturn position for the Leisure & Environment Committee was an unfavourable variance of £0.100m. The reasons for this variance were detailed in Appendix A to the report. The financial outturn position to 31 March 2021 for the Leisure & Environment Committee's capital programme was a favourable variance of £1.343m, of which £1.328m required reprofiling to 2021/22. Details were contained in Appendix B to the report.

AGREED that the report be noted.

8 ACTIVE4TODAY UPDATE ON GOVERNANCE ARRANGEMENTS

The Committee considered the report presented by the Health Improvement and Community Relations Manager which provided an update on the various amendments to the Governance Arrangements between the Council and Active4Today.

AGREED that the report be noted.

9 ACTIVE4TODAY ANNUAL REPORT 2020/2021

The Committee considered the report presented by the Health Improvement and Community Relations Manager which provided an update on the performance of Active4Today (the Company) for the financial year ending 31 March 2021.

An overview of the Company's Final Accounts and Performance Update was contained in Appendix A and the Directors' Report and Financial Statements Report for 2020-21 was attached at Appendix B to the report. Performance overall had been decimated through the period due to lockdown requirements as directed by Government and the limited periods of restricted opening between the dates of 25 July 2020 to 4 November 2020 and 3 December 2020 to 31 December 2020 which offered little opportunity for the Company to make any serious inroads into the recovery process due to the stop start nature of the pandemic and its relationship with its customer membership base. Whilst exceptional efforts were made by the Company to maintain the relationship with its Activo and Xperience members and users generally the operating model of a predominantly monthly direct debit membership base of customers had resulted in a significant downturn in income levels due to suspension of and in some instances cancellations of memberships. This was a direct consequence of the uncertainty of when restrictions would be lifted and business could return to something resembling the pre-covid leisure offer. Despite the covid challenges the Company had done an excellent job in retaining approximately 70% of



its membership base, (which was higher than the industry predictions, which ranged between 40% and 60%). However, the 30% loss was higher than initially anticipated, due to issues of confidence within certain groups which were identified as being at higher risk to return to the centres, such as the 60 plus market, GP referrals and users with disabilities. In addition, the impact of clubs not returning also had a negative effect, due to adult group participation restrictions driven by Government and the Sports National Governing Body's (NGB) guidelines. Pay and play income had also been lower than expected during the periods of opening, in comparison to previous years and this was mainly due to the initial restrictions from NGB's impacting on club block bookings.

Covid impacts reduced memberships from 11,991 compared with the corresponding period in the previous year down to 7,784 (A4T 5,169 and SLC 2,615) at year end. In terms of usage the figures reported were even more dramatic with visits reducing to 262,324 across all sites compared to the previous year's outturn of 1,189,899, a net reduction of 78% in total. However, this position would not have been achieved without the work that the Company did around recovery plans to support members and users through the various re-openings and the need to have in place robust covid-secure safe systems of work to ensure returning customers were safe.

During the period 1 April 2020 to 31 March 2021, the financial statements at Appendix B to the report showed that the Company recorded a net trading deficit of £197,261 for the year, however, this figure reduced to net zero or a neutral position in effect following an equivalent transfer of funds from the Company's reserves as previously reported to Leisure and Environment Committee. Details of the financial outturn were covered in Section 3 of Appendix A to the report, however, in effect the trading position had been affected by a number of factors which included management fee payments made to the Company, savings achieved through reductions in operational expenditure, grant payments received through the furlough scheme, Covid Additional Restrictions Grants (ARG), Business Rates support grants, DCMS and Sport England's National Leisure Recovery Fund (NLRF) grant and re-modelling of the staffing structure and resource allocation to return the break-even outturn.

Due to the transfer of funds from reserves the Company's earmarked usable reserves, as at 31 March 2021 stood at £199,558 down from £396,819 on the balances held at 31 March 2020, a decrease of £197,261 as highlighted in paragraph 3.9 of the report.

A Member sought clarification regarding the number of furloughed staff. It was confirmed that a skeleton team of core officers was retained for maintenance duties within the leisure centres and a staffing re-structure had been undertaken. A written answer providing numbers of staff furloughed during the pandemic and staff that had left the company would be circulated to Members of the Committee.

AGREED that:

- (a) the outturn performance of Active4Today in 2020/21, be noted;
- (b) the ongoing impacts of Covid on the Company's performance

be closely monitored and proposals to support the Company through the pandemic be brought to future meetings of the Committee;

- (c) the proposed Key Performance Indicators for Membership and Usage for 2020/21 and targets for 2021/22 (Appendix C) be noted; and
- (d) a written answer providing numbers of staff furloughed during the pandemic and had left the company would be circulated to Members of the Committee.

#### 10 HEALTH & WELLBEING PARTNERSHIP PLAN 2019 - 2022 PROGRESS REPORT

The Committee considered the report presented by the Health Improvement and Community Relations Manager which provided an update on the progress made in relation to the Health & Wellbeing Partnership Plan 2019 – 2022.

A Member asked how people could access the activities detailed in the report and where were the actions for those activities. It was confirmed that the activities contained within the report had been identified locally and were appropriate when the plan was first prepared. Partnership plans containing actions for activities would be circulated to Members of the Committee.

AGREED that:

- (a) progress with the Health and Wellbeing Partnership Plan be noted;
- (b) the proposed review and refresh of the plan be progressed and the newly aligned plan be presented to the Leisure and Environment Committee in early 2022 for adoption; and
- (c) Partnership plans containing actions for activities would be circulated to Members of the Committee.

#### 11 COMMUNITY, SPORTS AND ARTS GRANTS 2020/2021 ANNUAL REPORT

The Committee considered the report presented by the Health Improvement and Community Relations Manager which provided Members with an overview of the Community, Sports and Arts Grants programme for 2020/2021. A summary of the community, sports and arts grant awards made in 2020/2021 was detailed in Appendix A to the report.

A Member requested the criteria for the grants programme be circulated to all Members of the Council.

AGREED that:

- (a) the report be noted;
- (b) the Community, Sports and Arts Grants 2021/2022 Annual Review be reported to the Leisure & Environment Committee in 2022; and
- (c) the criteria for the grants programme be circulated to all Members of the Council.

12 PHYSICAL ACTIVITY AND SPORTS PLAN 2018-2021 - YEAR END UPDATE

The Committee considered the report presented by the Health Improvement and Community Relations Manager which provided an update in relation to the current Physical Activity and Sport Plan 2018-2021, in terms of its review and subsequent refresh based on the recent publication of Sport England's the new national strategy 'Uniting the Movement'.

AGREED that:

- (a) the report be noted; and
- (b) a further report be presented to Leisure and Environment Committee to provide an update on progress with the proposed review and refresh of the Physical Activity and Sport Plan 2018-2021.

13 LEISURE & ENVIRONMENT COMMITTEE FORWARD PLAN (22 JUNE 2021 - 22 MARCH 2022)

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 that the Forward Plan be noted.

Meeting closed at 6.55 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Thursday, 10 June 2021 at 6.00 pm.

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

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

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold (Committee Member), Councillor R Jackson  
(Committee Member) and Councillor K Walker (Committee Member)

### 1 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.

### 2 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.

### 3 MINUTES OF THE MEETING HELD ON 11 MARCH 2021

AGREED that the Minutes of the meeting held 11 March 2021 were a correct record and signed by the Chairman.

### 4 FORWARD PLAN - JUNE 2021 TO MAY 2022

AGREED the Forward Plan for the period 1 June 2021 to 31 May 2022 be noted.

### 5 FIRST AID TRAINING FOR TAXI DRIVERS

The Committee considered the report presented by the Business Manager – Public Protection in relation to the proposal to deliver first aid training to Newark & Sherwood licensed taxi drivers. In presenting the report the Business Manager advised that since the Agenda had been published he had been able to confirm that the 115 licensed ambulance drivers referred to in the report were already first aid trained.

It was reported that taxi drivers were often present within local communities and town centres and could often be first on scene if an incident occurred. Paragraph 3 of the report set out 4 options for Members consideration as to how training might be delivered and the costs associated thereof.

In considering the report and the options available Members agreed that they would wish to offer licensed drivers Option 1 – provision of a venue, a trainer at no cost to themselves. They also agreed that the 3 hour course at a cost to the Council of £2,190 would be the preferred option.

AGREED (unanimously) that Option 1 (3 hour course) be the preferred first aid training offered to licensed taxi drivers.

## 6 TRAINING FOR MEMBERS

The Committee considered the report presented by the Business Manager – Public Protection in relation to an update on the relevant training Members were required to undertake prior to participating in sub-committees to deal with both taxi licensing and licensing matters under the Licensing Act 2003.

It was reported that the specific training provided by the Council was supplemented by bespoke Licensing Act training delivered on a countywide basis, noting this had not taken place during 2020 due to the Pandemic. Paragraph 3 of the report set out the proposals to ensure that Members of both the General Purposes & Licensing Committees received the necessary training and information to ensure they were kept up-to-date with any changes to policy or legislation. This was to be done by use of an online Resource Pack and 'bite size training sessions' included on committee agendas.

AGREED (unanimously) that the proposed training initiatives be approved.

## 7 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

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

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

AGREED (unanimously) that the report be noted.

Meeting closed at 6.15 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Thursday, 10 June 2021 at 6.16pm.

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

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

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold (Committee Member), Councillor R Jackson  
(Committee Member) and Councillor K Walker (Committee Member)

### 1 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.

### 2 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.

### 3 MINUTES OF THE MEETING HELD ON 11 MARCH 2021

AGREED that the Minutes of the meeting held on 11 March 2021 were a correct record and signed by the Chairman.

### 4 FORWARD PLAN - JUNE 2021 TO MAY 2022

AGREED that the Forward Plan for the period 1 June 2021 to 31 May 2022 be noted.

### 5 REOPENING OF HOSPITALITY VENUES

The Committee considered the report presented by the Senior Licensing Officer in relation to the work undertaken in preparation for the opening of hospitality in-line with the Government step approach to lifting lockdown.

The report provided information on what actions had been taken to support the licensed trade to ensure that they were aware of the differing rules and timings of changes. To assist with this a clear guidance document had been produced and sent out together with a pre-opening checklist. This same information was also published on the Council's website and on the Schemelink platform.

Pre-opening visits were carried out prior to outdoor hospitality reopening on 12 April 2021. A total of 60 licensed premises were visited on 17 April to those premises offering outdoor hospitality. This had resulted in 12 letters being sent out to premises who had breached the restrictions in place. From that only 1 premise continued to breach the restrictions which had resulted in the issue of a Fixed Penalty Notice for £1,000. Following the reopening of indoor hospitality further visits were carried out on 21 and 29 May which resulted in 9 letters being sent out for breaches to restrictions.

In considering the report Members queried what type of issues had arisen during the 21 and 29 May visits to warrant the letters being sent out. The Senior Licensing Officer advised that some of the issues were: allowing customer to purchase drinks at the bar rather than operating a strict table service; not enforcing the wearing of face masks, both for customers and staff; customers being permitted to wander around the premises. She added that the premises would be visited again with the next step being the issuing of a Fixed Penalty Notice.

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

## 6 VERTICAL DRINKING AND LICENSED PREMISES

The Committee considered the report presented by the Business Manager – Public Protection in relation to the current policy and controls with regard to vertical drinking controls in licensed premises and whether Members considered it necessary to review the Statement of Licensing Policy.

It was noted in the report that standing whilst drinking, commonly referred to as vertical drinking, had been shown to lead to more unrest and violence compared to drinking whilst seated with the relevant licensing objective being the prevention of crime and disorder. Paragraph 2.4 to 2.8 provided the relevant Home Office issued statutory guidance and the Council's Statement of Licensing Policy, Policy No. 2. It was noted that additional support was provided by the issuing of local guidance, a copy of which was attached as Appendix 1.

In considering the report a Member stated that the current restrictions requiring customers in licensed premises to remain seated had led to a reduction in problems associated with vertical drinking. He acknowledged that other licensing authorities did not have a specific clause in their Statements of Licensing Policy but that should not prevent Newark & Sherwood District Council doing so. He proposed that applicants for a premise licence be required to outline in yellow the area to be used for vertical drinking.

In response the Business Manager advised that the aforementioned local guidance did not form part of the Statement of Licensing Policy. He added that any amendment to the local guidance could be approved by the Licensing Committee.

AGREED (unanimously) that the local guidance issued as part of the application process be amended to include the following:

Areas which are to be used for the purpose of vertical drinking to be outlined in yellow.

7 TEMPORARY EVENT NOTICES - 1 JANUARY TO 31 MARCH 2021

The Committee considered the report presented by the Senior Licensing Officer in relation to the Temporary Event Notices (TENs) received between 1 January and 31 March 2021.

In noting the significant reduction in the number of TENs received, Members queried how this had affected income received. In response, the Senior Licensing Officer and Business Manager – Public Protection advised that the income had reduced by approximately £6,000.

AGREED (unanimously) that the report be noted.

8 UPDATE ON PERFORMANCE & ENFORCEMENT MATTERS

The Committee considered the report presented by the Senior Licensing Officer in relation to the activity and performance of the Licensing Team between 1 January and 31 March 2021.

In considering the report a Member commented that he wished to thank the Licensing Team and the wider Council for the efforts they had made throughout the Pandemic and national lockdowns, adding that he had received positive comments from constituents within his Ward.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.35 pm.

Chairman



## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit & Accounts Committee** held in the Broadcast from Castle House, Great North Road, Newark, Notts, NG24 1BY on Wednesday, 21 April 2021 at 10.00 am.

PRESENT: Councillor Mrs S Michael (Chairman)

Councillor Mrs B Brooks, Councillor R Crowe and Councillor D Cumberlidge

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

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

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

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

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

### 82 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

There were no declarations of intention to record the meeting.

### 83 MINUTES OF THE MEETING HELD ON 3 FEBRUARY 2021

that the Minutes of the meeting held on 3 February 2021 be approved as a correct record and signed by the Chairman.

### 84 AUDIT COMMITTEE WORK PLAN

The Committee considered the Work Plan from the Business Manager for Financial Services who highlighted that the accounts would be completed at the end of May. A proposed training session to take place in June for the Committee on the Statement of Accounts in preparation of receiving the draft set of accounts leading to adoption.

The Chairman advised the Committee the timings would be different to last year with accounts to be signed off by 30 September 2021 which may lead to an extraordinary Committee meeting being called in September.

85 HOMES ENGLAND COMPLIANCE AUDIT REPORT 2020-21 - HRA 5 YEAR DEVELOPMENT PROGRAMME

The Committee considered the report from the Director of Housing, Health and Wellbeing providing the outcome of the Homes England Audit 2020/21 for the Council's 5 year Housing Revenue Account (HRA) Development Programme.

The Committee were advised of the actions taken and enable the council to sign off the Audit on Homes England's Information Management System by the end of April 2021 following an extension agreed with Homes England to accommodate the timing of this Committee.

The report explained that these Audit findings whilst disappointing, are easily rectified through the training and procedure review which has been initiated for the team. Homes England have provided assurance around their commitment to a partnership with us to deliver good quality new homes in the District across the course of the Affordable Homes Programme.

AGREED (unanimously) that the Committee noted the findings of the Compliance Audit having been accepted by the Council, and a response to Homes England has been sent outlining the steps taken to address the breaches and to ensure they do not re-occur.

86 STRATEGIC RISK MANAGEMENT - UPDATE OF THE STRATEGIC RISK REGISTER

The Committee considered the report from the Safety and Risk Management Officer updating Members on the status of the Council's 2021/22 Strategic Risk Register.

The report provided a table illustrating the significant changes agreed by SLT to the 2021/22 strategic risk register and a table illustrating the current status of all current strategic risks.

Individual groups working through the risks to develop bespoke action plans and reviewing the current risks as well as setting target risks to identify the potential for lowering the risks once the actions are delivered and management controls put in place.

AGREED (unanimously) that the Committee noted the new strategic risk register and agreed the timetable for reviewing the strategic risk register, to be reviewed prior to April 2022.

87 INTERNAL AUDIT UPDATE REPORT

The Committee considered the Internal Audit update report from Assurance Lincolnshire providing a summary of the proposed ICT Audit strategy covering the period 2021/22 to 2023/24 and to seek approval of the proposed amendments to the 2021/22 schedule of audits to take into consideration the outcome of the ICT Strategy.

Members were notified that Assurance Lincolnshire were collating the responses to

the Members' training questionnaire and that the results and arrangements for a formal training plan to be brought back to the Committee in July 2021.

The report informed the Committee that at the time when the annual plan had been agreed, the ICT Strategy Plan work was in progress. Following its conclusion, two high risk audits have been identified which need to be incorporated within the 2021/22 plan (Appendix A of the report). To enable the delivery of the two identified audits, having had discussions with Internal Audit, assessed the risk of each piece of work and proposed an adjustment to the schedule of the audits.

AGREED (unanimously) that the Committee considered and commented upon the latest internal audit report and approved the changes proposed to be made to the 2021/22 schedule of audits.

88 STATEMENT OF ACCOUNTING POLICIES 2020/2021

The Committee considered the report from the Assistant Business Manager for Financial Services providing updates made to the Council's accounting policies in relation to the closedown of the 2020/2021 financial year.

The report advised that the Policy for Financial Assets measured at fair value through profit or loss and has been amended in line with the Code of Practice. A complete set of the Accounting Policies for 2020/2021 were attached to the report at Appendix A.

AGREED (unanimously) that the amended Statement of Accounting Policies for 2020/2021 be approved.

89 COUNTER-FRAUD ACTIVITIES FROM 1 SEPTEMBER 2020 TO 31 MARCH 2021

The Committee considered the report from the Business Manager for Financial Services informing Members of counter-fraud activity undertaken since the last update reported on 27 November 2019.

The report reminded the Committee that an element of their role is to provide assurance to the Council that its anti-fraud arrangements are operating effectively. In order to do this, counter-fraud activity reports are brought to the Committee twice a year. These reports detail the number of cases detected, amounts lost, the outcome of cases and amounts recovered, together with any other counter fraud work that has been undertaken.

A previous counter-fraud activity report tabled at the September Committee advised work had progressed regarding a fraud e-learning page on the intranet available for all staff. The Committee were advised that it was anticipated that this will go live prior to the end of April with a view for all staff to complete before the end of May 2021. This supports the refresh of the Anti-fraud and Corruption Strategy and the Anti-Money Laundering Strategy having been approved at Council on 9 February 2021.

AGREED (unanimously) that the Committee noted the content of the report.

90 FRAUD RISK ASSESSMENT

The Committee considered the report from the Business Manager for Financial Services informing Members of the update of the Fraud Register undertaken during February 2021.

The report reminded the Committee that the fraud risks are reassessed periodically and the register updated. The amended Fraud Risk Register as at February 2021 was attached to the report at Appendix A.

Within the report, further actions were provided having been implemented up to April 2021 helping to mitigate fraud risks as well as a number of new actions that need to be put in place.

AGREED (unanimously) that the Committee noted the content of the report.

91 EXCLUSION OF THE PRESS AND PUBLIC

Agreed (unanimously) that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

92 FRAUD RISK ASSESSMENT

The Committee considered the exempt report with regard to the Fraud Risk Assessment.

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

93 DATE OF NEXT MEETING

The next meeting would be held on Wednesday 28 July 2021.

94 RECRUITMENT OF INDEPENDENT MEMBER

The Committee were provided with an update from the Chairman on the recruitment of an Independent Member.

Meeting closed at 11.07 am.

Chairman

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

Document is Restricted

# Public Document Pack Agenda Item 20h

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** Broadcast from the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Tuesday, 27 April 2021 at 2.00 pm.

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

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

### 335 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor Mrs S Saddington declared prejudicial interest in Agenda Item 9 - Southwell Racecourse, Station Road, Rolleston 20/02508/FULM as she had been involved with the application as a County Councillor.

Councillor M Skinner declared a personal interest in Agenda Items 8- 293 Bowbridge Road, Newark 20/00580/FULM and 11- Community & Activity Village, Lord Hawke Way, Newark 21/00275/S73M as he was a Director of Active 4Today.

Councillors R Crowe, L Goff and M Skinner declared a personal interest in Agenda Item 7- Park View Caravan Park, Tolney Lane, Newark 20/02394/S73 as they had attended a planning committee of Newark Town Council as Town Councillor but would consider the application with an open mind.

Councillor Mrs M Dobson declared a personal interest in Agenda Item 5- International Export Packages Ltd., PA Freight International, Farndon Road, Newark NG24 4SP 20/01813/FUL as she knew a neighbour to the site.

Councillor Mrs P Rainbow declared a personal interest in Agenda Item 5- International Export Packages Ltd., PA Freight International, Farndon Road, Newark NG24 4SP 20/01813/FUL as she had a family owned freight company.

Councillor Mrs L Dales and I Walker 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.

### 336 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

337 MINUTES OF THE MEETING HELD ON 30 MARCH 2021

AGREED that the minutes of the meeting held on 30 March 2021 were approved as a correct record of the meeting, to be signed by the Chairman.

338 INTERNATIONAL EXPORT PACKAGES LTD., PA FREIGHT INTERNATIONAL, FARNDON ROAD, NEWARK NG24 4SP 20/01813/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the permission for the Erection of a gantry structure, crane to run along the gantry and enclosed frame on existing industrial site. The application was retrospective. The application site related to an existing logistics, warehousing and distribution centre, occupied by PA Freight.

Members considered the presentation from the Business Manager – Planning Development, which included photographs and plans of the proposed development. In discussion, some members raised concerns about the size of the trees around the property and impact of these, and noise, on neighbours. However, it was noted that no complaints had been received regarding noise and that a second temporary permission would not be reasonable.

A motion to refuse fell with 9 votes against and 4 votes for. A proposal to approve planning permission, in line with officer recommendation was then taken.

AGREED (with 8 votes For and 5 Votes Against) that full planning permission be approved subject to the conditions and reasons contained within the report.

339 BANKWOOD FARM, OXTON ROAD, THURGARTON 21/00379/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought residential development of a farm complex comprising 5 new dwellings and residential conversion of a traditional stone barn.

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

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

Members discussed the application, with concerns raised regarding highways safety along the access road. Members sought an informative to encourage the applicant to consult with NCC Highways on ways to slow traffic at the northern end of the private access road.

AGREED (Unanimously) that full planning permission be approved subject to the conditions and reasons contained within the report and subject to an additional Informative stating the view of the Committee about the safety concerns with additional vehicles travelling north along the private access road towards Oxtan Road

and the traffic leaving the Hollybeck Nurseries site. Members would encourage the applicant to enter into discussion with the NCC Highway Authority and NCC Rights of Way to provide options to slow traffic down as it nears the junction with Hollybeck Nurseries.

340 PARK VIEW CARAVAN PARK, TOLNEY LANE, NEWARK 20/02394/S73

The Committee considered the report of the Business Manager – Planning Development, which sought variation of condition 1 attached to planning permission 18/01430/FUL to make the temporary permission permanent.

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

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

Members discussed the application acknowledging the desire of the applicant to reside on site, however, other Members cited an objection from the Environment Agency with regard to flooding.

AGREED (8 votes for, 7 votes against) that planning permission be refused for the reasons set out in the report.

341 293 BOWBRIDGE ROAD, NEWARK 20/00580/FULM

*Councillor Mrs Y Woodhead left the meeting during the consideration of this item.*

The Committee considered the report of the Business Manager – Planning Development, which sought Planning Permission for the erection of 87 dwellings on a site, which had been allocated for housing, along Bowbridge Road.

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

After discussion, a vote to approve the application fell with 9 votes for and 5 against. It was subsequently proposed to defer the application pending further information from Environmental Health regarding noise and dust impact on the proposed site.

AGREED (Unanimously) that the application be deferred to enable further consideration of noise and dust impact with Environmental Health.

342 SOUTHWELL RACECOURSE, STATION ROAD, ROLLESTON 20/02508/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought the replacement of existing racing surface material with associated works to sub surface arrangements at Southwell Racecourse.



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

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

The Committee discussed the application noting Parish Council objections relating to HGV movements and flooding on the site. Members were sympathetic to these concerns, but acknowledged that the site was of national significance and it was important to maintain a safe racing surface.

AGREED (12 votes for and 2 abstentions) that full planning permission is approved subject to the conditions set out in the report and subject to the amended conditions on the late Items Schedule and an amendment to Condition 7 to read “hours of 0830 to 1630 Hours Monday To Friday inclusive and 0830 to 1300 on Saturdays and at no time on Sundays or Bank Holidays.”

343 SEVEN HILLS TEMPORARY ACCOMMODATION, QUIBELLS LANE, NEWARK 20/02410/OUTM

The Committee considered the report of the Business Manager – Planning Development, which sought outline planning permission for the demolition of all existing buildings and replacement with new facility to include 20 temporary accommodation units and 1 communal building, with access to be relocated and footpath improved. The site was at Seven Hill Temporary Accommodation, Quibells Lane, Newark and the Council was the applicant.

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

AGREED (unanimously) that outline planning permission is granted subject to:

- (a) the conditions shown below; and
- (b) (i) the further bat nocturnal surveys as required by the submitted Ecology Reports being undertaken before the decision notice is issued;
- (ii) consideration of the survey results and need to mitigate impacts appropriately and imposition of any additional ecology related condition(s) be agreed by the Authorised Officer.

344 COMMUNITY & ACTIVITY VILLAGE, LORD HAWKE WAY, NEWARK 21/00275/S73M

The Committee considered the report of the Business Manager – Planning Development, which sought the variation of condition 03 including revised parking scheme, alterations to external gym adjoining main building and associated

landscaping and change to main entrance to revolving doors, attached to planning permission 17/01693/FULM at the Community and Activity Village, Lord Hawke Way.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development. The application was presented to the Committee for consideration, as the land was under the control of the District Council.

AGREED (unanimously) that planning permission is approved subject to the conditions and reasons detailed in the report.

#### 345 PLANNING APPLICATION VALIDATION CHECKLIST

The Committee considered the report of the Business Manager- Planning Development, regarding the Planning Application Validation Checklist, which had been subject to an 8 week public consultation during which 26 responses had been received. The checklist had been prepared to provide guidance on the information required to be submitted with a planning application to assist a timely decision.

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

AGREED (unanimously) that:

- a) the Planning Application Validation Checklists is adopted;
- b) minor amendments are made as necessary and to respond to consultation outcomes e.g. air quality document, need for section 106 planning obligations [set out within the table in the report]; and
- c) the checklist is reviewed every 2 years to take account of changes to legislation or other requirements.

#### 346 ANNUAL REVIEW OF THE EXEMPT REPORTS CONSIDERED BY THE PLANNING COMMITTEE

The Committee considered the report of the Chief Executive which detailed the exempt business considered by the Committee for the period 22 September 2020 to date. One report had been taken during exempt business entitled: Planning Appeal, at the meeting on 30 March 2021. The opinion of the Report Author was that the information remained confidential.

AGREED (unanimously) that the report entitled: Planning Appeal remain confidential.

#### 347 PROPOSED RESPONSE TO THE DOWN TOWN DESIGNER OUTLET RE-CONSULTATION

The Committee considered the late report of the Business Manager- Planning Development, which had not been available at the time of agenda dispatch and as the timescales involved in determination of the application were not clear and it was necessary to formulate and submit a response as efficiently as possible.

The report sought consultation for Outline planning permission for the erection of a Designer Outlet Centre of up to 20,479 sqm (GEA) of floorspace comprising retail units (A1), restaurants and cafes (A3), and storage at Downtown Garden Centre, Great Gonerby.

AGREED (unanimously) that

- a) an objection based on the comments of the Business Manager is brought together, in consultation with the Chair and Vice Chair of Planning Committee, and submitted to SKDC as the formal response of NSDC.
- b) Formally request attendance by both an Officer and elected Member to speak at South Kesteven District Council's Planning Committee to set out the reasons Newark and Sherwood District Council are objecting to the scheme (due to the retail impact on Newark town centre as per advice set out by Carter Jonas as retail consultant to Newark and Sherwood District Council).

348 APPEALS LODGED

AGREED that the report be noted.

349 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 5.04 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 1 June 2021 at 4.00 pm.

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

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 M Skinner, Councillor T Smith and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor L Brazier (Committee Member), Councillor Mrs S Saddington (Committee Member) and Councillor K Walker (Committee Member)

### 1 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor Mrs L Dales declared a personal interests regarding Agenda Item No. 12 – 1 Beacon Hill Road, Newark on Trent (21/00936/HPRIOR) as she knew the applicant. Councillor Mrs L Dales was also the Council’s appointed representative on the Trent Valley Internal Drainage Board and Upper Witham Valley Drainage Board.

Councillor M Skinner declared a personal interest in Agenda Item No. 5 – 293 Bowbridge Road, Newark (20/00580/FULM), as he was a Director of Active4Today.

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

The Business Manager – Planning Development declared personal interests regarding Agenda Item No. 10 – Andreas, Great North Road, Newark (21/00246/DEM) and Agenda Item No. 11 – Newark Livestock Market, Great North Road, Newark (21/00247/DEM), as she was a member of the project board and Agenda Item No. 12 – 1 Beacon Hill Road, Newark (21/00936/HPRIOR), as she knew the applicant.

The Senior Planning Officer – Laura Gardner declared a personal interest regarding Agenda Item No. 12 – 1 Beacon Hill Road, Newark (21/00936/HPRIOR), as she knew the applicant.

### 2 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.

### 3 MINUTES OF THE MEETING HELD ON 27 APRIL 2021

The Chairman informed the Committee of an error in Minute No. 335 – Declaration of Interests by Members and Officers, Councillor Mrs P Rainbow declared a personal interest in Agenda Item No. 343 – Seven Hills Temporary Accommodation, Quibells Lane, Newark (20/02410/OUTM), as she was the owner of adjacent land and not

Agenda Item No. 5 – International Export Packages Ltd.

Minute No. 341 – 293 Bowbridge Road, Newark (20/00580/FULM) the minute should read ‘After discussion, a vote to approve the application fell with 5 votes For and 9 votes Against’.

AGREED that subject to the above amendments, the minutes of the meeting held on 27 April 2021, were approved as a correct record of the meeting and signed by the Chairman.

4 293 BOWBRIDGE ROAD, NEWARK ON TRENT NG24 4EQ 20/00580/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of 87 dwellings.

This application had been deferred from the previous Planning Committee held on 27 April 2021, to allow Officers to discuss the implications of developing the site with Environmental Health Officers. The response of the Environmental Health Business Unit were contained within the report.

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 Applicant/Agent’s Counsel; Malcolm Lawer – Head of Strategic Planning & Geology – Central; and Newark and Sherwood District Council Legal.

Members considered the application and a Member urged Committee to approve the application as the development was in accordance with Policy and the developer contribution was a significant amount of money to be used to benefit the community. Other Members raised concerns regarding the noise nuisance and dust from adjacent sites and that the land was contaminated. The Business Manager Public Protection advised Committee that it was not uncommon for developers to build on contaminated land, this was a previous industrial site with contaminants on site and remedial work would be undertaken.

AGREED (with 8 votes For, 2 votes Against and 2 Abstentions) that planning permission be approved subject to the conditions and reasons contained within the report and the sealing of an associated Section 106 agreement to secure contributions towards:

- Community Facilities (Upgrade of facilities at Newark Sports and Fitness Centre) -£120,414.09;
- Health (Balderton Surgery; Fountain and Lombard Medical Centre) - £80,040;
- Transport (bus stop improvements for NS0006 Bailey Road) - £15,500;
- Libraries (stock at Newark Library) - £3,064;
- Open Space (specification and maintenance of on site

- provisions);
- Affordable housing (retention of minimum 30% for the lifetime of the development);
- A Travel Plan in accordance with Section 10 “Monitoring” of the Framework Travel Plan by hsp consulting – C3191 – dated January 2021.

5 BANKWOOD HOUSE, OXTON ROAD, THURGARTON, NG25 ORP 21/00553/FULM (MAJOR)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the change of use of former agricultural land to private residential garden; garden area extension with boundary treatments and associated and ancillary garden buildings. The application was a re-submission of application 20/01829/FULM.

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

Councillor Mrs K Chan on behalf of Thurgarton Parish Council spoke in support of the application, in accordance with the views of Thurgarton Parish Council, as contained within the report.

Councillor R Jackson, Local Ward Member for Dover Beck, spoke in support of the application on the grounds that the piece of land naturally formed part of the applicant’s garden. It was commented that the land in question was 50 x 10 metres and was previously part of the farms stock yard and not part of a field. It was commented that it would make sense to include this piece of land into the garden area of Bankwood House, which would give the owners privacy from the new development.

Members considered the application and found it acceptable on the basis that the land formed part of the extant permission to the north and would therefore already be read as residential curtilage and had no agricultural value.

A vote was taken and lost to refuse planning permission with 4 votes For, 6 votes Against and 2 Abstentions.

AGREED (with 9 votes For, 1 Vote Against and 2 Abstentions) that contrary to Officer recommendation planning permission be approved subject to reasonable conditions delegated to the Business Manager – Planning Development.

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

Councillor	Vote
R. Blaney	For
L. Brazier	Absent

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

6 LAND AT COGHILL COURT, SOUTHWELL 21/00535/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of four two bed semi-detached bungalows.

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 Agent/Applicant requesting a minor amendment to the proposed site plan to extend the footpath proposed to the north of Plot 1 to meet the western boundary, which a proposed change to Condition 2 was provided; and the Rights of Way Officer, which was subject to an informative note to the applicant.

Members considered the application acceptable with additional conditions regarding the hours of construction.

AGREED (with 11 votes For and 1 Abstention) that full planning permission be approved subject to the conditions contained within the report with the following amendments to those conditions:

- (i) Condition 2, amended as detailed in the Schedule of Communication;
- (ii) Condition 14 for requirement to submit details for hours of construction; and
- (iii) Informative note to the applicant as detailed in the Schedule of Communication.

7 STAUNTON INDUSTRIAL ESTATE, ALVERTON ROAD, STAUNTON IN THE VALE NG13 9QB 21/00295/FULM

The application had been withdrawn from the Agenda.

8 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), the application was part 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 Applicant; Residents; and an anonymous complaint.

Members considered the application and raised concern regarding the number of caravans that were on site. The Chairman confirmed that once planning permission had been granted enforcement action could be taken for the removal of the additional caravans.

AGREED (with 8 votes For, 2 Votes Against and 2 Abstentions) that planning permission be approved subject to the conditions and reasons contained within the report.

The Business Manager – Planning Development, having declared a personal interest due to being a member of the Newark and Sherwood District Council Project Board, left the meeting for the following two applications.

9 ANDREAS, GREAT NORTH ROAD, NEWARK ON TRENT, NG24 1BY 21/00246/DEM

The Committee considered the report of the Business Manager – Planning Development, which sought prior notification for the demolition of one dwelling and associated garage and outbuildings. The application was referred to the Planning Committee as Newark and Sherwood District Council was the applicant.

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

Members considered the application acceptable.

AGREED (unanimously) that prior approval was required and approved for the demolition of the building subject to the conditions and reasons contained within the report.

10 NEWARK LIVESTOCK MARKET, GREAT NORTH ROAD, NEWARK ON TRENT 21/00247/DEM

The Committee considered the report of the Business Manager – Planning Development, which sought prior notification for the demolition of the single storey steel framed cattle market buildings, including associated single storey office buildings, livestock pens and fences. The application was referred to the Planning



Committee as Newark and Sherwood District Council was the applicant.

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

Members considered the application acceptable.

AGREED (unanimously) that prior approval was required and approved for the demolition of the building subject to the conditions and reasons contained within the report.

11 1 BEACON HILL ROAD, NEWARK ON TRENT, NG24 1NT 21/00936/HPRIOR

The Committee considered the report of the Business Manager – Planning Development, which sought householder prior approval for a single storey rear extension. The length that the extension extended beyond the rear wall of the original house was 6.38 metres; eaves height of the extension 2.4 metres; and maximum height of the extension was 3 metres.

The application was referred to the Planning Committee for determination as the applicant was an Officer of the Council.

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

Members considered the application acceptable.

AGREED (unanimously) that that the application was determined as prior approval was not required, subject to the conditions contained within the report.

12 APPEALS LODGED

AGREED that the report be noted.

13 APPEALS DETERMINED

AGREED that the report be noted.

14 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 January to March 2021 as well as providing an overview of the performance and achievements across the financial year. 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.

AGREED that the content of the report be noted.

15 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 30 March 2021 Planning Committee, which highlighted planning enforcement performance during the third quarter of 2020/21. The report related to the fourth quarter 1 January to the 31 March 2021 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. The report also provided an appraisal of the financial year 2020/2021 as a whole.

AGREED that the content of the report be noted.

Meeting closed at 5.05 pm.

Chairman

# Public Document Pack Agenda Item 20j

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Councillors Commission** held remotely via Microsoft Teams on Wednesday, 28 April 2021 at 2.00 pm.

PRESENT: Councillor R Blaney (Chairman)

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

APOLOGIES FOR ABSENCE: Councillor L Brailsford

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

### 42 MINUTES OF MEETING HELD ON 25 FEBRUARY 2021

AGREED that the minutes of the meeting held on 25 February 2021 be approved as a correct record and signed by the Chairman.

### 43 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

### 44 GOVERNANCE REVIEW - PROPOSALS FOR CHANGE

The Chief Executive presented a report which invited Members to consider proposals and options for taking forward new governance arrangements for the Council. It was proposed that a Leader and Cabinet system of governance, properly shaped and designed to the Council's needs and reflective of our local circumstances, offered the best solution to address the factors highlighted by the LGA peer review. It was considered that the Leader and Cabinet system was better aligned with the Council's ambition to operate in a modern and streamlined way.

Reference was made to the factors to be addressed in terms of the Council's current governance arrangements, and the key ingredients for effective governance as set out by the LGA. These were relevant in respect of achieving clarity, transparency and speed of decision making. It also provided a more effective framework to ensure timely scrutiny, challenge and performance management. The report outlined the statutory procedure to move to an Executive style of governance, and proposed the creation of a working party to formulate details of how the new governance arrangements would operate.

The Commission emphasised the importance of training for Members, and supported the notion of a working party to feed back to the Councillors' Commission on the progress of the move towards a new governance model.

AGREED (unanimously) that it be recommended to Full Council 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.

45 GOVERNMENT CALL FOR EVIDENCE ON REMOTE MEETINGS FOR LOCAL AUTHORITIES

The Business Manager – Law & Information Governance presented a report which sought views of the Commission on a consultation being undertaken by the Government on the current arrangements for local authorities to meet remotely, or in a hybrid format.

The Commission noted that the current Regulations brought in to expressly permit local authority meetings to take place remotely, expired on 7 May 2021, and despite appeals to the Government, had not been extended. The Government was now seeking representations on the use of current arrangements and to gather evidence on the question of whether there should be permanent arrangements to enable remote or hybrid meetings, and if so for which meetings.

A suggested Council response to the consultation was set out as Appendix A to the report. The Commission supported the proposed response but referred to the importance of having flexibility in terms of which meetings could be held in a remote or hybrid fashion going forwards as these would not be appropriate for all meetings.

AGREED (unanimously) that the suggested responses to the call for evidence document attached to the report as Appendix A, be submitted as the Council's response to the consultation.

Meeting closed at 2.33 pm.

Chairman