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**Monday, 9 May 2022**

**Chairman: Councillor Mrs P Rainbow**  
**Vice-Chairman: Councillor Mrs S Saddington**

**To all Members of the Council:**

**MEETING: Full Council**

**DATE: Tuesday, 17 May 2022 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 on Tel: 01636 655243 Email: [Nigel.hill@newark-sherwooddc.gov.uk](mailto:Nigel.hill@newark-sherwooddc.gov.uk).

## AGENDA

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3. Chairman to Sign Declaration of Acceptance of Office	
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# Agenda Item 6

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** held in the Civic Suite, Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY on Tuesday, 8 March 2022 at 6.00 pm.

PRESENT: Councillor Mrs P Rainbow (Chairman)  
Councillor Mrs S Saddington (Vice-Chairman)

Councillor R Blaney, Councillor L Brailsford, Councillor L Brazier, Councillor M Brock, Councillor Mrs B Brooks, Councillor M Brown, Councillor S Carlton, Councillor Mrs R Crowe, Councillor R Crowe, Councillor D Cumberlidge, Councillor Mrs L Dales, Councillor Mrs E Davis, Councillor K Girling, Councillor L Goff, Councillor P Harris, Councillor S Haynes, 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 P Peacock, Councillor M Skinner, Councillor T Smith, Councillor T Thompson, Councillor I Walker, Councillor T Wendels, Councillor R White, Councillor T Wildgust and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor J Kellas and Councillor N Mitchell

### 66 MINUTES FROM THE MEETING HELD ON 8 FEBRUARY 2022

AGREED that that minutes of the meeting held on 8 February 2022 be approved as a correct record and signed by the Chairman.

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

There were no declarations of interest from Members or Officers and the Council noted the interests previously declared by Members in Agenda Item No. 21 – Minutes for Noting.

### 68 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.

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

The Chairman reflected on the terrible events that were unfolding in Ukraine and advised that the Council would do everything within its power to support those affected.

The Chairman also welcomed Councillor Emma Davis to the Council following her success in the Collingham Ward by-election held on 17 February 2022.

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

Councillor D Lloyd, as Leader of the Council gave Members an update in respect of the proposal to create a combined authority following publication of the Levelling Up White Paper. This White Paper referred to Nottinghamshire as a pathfinder, looking to create a combined authority, and one opportunity for a tier three county deal across Nottinghamshire and Derbyshire, with an elected Mayor, was being considered. Councillor Lloyd advised that this did not require any creation of new unitary authorities and all District / Borough Councils were fully engaged with the current discussions.

The Leader added that a combined authority on this scale would be able to draw down significant amounts of investment, including funding for transport and education and was an opportunity that should not be missed. He referred to correspondence from the Leader of Nottinghamshire County Council which confirmed that the District Council would be fully involved with the ongoing discussions, and would have meaningful involvement in any devolution deal and governance model of a combined authority. Councillor Lloyd sought the Full Council's support for continuing to engage in the discussions and agreed to report back further as required, on future developments.

71 QUESTIONS FROM MEMBERS OF THE COUNCIL AND PUBLIC

In accordance with Rule No. 14.1, Councillor P. Harris submitted a question to the Council. Details of the question put forward and the response given from Councillor K. Girling are attached as Appendix A to these minutes.

72 REVENUE BUDGET AND COUNCIL TAX SETTING 2022/23

The Council considered the report of the Leader of the Council relating to the Revenue Budget and Council Tax Setting for 2022/23.

The report indicated that, in setting the level of Council Tax for 2022/2023, it was necessary to consider the requirements of the Council Tax Collection Fund for 2022/2023. This incorporated the District Council's Council Tax Requirement, Parish Council Precepts and the Council Tax requirements of Nottinghamshire County Council, the Nottinghamshire Police & Crime Commissioner and the Nottinghamshire Fire & Rescue Service.

The Policy & Finance Committee, at its meeting held on 21 February 2022, recommended that the District Council's Council Tax Requirement for 2022/2023, excluding Parish Council precepts, should be £15,560,910.00 as detailed in the Council's Budget Book for 2022/2023. As part of the budget process, the views of the operational committees had been taken into account.

It was reported that all Parish Council precepts had been received. Parish precepts totalled £3,424,863.60. Consequently the total Council Tax Requirement for the District Council was £18,985,773.60.

Nottinghamshire County Council had set a precept on Newark & Sherwood District Council's Collection fund for 2022/2023 of £67,744,728.00. The Nottinghamshire Police & Crime Commissioner had set a precept on Newark & Sherwood District Council's Collection fund for 2022/2023 of £10,476,371.25, and the Nottingham and Nottinghamshire Fire & Rescue Service had proposed a precept on Newark & Sherwood District Council's Collection fund for 2022/2023 of £3,484,707.00.

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

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

<b>Councillor</b>	<b>Vote</b>
Roger Blaney	For
Louis Brailsford	For
Lee Brazier	For
Malcolm Brock	For
Mrs Betty Brooks	For
Michael Brown	For
Scott Carlton	For
Mrs Rita Crowe	For
Robert Crowe	For
Donna Cumberlidge	For
Mrs Linda Dales	For
Mrs Emma Davies	For
Keith Girling	For
Laurence Goff	For
Peter Harris	For
Simon Haynes	For
Mrs Rhona Holloway	For
Mrs Lydia Hurst	For
Roger Jackson	For
Bruce Laughton	For
Johno Lee	For
David Lloyd	For
Mrs Sylvia Michael	For
Neill Mison	For
Paul Peacock	For
Mrs Penny Rainbow	For
Mrs Sue Saddington	For
Mathew Skinner	For
Tom Smith	For
Mrs Tina Thompson	For
Ivor Walker	For
Tim Wendels	For
Miss Ronnie White	For
Tim Wildgust	For
Mrs Yvonne Woodhead	For

73 2022/23 TO 2025/26 MEDIUM TERM FINANCIAL PLAN

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which sought approval for the Council’s Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2022 and 31 March 2026 (2022/23 to 2025/26). A copy of the Plan was attached as an Appendix to the report. The MTFP aimed to provide both Members and officers with a clear financial framework for delivering the Council’s Community Plan objectives over the next four years. Updating the MTFP was an essential pre-requisite to the annual budget setting for future years.

The MTFP showed that the Council was able to set a balanced budget for 2022/23, but would need to reduce expenditure or increase income in order to mitigate future anticipated shortfalls in funding. The Council would need to continually consider how best to manage demand for its services, as well as monitoring and reviewing how best to deliver services.

AGREED (unanimously) that the Medium Term Financial Plan (MTFP) for 2022/23 to 2025/26 be approved.

74 CAPITAL PROGRAMME 2022/23 TO 2025/26

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which set out the proposed Capital Programme for the period 2022/23 to 2025/26. Following the Policy & Finance Committee’s consideration of the Capital Programme at its meeting on 21 February 2022 and in accordance with Financial Regulation 6.2.3, the final programme was recommended to Council for approval. Attached as Appendix 1 to the report was the report submitted to Policy & Finance Committee held on 21 February 2022 which detailed the resources available, the Council’s existing committed programme and the priority schemes identified. At the same meeting approval was given for works at the Castle to improve conditions, the works totalled £0.570m and are to be funded by borrowing.

The Capital Programme for 2022/23 to 2025/26 proposed investment of £129.615m over the 4 year programme, including Housing Services £54.326m (made up of Property Investment and the New Build Programme) and General Fund £75.289m (made up of various general fund projects). The expenditure was financed by a combination of Government Grants, Third Party Contributions, Capital Receipts, Revenue Support (through the HRA Major Repairs Reserve, General Fund reserves) and borrowing.

AGREED (unanimously) that:

- (a) the General Fund schemes shown in Appendix A and the housing services programme shown in Appendix B to the report be approved as committed expenditure in the Capital Programme;
- (b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;

(c) in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2022/23 to 2025/26 be financed to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation; and

(d) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to the Cabinet for consideration.

#### 75 CAPITAL STRATEGY 2022/23

The Council considered the report of the Deputy Chief Executive / Director - Resources and Section 151 Officer which sought approval for the Capital Strategy 2022/23 which incorporated the Minimum Revenue Provision Policy and Capital Prudential Indicators. The Strategy had been updated in accordance with the latest guidance.

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

AGREED (unanimously) that the Council Approves:

- (a) the Capital Strategy 2022/23;
- (b) the Capital Prudential Indicators and Limits for 2022/23, contained within Appendix A to the report;
- (c) the Minimum Revenue Provision (MRP) Policy Statement as contained within Appendix C to the report, which sets out the Council's policy on MRP; and
- (d) the Flexible Use of Capital Receipts Strategy as contained within Appendix D to the report.

#### 76 TREASURY MANAGEMENT STRATEGY STATEMENT 2022/23

The Council considered the report of the Deputy Chief Executive / Director - Resources and Section 151 Officer which sought approval for the Treasury Management Strategy for 2022/23. This Statement incorporated the Borrowing Strategy, Investment Strategy and Treasury Prudential Indicators updated in accordance with latest guidance, statutory requirements and CIPFA guidance. A copy of the Strategy was attached as Appendix A to the report.

AGREED (unanimously) that:

- (a) the Treasury Management Strategy 2022/23, incorporating the Borrowing Strategy and the Annual Investment Strategy be approved;
- (b) the Treasury Prudential Indicators and Limits be approved; and
- (c) the Authorised Limit Treasury Prudential Indicator be approved.

77 INVESTMENT STRATEGY 2022/23

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which sought approval for the Investment Strategy for 2022/23. The Strategy met the requirements of statutory guidance issued by the Department of Levelling Up, Housing & Communities (DLUHC) in January 2018. The definition of an investment covered all of the financial assets of the Council, as well as the other non-financial assets that the organisation holds, primarily or partially to generate a profit such as investment property portfolios. The Strategy therefore, may include investments that were not managed as part of normal treasury management processes or under treasury management delegations. A copy of the Investment Strategy was attached as Appendix A to the report.

AGREED (with 32 votes for, 2 against and 1 abstention) that the Council approves:

- (a) the Investment Strategy 2022/23; and
- (b) the Investment Prudential Indicators and Limits.

78 PAY POLICY STATEMENT 2022/23

The Council considered the report of the Director – Customer Services & Organisational Development which sought approval of the Pay Policy Statement for 2022/23. In accordance with Section 38(1) of the Localism Act 2011, the Council was required to produce a Pay Policy Statement for each financial year. The Pay Policy Statement set out the authority's policies for the financial year relating to:

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

The report summarised the minimal changes to the Statement and it was noted that given the Trade Unions had yet to present a pay claim for 2022/23 and the pay negotiations for 2021/22 had only been concluded following publication of the agenda, the document showed pay scales as of 1 April 2020.

The Policy & Finance Committee, at their meeting held on 21 February 2022, recommended the Pay Policy Statement to the Council for adoption.

AGREED (unanimously) that the Pay Policy Statement for 2022/23 be approved.

79 POLITICAL COMPOSITION OF THE COUNCIL AND ALLOCATION OF SEATS ON COMMITTEES

The Council considered the report of the Chief Executive concerning the allocation of seats on Committees to Political Groups, following the by-election for the vacancy on the Collingham Ward held on 17 February 2022.

Section 15 of the Local Government and Housing Act 1989 required the Council to consider the political composition of the Council. This Act, together with the Local Government (Committees and Political Groups) Regulations 1990, required the Council to allocate seats on committees on a proportional basis in accordance with the number of seats held on the Council by each political group. The proposed allocation of seats was set out in Appendix A to the report.

AGREED (unanimously) that:

- (a) the Council agree the allocation of seats to Political Groups in accordance with Appendix A to the report; and
- (b) one change be made in Committee memberships with Councillor P Harris being appointed to the Economic Development Committee with Councillor M Brock being the substitute.

80 PROPOSALS FOR NEW GOVERNANCE ARRANGEMENTS

The Council considered the report of the Assistant Director- Legal and Democratic Services, which updated Members on the progress made by the Governance Review Working Group and which sought to approve the final design of the new governance arrangements.

The Leader of the Council referred to a minor revision to the proposed structure since the Full Council meeting held on 14 December 2021, as the Working Group had reached the view that it would not be appropriate for a single Shareholder Committee given the differing remits of the Council's two wholly owned companies, Active4Today and Arkwood Developments. Therefore, it was proposed that the Cabinet discharge the Council's shareholder responsibilities with delegation to relevant portfolio holders as appropriate. The Constitution would however, contain provision for the establishment of committees of Cabinet if required in the future. The Leader also advised that it was also now proposed to increase the membership of the Audit & Governance Committee to 12 Members in order to widen its representation.

It was noted that work would now continue to finalise the drafting of the revised Constitution with further input and guidance from the Working Group and Councillors' Commission and this would be presented to Full Council for adoption on 17 May 2022, just prior to the new governance arrangements coming into operation.

AGREED (unanimously) that the final design (structure) of the new governance

arrangements as set out in the diagram at Paragraph 3.1 of the report be approved, subject to the membership of the Audit & Governance Committee being set as 12 members, noting that the final version of the Council's Constitution will be presented to the Full Council on 17 May 2022 for formal approval and implementation.

## 81 PROPOSALS FOR A COMMUNITY GRANT SCHEME

The Council considered the report of the Director - Housing, Health and Wellbeing, which sought approval for the establishment of a new community grant scheme to replace and consolidate both the current Covid Resilience Grant Scheme and Community & Arts grant scheme, as part of the change in the Council's governance arrangements. Consolidation of two schemes would demonstrate the Council's commitment to supporting and strengthening community organisations through increased access to funding and improved scheme flexibility for applicants. It was proposed that £100,000 would be allocated for 2022/23.

The new scheme required applicants to demonstrate the support of the local Ward Councillor. Under the new governance arrangements, the Council's Cabinet would assess applications based on the criteria set out in guidance. The Councillors' Commission considered the scheme at their meeting held on 23 February 2022 and recommended to Full Council for approval. The draft guidance and application form created for the new grant scheme were attached as appendices to the report.

AGREED (unanimously) that:

- (a) the Council approve the Community Grant Scheme; and
- (b) £88,000 be allocated from the Community Engagement Reserve to the General Fund Revenue budget for 2022/23 in order to supplement the £12,000 already approved within the 2022/23 budget.

## 82 MEMBERS ALLOWANCES

The Council considered the report of the Chief Executive, which gave an update in respect of the final Report of the Independent Remuneration Panel and invited the Council to consider recommendations from the Councillors' Commission in relation to the circumstances in which Members can claim mileage allowance.

It was reported that the Councillors' Commission, at their meeting held on 23 February 2022, had raised a number of queries in relation to the final Report of the Independent Remuneration Panel and the proposals for Special Responsibility Allowances. Given that, the Commission agreed that the Panel should be asked to relook at their final report which would be further considered by the Councillors' Commission ahead of this being submitted to the Annual Council Meeting on 17 May 2022 for consideration.

At their meeting held on 23 February 2022, the Councillors' Commission also considered the current provision in respect of what Members could claim for in

respect of travel allowances. The Commission considered and were recommending to the Full Council, that political group meetings should be considered as an approved duty for the purposes of claiming mileage, subject to certain conditions being met.

AGREED (unanimously) that the Council:

- (a) note the final report of the Members Independent Remuneration Panel will be submitted to the Annual Council Meeting on 17 May 2022; and
- (b) include political group meetings which are convened for District Council business (dates to be supplied to Democratic Services) and held at Castle House or elsewhere in the District in the definition of approved duties for the purposes of the Members' Allowances Scheme.

83 MINUTES FOR NOTING

83a POLICY AND FINANCE COMMITTEE - 21 FEBRUARY 2022

83b PLANNING COMMITTEE - 15 FEBRUARY 2022

83c COUNCILLORS COMMISSION - 23 FEBRUARY 2022

Meeting closed at 7.38 pm.

Chairman

**COUNCIL MEETING – 8 MARCH 2022**

**QUESTIONS FROM MEMBERS OF THE COUNCIL**

In accordance with Rule No. 14.1 the following question was submitted to the Council from **Councillor Peter Harris**.

"What is the Council's view of the recently published 'Integrated Rail Plan' by the Government, on behalf of the residents of the area, and what response will or have we made?"

**Reply from Councillor Keith Girling – Chairman of the Economic Development Committee**

“As a District we remain committed to working with and influencing key decisions on matters of transport and rail is no different. Members will be aware that the government published the Integrated Rail Plan (IRP) for the North and Midlands on 18 November 2021, setting out a new approach to improving rail provision in these areas.

The IRP announced the cancellation of HS2 eastern leg north of East Midlands Parkway Station. This means that onward services to Nottingham and Derby and Sheffield would be on an electrified Midland Main Line and that the proposed East Midlands Hub would not go ahead at Toton. Because of the reduced scope for Yorkshire/Northern England connections via HS2 the government have now proposed improvements to the East Coast Mainline (ECML) as well.

The proposals to improve the ECML offer opportunities to the District as they include measures to tackle bottleneck at stations and junctions. Newark is specifically mentioned in the plan with commentary on the capacity issues at the flat crossing just to the north of Northgate Station, where the ECML crosses the Nottingham to Lincoln line. The flat crossing has long been identified as a bottleneck which not only slows trains on the ECML but which restricts service improvements on the Nottingham to Lincoln line. With the emergence of HS2 the importance of removing the flat crossing and replacing it with a flyover had receded, however this renewed focus on upgrading the ECML may see the scheme become a priority again. Members may recall through discussions on the A46 Newark Northern Bypass that ensuring a future ability to grade-separate the flat crossing was one of this Council’s red-lines, a view shared by Nottinghamshire County Council, Lincolnshire County Council, and Midlands Connect. We will continue to work with these partners to lobby to address the flat crossing, which will be a nationally significant piece of infrastructure in terms of costs and impact. Officers and Members continue to meet regularly with the Department for Transport and Network Rail. Should the flat crossing be removed improvements will reduce journey times and may well allow stopping patterns that facilitate more Newark to Leeds journeys.

The IRP also sets specifically references the proposals for the Robin Hood Line extension and associated new services and rail stations at Edwinstowe and Ollerton. This project is likely to be included within the County Council’s Levelling Up Submission, with Officers working closely as the scheme is developed and costed. This will open significant opportunities for access to

services, leisure, and employment to the Sherwood communities. The line will also likely link in with proposals being developed for the Maid Marion Line expansion in Ashfield.

The IRP for the North and Midlands has not been consulted upon itself, but the schemes and proposals within it will be in due course. We will continue to influence and shape thinking in this regard in readiness for the formal future consultation process that will be shared via the new governance arrangements beyond May”.

#### **Supplementary Question from Councillor Harris**

Councillor P. Harris asked what the Council would do to galvanise a better solution for trains from Newark North Gate to the north of the country, following the publication of the technical appendix to the Integrated Rail Plan published in January 2022.

#### **Reply from Councillor Keith Girling – Chairman of the Economic Development Committee**

Councillor Girling agreed that this would not be the best solution for Newark, but that the Council, and Nottinghamshire County Council, would continue to lobby, through East Midlands Councils to improve the service. He noted that there may be other options open as well, given the HS2 line had been postponed and not in fact cancelled, but acknowledged that any developments to railway lines and changes to service notoriously take a long time to get resolved.

Full Council minutes from the meeting held on 8 March 2022

Minute No. 72 Revenue Budget and Council Tax setting 2022/23

AGREED (unanimously) that:

1. **the revenue estimates for 2022/2023 and schedule of fees and charges, as submitted in the Council's Budget book be approved;**
2. **it be noted that the following amounts have been determined for the year 2022/2023 in accordance with regulations made under Section 31(B) of the Local Government Finance Act 1992:-**
  - (a) **41,205.00** being the amount calculated by the Council in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year;
  - (b) **£38,740,767** being the net business rate yield after transitional arrangements and rate retention;
  - (c) **Part of the Council's Area**

	<b>PARISH</b>	<b>TOTAL LOCAL TAX BASE</b>
1	Alverton	24.61
2	Averham	115.68
3	Balderton	3,076.04
4	Barnby in the Willows	108.86
5	Bathley	118.60
6	Besthorpe	79.15
7	Bilsthorpe	938.77
8	Bleasby	388.25
9	Blidworth	1,120.90
10	Bulcote	176.03
11	Carlton-on-Trent	94.32
12	Caunton	211.47
13	Caythorpe	144.84
14	Clipstone	1,670.65
15	Coddington	570.73
16	Collingham	1,254.89
17	Cotham	41.39
18	Cromwell	104.11

	PARISH	TOTAL LOCAL TAX BASE
19	Eakring	188.40
20	East Stoke	63.45
21	Edingley	190.30
22	Edwinstowe	1,863.51
23	Egmanton	132.62
24	Elston	290.58
25	Epperstone	277.92
26	Farndon	827.88
27	Farnsfield	1,346.21
28	Fiskerton-cum-Morton	424.68
29	Girton and Meering	54.64
30	Gonalston	53.33
31	Grassthorpe	27.06
32	Gunthorpe	319.01
33	Halam	196.78
34	Halloughton	40.31
35	Harby	121.60
36	Hawton	32.23
37	Hockerton	97.50
38	Holme	39.24
39	Hoveringham	175.72
40	Kelham	88.48
41	Kersall	22.59
42	Kilvington	13.65
43	Kirklington	169.58
44	Kirton	122.14
45	Kneesall	88.89
46	Langford	39.95
47	Laxton & Moorhouse	115.90
48	Lowdham	1,012.58
49	Lyndhurst	7.22
50	Maplebeck	46.74
51	Meering	-
52	Newark	8,972.07
53	North Clifton	75.62
54	North Muskham	417.52
55	Norwell	221.60
56	Ollerton and Boughton	2,971.96
57	Ompton	22.40
58	Ossington	41.08
59	Oxton	272.62
60	Perlethorpe-cum-Budby	70.89
61	Rainworth	1,925.67

	PARISH	TOTAL LOCAL TAX BASE
62	Rolleston	162.33
63	Rufford	236.38
64	South Clifton	127.14
65	South Muskham	198.78
66	South Scarle	96.34
67	Southwell	2,999.04
68	Spalford	36.73
69	Staunton	28.35
70	Staythorpe	44.66
71	Sutton-on-Trent	556.04
72	Syerston	94.58
73	Thorney	97.46
74	Thorpe	31.01
75	Thurgarton	245.06
76	Upton	190.95
77	Walesby	431.07
78	Wellow	189.75
79	Weston	139.97
80	Wigsley	49.53
81	Winkburn	37.41
82	Winthorpe	292.20
83	Fernwood	1,078.61
84	Kings Clipstone	120.21
	Total Rounded	41,205.00

**PARISHES GROUPED FOR PRECEPT PURPOSES**

	Averham, Kelham, Staythorpe	248.82
	Kneesall, Kersall, Ompton	133.88
	Winthorpe, Langford	332.15
	East Stoke, Thorpe	94.46

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

3. that the following amounts be now calculated by the Council for the year 2022/2023 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-

- (a) **£47,588,170.00** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) to (4) of the Act;
- (b) **£32,027,260.00** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act;
- (c) **£15,560,910.00** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax requirement for the year;
- (d) **£6,971,820.00** being the amount of Government Grants (£568,380) and net retained Business Rates (£6,403,440) which the Council estimates will be payable for the year into its general fund;
- (e) **£285,740.00** being the amount which the Council has estimated in accordance with regulations issued under Section 97(3) of the Local Government Finance Act 1988 as its proportion of the surplus on the Council Tax Collection Fund;
- (f) **£657,290.00** being the amount that the Council has determined to contribute from usable reserves;
- (g) **£7,646,060.00** being the amount at 3(c) above less the amount at 3(d) above less the amount at 3(e) above less the amount at 3(f) above calculated by the Council as its' net Council Tax requirement for the year.
- (h) **£185.56** being the amount at 3(g) divided by the amount at 2(a), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- (i) **£3,424,863.60** being the aggregate amount of all special items referred to in Section 34(1) of the Act, the Council resolves there being no other special items;

(j) **£268.68** being the amount at 3(g) above plus the amount at 3(i) above divided by the amount at 2(a) above calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;

(k)

	PARISH	BASIC TAX (£)
1	Alverton	185.56
2	Averham	*
3	Balderton	294.41
4	Barnby in the Willows	219.57
5	Bathley	198.76
6	Besthorpe	282.34
7	Bilsthorpe	265.45
8	Bleasby	232.74
9	Blidworth	255.56
10	Bulcote	232.43
11	Carlton-on-Trent	221.29
12	Caunton	215.37
13	Caythorpe	215.25
14	Clipstone	285.04
15	Coddington	213.81
16	Collingham	222.69
17	Cotham	185.56
18	Cromwell	195.65
19	Eakring	210.17
20	East Stoke	****
21	Edingley	243.36
22	Edwinstowe	270.88
23	Egmanton	223.26
24	Elston	278.48
25	Epperstone	240.40
26	Farndon	254.58
27	Farnsfield	248.98
28	Fiskerton-cum-Morton	205.58
29	Girton and Meering	207.56
30	Gonalston	185.56
31	Grassthorpe	185.56
32	Gunthorpe	252.37
33	Halam	205.89
34	Halloughton	195.48
35	Harby	233.29
36	Hawton	224.34

	<b>PARISH</b>	<b>BASIC TAX (£)</b>
37	Hockerton	<b>221.46</b>
38	Holme	<b>185.56</b>
39	Hoveringham	<b>263.52</b>
40	Kelham	*
41	Kersall	**
42	Kilvington	<b>185.56</b>
43	Kirklington	<b>223.89</b>
44	Kirton	<b>246.96</b>
45	Kneesall	**
46	Langford	***
47	Laxton & Moorhouse	<b>225.25</b>
48	Lowdham	<b>263.15</b>
49	Lyndhurst	<b>185.56</b>
50	Maplebeck	<b>185.56</b>
51	Meering	<b>185.56</b>
52	Newark	<b>303.10</b>
53	North Clifton	<b>209.19</b>
54	North Muskham	<b>229.64</b>
55	Norwell	<b>226.73</b>
56	Ollerton and Boughton	<b>341.51</b>
57	Ompton	**
58	Ossington	<b>185.56</b>
59	Oxton	<b>251.37</b>
60	Perlethorpe-cum-Budby	<b>210.95</b>
61	Rainworth	<b>218.99</b>
62	Rolleston	<b>228.68</b>
63	Rufford	<b>202.48</b>
64	South Clifton	<b>205.22</b>
65	South Muskham	<b>254.57</b>
66	South Scarle	<b>236.42</b>
67	Southwell	<b>270.93</b>
68	Spalford	<b>185.56</b>
69	Staunton	<b>185.56</b>
70	Staythorpe	*
71	Sutton-on-Trent	<b>233.56</b>
72	Syerston	<b>185.56</b>
73	Thorney	<b>211.42</b>
74	Thorpe	****
75	Thurgarton	<b>234.81</b>
76	Upton	<b>228.50</b>
77	Walesby	<b>284.15</b>
78	Wellow	<b>218.23</b>

	PARISH	BASIC TAX (£)
79	Weston	218.05
80	Wigsley	185.56
81	Winkburn	185.56
82	Winthorpe	***
83	Fernwood	260.61
84	Kings Clipstone	268.54

**PARISHES GROUPED FOR PRECEPT PURPOSES**

	Parish	Basic Tax (£)
*	Averham, Kelham, Staythorpe	200.63
**	Kneesall, Kersall, Ompton	207.45
***	Winthorpe, Langford	212.66
****	East Stoke, Thorpe	217.32

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

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

3l

Part of the Council's area, being the Parishes of:-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
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		£	£	£	£	£	£	£	£
1	Alverton	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
2	Averham	*	*	*	*	*	*	*	*
3	Balderton	196.27	228.99	261.70	294.41	359.83	425.26	490.68	588.82
4	Barnby in the Willows	146.38	170.78	195.17	219.57	268.36	317.16	365.95	439.14
5	Bathley	132.51	154.59	176.68	198.76	242.93	287.10	331.27	397.52
6	Besthorpe	188.23	219.60	250.97	282.34	345.08	407.82	470.57	564.68
7	Bilsthorpe	176.97	206.46	235.96	265.45	324.44	383.43	442.42	530.90
8	Bleasby	155.16	181.02	206.88	232.74	284.46	336.18	387.90	465.48

9	Blidworth	170.37	198.77	227.16	255.56	312.35	369.14	425.93	511.12
10	Bulcote	154.95	180.78	206.6	232.43	284.08	335.73	387.38	464.86
11	Carlton-on-Trent	147.53	172.11	196.7	221.29	270.47	319.64	368.82	442.58
12	Caunton	143.58	167.51	191.44	215.37	263.23	311.09	358.95	430.74
13	Caythorpe	143.50	167.42	191.33	215.25	263.08	310.92	358.75	430.50
14	Clipstone	190.03	221.70	253.37	285.04	348.38	411.72	475.07	570.08
15	Coddington	142.54	166.30	190.05	213.81	261.32	308.84	356.35	427.62
16	Collingham	148.46	173.20	197.95	222.69	272.18	321.66	371.15	445.38
17	Cotham	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
18	Cromwell	130.43	152.17	173.91	195.65	239.13	282.61	326.08	391.30
19	Eakring	140.11	163.47	186.82	210.17	256.87	303.58	350.28	420.34
20	East Stoke	****	****	****	****	****	****	****	****
21	Edingley	162.24	189.28	216.32	243.36	297.44	351.52	405.60	486.72
22	Edwinstowe	180.59	210.68	240.78	270.88	331.08	391.27	451.47	541.76
23	Egmanton	148.84	173.65	198.45	223.26	272.87	322.49	372.10	446.52
24	Elston	185.65	216.60	247.54	278.48	340.36	402.25	464.13	556.96
25	Epperstone	160.27	186.98	213.69	240.40	293.82	347.24	400.67	480.80
26	Farndon	169.72	198.01	226.29	254.58	311.15	367.73	424.30	509.16
27	Farnsfield	165.99	193.65	221.32	248.98	304.31	359.64	414.97	497.96
28	Fiskerton-cum-Morton	137.05	159.90	182.74	205.58	251.26	296.95	342.63	411.16
29	Girton	138.37	161.44	184.50	207.56	253.68	299.81	345.93	415.12
30	Gonalston	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
31	Grassthorpe	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
32	Gunthorpe	168.25	196.29	224.33	252.37	308.45	364.53	420.62	504.74
33	Halam	137.26	160.14	183.01	205.89	251.64	297.40	343.15	411.78
34	Halloughton	130.32	152.04	173.76	195.48	238.92	282.36	325.80	390.96
35	Harby	155.53	181.45	207.37	233.29	285.13	336.97	388.82	466.58
36	Hawton	149.56	174.49	199.41	224.34	274.19	324.05	373.90	448.68
37	Hockerton	147.64	172.25	196.85	221.46	270.67	319.89	369.10	442.92
38	Holme	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
39	Hoveringham	175.68	204.96	234.24	263.52	322.08	380.64	439.20	527.04
40	Kelham	*	*	*	*	*	*	*	*
41	Kersall	**	**	**	**	**	**	**	**
42	Kilvington	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
43	Kirklington	149.26	174.14	199.01	223.89	273.64	323.40	373.15	447.78
44	Kirton	164.64	192.08	219.52	246.96	301.84	356.72	411.60	493.92
45	Kneesall	**	**	**	**	**	**	**	**
46	Langford	***	***	***	***	***	***	***	***
47	Laxton & Moorhouse	150.17	175.19	200.22	225.25	275.31	325.36	375.42	450.50
48	Lowdham	175.43	204.67	233.91	263.15	321.63	380.11	438.58	526.30

49	Lyndhurst	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
50	Maplebeck	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
51	Meering	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
52	Newark	202.07	235.74	269.42	303.10	370.46	437.81	505.17	606.20
53	North Clifton	139.46	162.70	185.95	209.19	255.68	302.16	348.65	418.38
54	North Muskham	153.09	178.61	204.12	229.64	280.67	331.70	382.73	459.28
55	Norwell	151.15	176.35	201.54	226.73	277.11	327.50	377.88	453.46
56	Ollerton and Boughton	227.67	265.62	303.56	341.51	417.40	493.29	569.18	683.02
57	Ompton	**	**	**	**	**	**	**	**
58	Ossington	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
59	Oxton	167.58	195.51	223.44	251.37	307.23	363.09	418.95	502.74
60	Perlethorpe-cum-Budby	140.63	164.07	187.51	210.95	257.83	304.71	351.58	421.90
61	Rainworth	145.99	170.33	194.66	218.99	267.65	316.32	364.98	437.98
62	Rolleston	152.45	177.86	203.27	228.68	279.50	330.32	381.13	457.36
63	Rufford	134.99	157.48	179.98	202.48	247.48	292.47	337.47	404.96
64	South Clifton	136.81	159.62	182.42	205.22	250.82	296.43	342.03	410.44
65	South Muskham	169.71	198.00	226.28	254.57	311.14	367.71	424.28	509.14
66	South Scarle	157.61	183.88	210.15	236.42	288.96	341.50	394.03	472.84
67	Southwell	180.62	210.72	240.83	270.93	331.14	391.34	451.55	541.86
68	Spalford	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
69	Staunton	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
70	Staythorpe	*	*	*	*	*	*	*	*
71	Sutton-on-Trent	155.71	181.66	207.61	233.56	285.46	337.36	389.27	467.12
72	Syerston	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
73	Thorney	140.95	164.44	187.93	211.42	258.40	305.38	352.37	422.84
74	Thorpe	****	****	****	****	****	****	****	****
75	Thurgarton	156.54	182.63	208.72	234.81	286.99	339.17	391.35	469.62
76	Upton	152.33	177.72	203.11	228.50	279.28	330.06	380.83	457.00
77	Walesby	189.43	221.01	252.58	284.15	347.29	410.44	473.58	568.30
78	Wellow	145.49	169.73	193.98	218.23	266.73	315.22	363.72	436.46
79	Weston	145.37	169.59	193.82	218.05	266.51	314.96	363.42	436.10
80	Wigsley	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
81	Winkburn	123.71	144.32	164.94	185.56	226.80	268.03	309.27	371.12
82	Winthorpe	***	***	***	***	***	***	***	***
83	Fernwood	173.74	202.70	231.65	260.61	318.52	376.44	434.35	521.22
84	Kings Clipstone	179.03	208.86	238.70	268.54	328.22	387.89	447.57	537.08

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	133.75	156.05	178.34	200.63	245.21	289.80	334.38	401.26
**	Kneesall, Kersall, Ompton	138.30	161.35	184.40	207.45	253.55	299.65	345.75	414.90
***	Winthorpe, Langford	141.77	165.40	189.03	212.66	259.92	307.18	354.43	425.32
*** *	East Stoke, Thorpe	144.88	169.03	193.17	217.32	265.61	313.91	362.20	434.64

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

4. it be noted for the year 2022/2023 that the Nottinghamshire County Council has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
1,096.06	1,278.74	1,461.41	1,644.09	2,009.44	2,374.80	2,740.15	3,288.18

5. it be noted for the year 2022/2023 that the Nottinghamshire Police and Crime Commissioner has stated the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
169.50	197.75	226.00	254.25	310.75	367.25	423.75	508.50

6. it be noted for the year 2022/2023 that the Nottinghamshire Fire and Rescue Service has proposed the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below; and

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
56.38	65.78	75.17	84.57	103.36	122.16	140.95	169.14

7. having calculated the aggregate in each case of the amounts at 3(i) and 4, 5 and 6 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amount of Council Tax for the year 2022/2023 for each of the categories of dwellings shown on the following pages:

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

		£	£	£	£	£	£	£	£
1	Alverton	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
2	Averham	1,455.69	1,698.32	1,940.92	2,183.54	2,668.76	3,154.01	3,639.23	4,367.08
3	Balderton	1,518.21	1,771.26	2,024.28	2,277.32	2,783.38	3,289.47	3,795.53	4,554.64
4	Barnby in the Willows	1,468.32	1,713.05	1,957.75	2,202.48	2,691.91	3,181.37	3,670.80	4,404.96
5	Bathley	1,454.45	1,696.86	1,939.26	2,181.67	2,666.48	3,151.31	3,636.12	4,363.34
6	Besthorpe	1,510.17	1,761.87	2,013.55	2,265.25	2,768.63	3,272.03	3,775.42	4,530.50
7	Bilsthorpe	1,498.91	1,748.73	1,998.54	2,248.36	2,747.99	3,247.64	3,747.27	4,496.72
8	Bleasby	1,477.10	1,723.29	1,969.46	2,215.65	2,708.01	3,200.39	3,692.75	4,431.30
9	Blidworth	1,492.31	1,741.04	1,989.74	2,238.47	2,735.90	3,233.35	3,730.78	4,476.94
10	Bulcote	1,476.89	1,723.05	1,969.18	2,215.34	2,707.63	3,199.94	3,692.23	4,430.68
11	Carlton-on-Trent	1,469.47	1,714.38	1,959.28	2,204.20	2,694.02	3,183.85	3,673.67	4,408.40
12	Caunton	1,465.52	1,709.78	1,954.02	2,198.28	2,686.78	3,175.30	3,663.80	4,396.56
13	Caythorpe	1,465.44	1,709.69	1,953.91	2,198.16	2,686.63	3,175.13	3,663.60	4,396.32
14	Clipstone	1,511.97	1,763.97	2,015.95	2,267.95	2,771.93	3,275.93	3,779.92	4,535.90
15	Coddington	1,464.48	1,708.57	1,952.63	2,196.72	2,684.87	3,173.05	3,661.20	4,393.44
16	Collingham	1,470.40	1,715.47	1,960.53	2,205.60	2,695.73	3,185.87	3,676.00	4,411.20
17	Cotham	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
18	Cromwell	1,452.37	1,694.44	1,936.49	2,178.56	2,662.68	3,146.82	3,630.93	4,357.12
19	Eakring	1,462.05	1,705.74	1,949.40	2,193.08	2,680.42	3,167.79	3,655.13	4,386.16
20	East Stoke	1,466.82	1,711.30	1,955.75	2,200.23	2,689.16	3,178.12	3,667.05	4,400.46
21	Edingley	1,484.18	1,731.55	1,978.90	2,226.27	2,720.99	3,215.73	3,710.45	4,452.54
22	Edwinstowe	1,502.53	1,752.95	2,003.36	2,253.79	2,754.63	3,255.48	3,756.32	4,507.58
23	Egmanton	1,470.78	1,715.92	1,961.03	2,206.17	2,696.42	3,186.70	3,676.95	4,412.34
24	Elston	1,507.59	1,758.87	2,010.12	2,261.39	2,763.91	3,266.46	3,768.98	4,522.78
25	Epperstone	1,482.21	1,729.25	1,976.27	2,223.31	2,717.37	3,211.45	3,705.52	4,446.62
26	Farndon	1,491.66	1,740.28	1,988.87	2,237.49	2,734.70	3,231.94	3,729.15	4,474.98

27	Farnsfield	1,487.93	1,735.92	1,983.90	2,231.89	2,727.86	3,223.85	3,719.82	4,463.78
28	Fiskerton-cum-Morton	1,458.99	1,702.17	1,945.32	2,188.49	2,674.81	3,161.16	3,647.48	4,376.98
29	Girton	1,460.31	1,703.71	1,947.08	2,190.47	2,677.23	3,164.02	3,650.78	4,380.94
30	Gonalston	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
31	Grassthorpe	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
32	Gunthorpe	1,490.19	1,738.56	1,986.91	2,235.28	2,732.00	3,228.74	3,725.47	4,470.56
33	Halam	1,459.20	1,702.41	1,945.59	2,188.80	2,675.19	3,161.61	3,648.00	4,377.60
34	Halloughton	1,452.26	1,694.31	1,936.34	2,178.39	2,662.47	3,146.57	3,630.65	4,356.78
35	Harby	1,477.47	1,723.72	1,969.95	2,216.20	2,708.68	3,201.18	3,693.67	4,432.40
36	Hawton	1,471.50	1,716.76	1,961.99	2,207.25	2,697.74	3,188.26	3,678.75	4,414.50
37	Hockerton	1,469.58	1,714.52	1,959.43	2,204.37	2,694.22	3,184.10	3,673.95	4,408.74
38	Holme	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
39	Hoveringham	1,497.62	1,747.23	1,996.82	2,246.43	2,745.63	3,244.85	3,744.05	4,492.86
40	Kelham	1,455.69	1,698.32	1,940.92	2,183.54	2,668.76	3,154.01	3,639.23	4,367.08
41	Kersall	1,460.24	1,703.62	1,946.98	2,190.36	2,677.10	3,163.86	3,650.60	4,380.72
42	Kilvington	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
43	Kirklington	1,471.20	1,716.41	1,961.59	2,206.80	2,697.19	3,187.61	3,678.00	4,413.60
44	Kirton	1,486.58	1,734.35	1,982.10	2,229.87	2,725.39	3,220.93	3,716.45	4,459.74
45	Kneesall	1,460.24	1,703.62	1,946.98	2,190.36	2,677.10	3,163.86	3,650.60	4,380.72
46	Langford	1,463.71	1,707.67	1,951.61	2,195.57	2,683.47	3,171.39	3,659.28	4,391.14
47	Laxton & Moorhouse	1,472.11	1,717.46	1,962.80	2,208.16	2,698.86	3,189.57	3,680.27	4,416.32
48	Lowdham	1,497.37	1,746.94	1,996.49	2,246.06	2,745.18	3,244.32	3,743.43	4,492.12
49	Lyndhurst	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
50	Maplebeck	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
51	Meering	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
52	Newark	1,524.01	1,778.01	2,032.00	2,286.01	2,794.01	3,302.02	3,810.02	4,572.02
53	North Clifton	1,461.40	1,704.97	1,948.53	2,192.10	2,679.23	3,166.37	3,653.50	4,384.20
54	North Muskham	1,475.03	1,720.88	1,966.70	2,212.55	2,704.22	3,195.91	3,687.58	4,425.10
55	Norwell	1,473.09	1,718.62	1,964.12	2,209.64	2,700.66	3,191.71	3,682.73	4,419.28
56	Ollerton and Boughton	1,549.61	1,807.89	2,066.14	2,324.42	2,840.95	3,357.50	3,874.03	4,648.84
57	Ompton	1,460.24	1,703.62	1,946.98	2,190.36	2,677.10	3,163.86	3,650.60	4,380.72
58	Ossington	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
59	Oxton	1,489.52	1,737.78	1,986.02	2,234.28	2,730.78	3,227.30	3,723.80	4,468.56
60	Perlethorpe-cum-Budby	1,462.57	1,706.34	1,950.09	2,193.86	2,681.38	3,168.92	3,656.43	4,387.72
61	Rainworth	1,467.93	1,712.60	1,957.24	2,201.90	2,691.20	3,180.53	3,669.83	4,403.80
62	Rolleston	1,474.39	1,720.13	1,965.85	2,211.59	2,703.05	3,194.53	3,685.98	4,423.18
63	Rufford	1,456.93	1,699.75	1,942.56	2,185.39	2,671.03	3,156.68	3,642.32	4,370.78
64	South Clifton	1,458.75	1,701.89	1,945.00	2,188.13	2,674.37	3,160.64	3,646.88	4,376.26
65	South Muskham	1,491.65	1,740.27	1,988.86	2,237.48	2,734.69	3,231.92	3,729.13	4,474.96
66	South Scarle	1,479.55	1,726.15	1,972.73	2,219.33	2,712.51	3,205.71	3,698.88	4,438.66

67	Southwell	1,502.56	1,752.99	2,003.41	2,253.84	2,754.69	3,255.55	3,756.40	4,507.68
68	Spalford	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
69	Staunton	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
70	Staythorpe	1,455.69	1,698.32	1,940.92	2,183.54	2,668.76	3,154.01	3,639.23	4,367.08
71	Sutton-on-Trent	1,477.65	1,723.93	1,970.19	2,216.47	2,709.01	3,201.57	3,694.12	4,432.94
72	Syerston	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
73	Thorney	1,462.89	1,706.71	1,950.51	2,194.33	2,681.95	3,169.59	3,657.22	4,388.66
74	Thorpe	1,466.82	1,711.30	1,955.75	2,200.23	2,689.16	3,178.12	3,667.05	4,400.46
75	Thurgarton	1,478.48	1,724.90	1,971.30	2,217.72	2,710.54	3,203.38	3,696.20	4,435.44
76	Upton	1,474.27	1,719.99	1,965.69	2,211.41	2,702.83	3,194.27	3,685.68	4,422.82
77	Walesby	1,511.37	1,763.28	2,015.16	2,267.06	2,770.84	3,274.65	3,778.43	4,534.12
78	Wellow	1,467.43	1,712.00	1,956.56	2,201.14	2,690.28	3,179.43	3,668.57	4,402.28
79	Weston	1,467.31	1,711.86	1,956.40	2,200.96	2,690.06	3,179.17	3,668.27	4,401.92
80	Wigsley	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
81	Winkburn	1,445.65	1,686.59	1,927.52	2,168.47	2,650.35	3,132.24	3,614.12	4,336.94
82	Winthorpe	1,463.71	1,707.67	1,951.61	2,195.57	2,683.47	3,171.39	3,659.28	4,391.14
83	Fernwood	1,495.68	1,744.97	1,994.23	2,243.52	2,742.07	3,240.65	3,739.20	4,487.04
84	Kings Clipstone	1,500.97	1,751.13	2,001.28	2,251.45	2,751.77	3,252.10	3,752.42	4,502.90

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	1,455.69	1,698.32	1,940.92	2,183.54	2,668.76	3,154.01	3,639.23	4,367.08
**	Kneesall, Kersall, Ompton	1,460.24	1,703.62	1,946.98	2,190.36	2,677.10	3,163.86	3,650.60	4,380.72
***	Winthorpe, Langford	1,463.71	1,707.67	1,951.61	2,195.57	2,683.47	3,171.39	3,659.28	4,391.14
*** *	East Stoke, Thorpe	1,466.82	1,711.30	1,955.75	2,200.23	2,689.16	3,178.12	3,667.05	4,400.46

8. **determine that the Council's basic amount of council tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and that the referendum provisions in Chapter 4ZA do not apply for 2022/23. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2022/23 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.**

## ANNUAL COUNCIL MEETING – 17 MAY 2022

### ADOPTION OF NEW GOVERNANCE ARRANGEMENTS

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

- 1.1 For Full Council to approve the constitutional changes required to enable the Council to implement a revised system of governance, Executive Arrangements (the Cabinet System), from 17 May 2022.

#### **2.0 Background Information**

- 2.1 At its meeting held on 4 May 2021 Full Council resolved to adopt a Leader and Cabinet style of governance, with implementation to take effect from May 2022, and appointed a small Members Working Group, tasked with formulating the detail of how the new governance arrangements should operate.
- 2.2 The Working Group's progress was reported to Full Council on 14 December 2021, and on 8 March 2022 the Council approved the final design (structure) of the new governance arrangements. Draft constitutional documents were presented for information as the process of drafting and review was ongoing at that date.
- 2.3 On 30 March 2022, an initial training session for Members in respect of the new arrangements was delivered by the Local Government Association (LGA). The LGA also facilitated three team development workshops for the proposed Portfolio Holders, Chairman and Vice Chairman of the proposed Policy & Performance Improvement Committee, and the Officer Senior Leadership Team. Several training sessions for Officers have also been delivered in preparation for the implementation of the new arrangements.
- 2.4 All Members have also been invited to a briefing on the proposals on Thursday 12 May 2022 following the publication of the agenda, but ahead of this Annual Meeting of Full Council. A second training session, led by the Officers who have supported the working group, will be delivered on Wednesday 25 May 2022.

#### **3.0 Proposals**

- 3.1 A complete version of the proposed revised Constitution has been published as a separate appendix to this report. A brief overview of the content is provided below.
- 3.2 **Part A** provides a summary and introduction, updated to reflect the new arrangements.
- 3.3 **Part B** groups together all '**Public Participation**' elements. The information most relevant to residents is here: Petitions Scheme, raising Questions at Full Council, the Tenant Engagement Board, and how to access formal meetings and the documents relating to them.
- 3.4 **Part C** is '**Responsibility for Functions**'. This sets out authority for decision-making by Full Council and its Committees, Cabinet and its Committees (note the Mansfield and District Crematorium Joint Committee is a Committee of Cabinet as it discharges Executive Functions), individual Portfolio Holders and Officers. This is the Part of the Constitution that has been revised most significantly as the four operational committees have been removed,

and the Cabinet established. This section includes the individual Portfolios appointed by the Leader. It also includes one advisory body – the Planning Policy Board which replaces the Local Development Framework Task & Finish Group. The Officer Scheme of Delegation has been updated and re-written, but in practice the types of decisions delegated to Officers is unchanged.

- 3.5 **Part D** contains ‘**Procedure Rules**’ for formal meetings. The procedure rules for Full Council and Committees have been updated and re-written, and rules for Cabinet and Policy and Performance Improvement Committee added. The new Call-in Procedure and the Procedure for taking Urgent Decisions (adapted for Executive Arrangements) are also included in this Part. The Member training on Wednesday 25 May 2022 will have particular emphasis on this Part of the Constitution.
- 3.6 **Part E** is ‘**Financial Governance**’ with updated versions of documents contained in the current Constitution, including a fully revised version of the Contract Procedure Rules and the addition of the Land Acquisitions and Disposals Policy.
- 3.7 **Part F** is focussed on ‘**Councillors**’, with the Code of Conduct, Protocol on Gifts and Hospitality, Social Media Protocol and the Members Allowance Scheme (reported separately on this agenda and to be added to the Constitution once implemented).
- 3.8 **Part G** is focussed on ‘**Officers**’, with the Employee Code of Conduct and Officer Employment Procedure Rules.
- 3.9 Finally, **Part F** contains protocols that are applicable to Officers and Members. These are the Protocol for Decision-Making, Protocol for Appointments to Outside Bodies, and Local Code on Corporate Governance. Some Protocols/Policies that are contained in the current Constitution have been removed, either because they are no longer required or because the relevant Committee will have oversight going forward, and the ability to approve amendments and updates. These are detailed in the table below:

<b>Protocol/Policy</b>	<b>Change</b>
Protocol for dealing with Ombudsman matters	Not required – responsibility included in terms of reference for Audit & Governance Committee and relevant Portfolio Holder/s
Protocol for Members on dealing with Planning Matters	Planning Committee to retain responsibility and review
Protocol - Member passing away	Democratic Services to maintain and review
Whistleblowing Policy	Published on staff intranet – responsibility included in terms of reference for Audit & Governance Committee
Scheme for Appointment of Honorary Alderman and Freeman/woman	Democratic Services to maintain and review
Scheme of the Admission of Honorary Freeman/woman	Democratic Services to maintain and review
Protocol relating to the Independent Person	Not required - responsibility included in terms of reference for Audit & Governance Committee

Protocol relating to remote meetings	No longer applicable but would re-instated if required
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3.10 The draft sections of the revised Constitution that were presented for noting on 8 March 2022 have been refined, but few material amendments have been made, except:

3.10.1 The order of different sections has been revised with the intention of grouping related content together in a more practical way; and

3.10.2 Following further consideration the Officer Scheme of Delegation has been revised, but as stated above, in practice the types of decisions delegated to Officers is unchanged from the current Constitution or the draft presented in March.

3.11 The proposed Officer Scheme of Delegation applies to senior Officers only and some formal sub-delegation is required (as is the case with the current Constitution). It is proposed that all sub-delegations to Officers effective prior to this meeting of Full Council remain in full effect during a transitional period while any necessary updates are implemented by Officers, and in respect of planning delegations in particular until a revised Scheme of Delegation is adopted by the Council’s Planning Committee.

3.12 As reported to Full Council in December 2021, the Working Group established a set of principles to underpin the new arrangements, taking into account the aims and priorities identified by Full Council on 4 May 2021. These are set out below.

Inclusion	Ownership	Transparent & Agile	Challenge Performance	Modern & Accessible	Connected
<ul style="list-style-type: none"> <li>•Members feeling involved and well-informed</li> <li>•Members are able to contribute</li> </ul>	<ul style="list-style-type: none"> <li>•The Executive operates as a team, but</li> <li>•Individual members of the Executive take ownership and accountability for their portfolios</li> </ul>	<ul style="list-style-type: none"> <li>•Agile, clear and appropriate decision-making</li> <li>•Swift where it needs to be</li> <li>•Transparent</li> <li>•The ‘right’ decisions being made at the ‘right’ level by the ‘right’ portfolio</li> </ul>	<ul style="list-style-type: none"> <li>•Purposeful, constructive and challenging performance review</li> <li>•Open to external outlook and input</li> </ul>	<ul style="list-style-type: none"> <li>•Modern</li> <li>•Bureaucracy light</li> <li>•Accessible and easy to understand</li> </ul>	<ul style="list-style-type: none"> <li>•Linked up to locality</li> <li>•Connected Cabinet and Performance Review</li> </ul>

3.13 It is proposed that the Member Working Group is reconvened and continues to meet as necessary in order to review the effectiveness of the new arrangements in the context of this set of principles. It is proposed that the Audit & Governance Committee receive a report in approximately six months’ time to reviewing the new arrangements. In the meantime, the Monitoring Officer has authority, by virtue of the proposed new Scheme of Delegation to Officers, to make any minor amendments to the Constitution which are required to remove any inconsistency or ambiguity, reflect legislative changes or are required to give effect to any decision of the Council or its Committees. Any material amendments would need to be reported to Full Council for approval.

3.14 Practical arrangements will also be implemented with immediate effect including new and updated templates for formal reports accompanied by report writing guidance. The Councils committee management software solution will be utilised to enable the publication Executive Decisions (which must be published for 3 working days before they can be implemented) and the Forward Plan which gives 28 days' notice of all 'Key Decisions'. Members will receive appropriate notifications by email. The purpose of these publications and why they are necessary in order for non-Executive Members to undertake their roles, will be incorporated in the Member training to be held on Wednesday 25 May 2022.

#### **4.0 Equalities Implications**

4.1 It is essential for the Council to consider equalities in its decision-making. The revised Constitution includes appropriate provision.

#### **5.0 Financial Implications (21-22/5006)**

5.1 The changes in Governance arrangements described above are not anticipated to add any additional costs to the Councils revenue budget going forward.

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

6.1 The Council's revised governance arrangement align with the Community Plan purpose and values – always looking to improve and innovate, and demonstrating integrity.

#### **7.0 RECOMMENDATIONS that:**

- (a) the Council adopts the revised Constitution as attached as an appendix to the report with immediate effect, with the exception of the Full Council Procedure Rules which will take effect from 18 May 2022;**
- (b) all sub-delegations to Officers effective prior to the meeting of Full Council remain in full effect during a transitional period while the necessary updates are implemented by Officers, and in respect of planning delegations in particular until a revised Scheme of Delegation is adopted by the Council's Planning Committee; and**
- (c) a further report be brought to Audit & Governance Committee in six months' time to review the revised governance arrangements and consider whether any changes are necessary.**

#### **Background Papers**

Nil.

For further information please contact Nigel Hill – Business Manager – Elections & Democratic Services on Ext. 5243.

Sue Bearman  
Assistant Director – Legal & Democratic Services and Monitoring Officer

## ANNUAL COUNCIL MEETING – 17 MAY 2022

### DEPUTY LEADER, CABINET MEMBERS AND PORTFOLIO HOLDER APPOINTMENTS

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

1.1 To note the following appointments of the Executive Leader of the Council:

##### **Deputy Leader**

Councillor Keith Girling

##### **Cabinet Members**

Councillor David Lloyd  
Councillor Keith Girling  
Councillor Rhona Holloway  
Councillor Tim Wendels  
Councillor Roger Jackson  
Councillor Paul Peacock

##### **Portfolio Holders**

Strategy Performance & Finance – Councillor David Lloyd  
Organisational Development & Governance – Councillor Keith Girling  
Economic Development & Visitors – Councillor Rhona Holloway  
Homes & Health – Councillor Tim Wendels  
Cleaner, Safer, Greener – Councillor Roger Jackson

1.2 A list of functions which fall within each Portfolio for which the Leader has delegated responsibility are set out in the Council's revised Constitution for information.

#### **2.0 RECOMMENDATION**

**To note the appointments of the Deputy Leader, Cabinet Members and Portfolio Holders.**

##### Background Papers

Nil.

David Lloyd  
Leader of the Council

## **ANNUAL COUNCIL MEETING**

**17 MAY 2022**

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

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

1.1 To consider 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, given the new governance arrangements.

#### **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 Council may recall that at their meeting held on 14 December 2021, they granted a further dispensation for Councillor Neal Mitchell for non-attendance at meetings for a six month period due to personal health reasons. I have to inform the Council that unfortunately there has been no change in those personal medical circumstances and Councillor Mitchell therefore submitted his resignation as a District Councillor to me on 6 May 2022.

#### **3.0 Present Position**

3.1 Given the resignation of Councillor Mitchell, the seats held by each Group on the Council are now as follows:-

	<u>No. of Seats</u>
Conservative	30
Labour	5
Liberal Democrat	2
Independent	1
<i>Vacancy</i>	<i>1</i>

3.2 Under the proposed new Leader / Executive model of governance only certain Committees are required to reflect the political balance. Based on the proposed new governance arrangements, there are a total of 77 seats on Committees which must comply with political balance rules.

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

<u>Committee</u>	<u>No. of Members</u>
Policy & Performance Improvement Committee	15
Planning Committee	15
Licensing Committee	15
General Purposes Committee	15

Audit & Governance Committee	12
Board of Gilstrap Trustees	5
<b>Total</b>	<b>77 seats</b>

Based on these new arrangements the following calculation can be made:-

- a) No of seats on Council = 39 (but the calculations have been made on 38 given the vacancy following the resignation of Councillor Mitchell)

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

	%
Conservative	78.95
Labour	13.16
Liberal Democrats	5.26
Independent	2.63
	<hr style="width: 50%; margin: auto;"/> 100%

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

			<u>Rounded</u>
Conservative	77 x 78.95%	60.79	61
Labour	77 x 13.16%	10.13	10
Liberal Democrats	77 x 5.26%	4.05	4
Independent	77 x 2.63%	2.03	2
			<hr style="width: 50%; margin: auto;"/> 77 <hr style="width: 50%; margin: auto;"/>

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

Conservative	61
Labour	10
Liberal Democrats	4
Independent	2

- 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.
- 3.5 The Council may recall that at their last meeting, the membership of the Audit & Governance Committee was increased to 12, with the intention to secure a wider membership as practicable. This does not widen the membership enough to include a Liberal Democrat member, so the Conservative Group have indicated that they will allocate one of their seats to the Liberal Democrat Group.

#### 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**

	Conservative	Labour	Liberal Democrats	Independent	Total seats by Committee
Policy & Performance Improvement Committee	12	2	1	0	15
Planning Committee	12	2	1	0	15
General Purposes	11	2	1	1	15
Licensing	11	2	1	1	15
Audit & Governance Committee*	11	1	0	0	12
Board of Gilstrap Trustees	4	1	0	0	5
<b>Total seats by Group</b>	<b>61</b>	<b>10</b>	<b>4</b>	<b>2</b>	<b>77</b>

\* Note – the Conservative Group will give a single seat to the Liberal Democrat Group to give a wider representation on the Committee

## **ANNUAL COUNCIL MEETING – 17 MAY 2022**

### **TO ALLOCATE CHAIRMEN, VICE-CHAIRMEN AND MEMBERS TO COMMITTEES ETC.**

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

- 1.1 To agree the composition of the Council's Committees and make appointments to the positions of Chairmen and Vice-Chairmen.

#### **2.0 Background Information**

- 2.1 The earlier report on the agenda set the structure of Council Committees for 2022/23 and allocated seats to groups in accordance with the political composition of the Council in accordance with the requirements of Section 15 of the Local Government and Housing Act 1989.
- 2.2 The Council also appoints Members to other committees, joint committees, boards and working groups which do not need to meet the requirements of Section 15 of the Local Government and Housing Act 1989.
- 2.3 The full schedule of appointments will be circulated at the meeting once they have been received from the political groups.

#### **3.0 Proposals**

- 3.1 The Council are asked to make the appointments of the Chairmen and Vice-Chairman on Committees as set out in the table below, and agree the other appointments which will be set out on the schedule to be circulated.

<b>Committee</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Policy & Performance Improvement Committee	Councillor Ronnie White	Councillor Penny Rainbow
Planning Committee	Councillor Roger Blaney	Councillor Linda Dales
Licensing and General Purposes Committees	Councillor Rita Crowe	Councillor Ivor Walker
Audit & Governance Committee	Councillor Sylvia Michael	Councillor Robert Crowe
Board of Gilstrap Trustees	To be confirmed	

#### **4.0 RECOMMENDATION**

**That the Council approve the appointments of the Chairmen and Vice-Chairmen on Committees and the appointment of other Members to committees etc. as per the schedule to be circulated at the meeting.**

#### **Background Papers**

Nil

For further information please contact Nigel Hill on 01636 655243

John Robinson  
Chief Executive

## **ANNUAL COUNCIL MEETING - 17 MAY 2022**

### **APPOINTMENT OF NON-VOTING INDEPENDENT MEMBER ON THE AUDIT & GOVERNANCE COMMITTEE**

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

- 1.1 To consider the appointment of Clive Richardson as a non-voting Independent member of the new Audit & Governance Committee.

#### **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 their Committee on a non-voting basis. This decision was approved by Council on 9 March 2021.
- 2.2 An Independent Member was sought and appointed by Council on 13 July 2021/ The Independent Member attended the Audit & Accounts Committee meeting on the 28 July 2021, but unfortunately due to receiving a promotion in their main occupation, tendered their resignation prior to the September 2021 meeting.
- 2.3 Since that point, a recruitment exercise was undertaken for which no applications were received.
- 2.4 Existing Members of the Audit & Accounts Committee reached out to their wider community, from which one individual took an interest in the role.
- 2.5 A panel consisting of the Chair of the Audit & Accounts Committee together with Councillor Donna Cumberlidge and the Business Manager – Financial Services met with the individual on 25 February 2022 in order to assess their suitability for the role.
- 2.6 It was unanimously felt that the individual would assist and support the Committee in their capacity as Independent Member due to their previous role of Head teacher at a local school. It was considered that this would provide invaluable experience that the Committee could draw on.
- 2.7 The Audit & Accounts Committee considered this appointment at its meeting on 27 April 2022, and unanimously agreed to recommend to Full Council the appointment of Mr Clive Richardson.
- 2.8 It is therefore proposed that Clive Richardson be appointed as the non-voting Independent member of the Audit & Governance Committee. This position will be reviewed annually to ensure that both parties are content to continue with the arrangements.

#### **3.0 RECOMMENDATION**

**That the appointment of Clive Richardson to the position of non-voting Independent member on the Audit & Governance Committee be approved.**

Background Papers

Nil.

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

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

## ANNUAL COUNCIL MEETING – 17 MAY 2022

### REVISED SCHEDULE OF MEETINGS FOR 2022/23

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

- 1.1 To approve a revised Schedule of Meetings covering the period May 2022 to May 2023, reflecting the proposed new governance arrangements to be implemented as from this meeting of the Council.

#### **2.0 Background Information**

- 2.1 As Members will be aware, a Schedule of Meetings, based on the new governance arrangements, was agreed by the Full Council at the meeting held on 14 December 2021.
- 2.2 Since that Schedule was agreed, the Governance Review Working Party have been further considering the governing arrangements which has required changes to the Schedule as was agreed.
- 2.3 There is now clarity that a Shareholder Committee will not be convened; that an additional meeting of the Policy & Performance Improvement Committee was required in January 2023; and that meetings of the Planning Committee would continue to meet at 4.00pm.
- 2.4 In addition, there has been discussion within the Working Party that it would be beneficial for the Cabinet to meet on a Tuesday (rather than a Wednesday as had been proposed) given publication dates and reporting by local media. As such the Schedule has been further revised to accommodate such a move, with the Planning Committee meetings now being proposed to be held on Thursdays.
- 2.4 Members are also requested to note that the meeting frequency and dates for the Tenant Engagement Board and Planning Policy Board will be agreed by those bodies once their membership had been agreed.
- 2.5 The proposed revised draft Schedule of Meetings for 2022/23 is attached as an **Appendix** to the report.

#### **3.0 RECOMMENDATION**

**That the proposed revised Schedule of Meetings for 2022/23 be approved.**

#### Background Papers

Nil.

For further information please contact Nigel Hill on extension 5243.

John Robinson  
Chief Executive

**MAY 2022 – MAY 2023**

<b>2022</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>May</b>	2 BANK HOLIDAY	3	4	5	6
	9	10	11	12	13
	16	17 ANNUAL COUNCIL	18	19	20
	23	24	25	23	27
	30	31			
<b>June</b>			1	2 BANK HOLIDAY	3 BANK HOLIDAY
	6	7 CABINET	8	9 PLANNING	10
	13 POLICY & PERFORMANCE IMPROVEMENT	14	15	16	17
	20	21	22	23 GENERAL PURPOSES & LICENSING	24
	27	28	29	30	
<b>July</b>	4	5	6	7 PLANNING	8
	11	12 CABINET	13	14	15
	18	19 COUNCIL	20	21	22
	25	26	27 AUDIT & GOVERNANCE	28	29

<b>2022</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
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<b>August</b>	1	2	3	4	5
	8	9	10	11 PLANNING	12
	15	16	17	18	19
	22	23	24	25	26
	29 BANK HOLIDAY	30	31		
<b>September</b>				1	2
	5	6	7	8 PLANNING	9
	12 POLICY & PERFORMANCE IMPROVEMENT	13	14	15 GENERAL PURPOSES & LICENSING	16
	19	20 CABINET	21	22	23
	26	27	28	29	30
<b>October</b>	3	4	5	6 PLANNING	7
	10	11	12	13	14
	17	18 COUNCIL	19	20	21
	24	25	26	27	28
	31				

<b>2022/23</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
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<b>November</b>		1 CABINET	2	3	4
	7	8	9	10 PLANNING	11
	14	15	16	17	18
	21	22	23	24	25
	28 POLICY & PERFORMANCE IMPROVEMENT	29	30 AUDIT & GOVERNANCE		
<b>December</b>				1 GENERAL PURPOSES & LICENSING	2
	5	6 CABINET	7	8 PLANNING	9
	12	13 COUNCIL	14	15	16
	19	20	21	22	23
	26 BANK HOLIDAY	27 BANK HOLIDAY	28	29	30
<b>January</b>	2 BANK HOLIDAY	3	4	5	6
	9	10	11	12	13
	16	17 CABINET	18	19 PLANNING	20
	23	24	25	26	27
	30 POLICY & PERFORMANCE IMPROVEMENT	31			

2023	Monday	Tuesday	Wednesday	Thursday	Friday
February			1 AUDIT & GOVERNANCE	2	3
	6	7 COUNCIL	8	9	10
	13	14	15	16 PLANNING	17
	20	21 CABINET	22	23	24
	27	28			
March			1	2 GENERAL PURPOSES & LICENSING	3
	6 POLICY & PERFORMANCE IMPROVEMENT	7	8	9 COUNCIL (TAX)	10
	13	14	15	16 PLANNING	17
	20	21	22	23	24
	27	28	29	30	31
April	3	4 CABINET	5	6	7 BANK HOLIDAY
	10 BANK HOLIDAY	11	12	13	14
	17	18	19	20 PLANNING	21
	24	25	26 AUDIT & GOVERNANCE	27	28

2023	Monday	Tuesday	Wednesday	Thursday	Friday
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<b>May</b>	1 BANK HOLIDAY	2	3	4 DISTRICT & PARISH ELECTIONS	5
	8	9	10	11	12
	15	16 ANNUAL COUNCIL	17	18	19
	22	23	24	25	26
	29 BANK HOLIDAY	30	31		

All meetings will start at 6.00pm, with the exception of the Planning Committee which will start at 4.00pm.

*Note - There are 11 Planning Committees on the schedule which is due to the District Elections scheduled to be held on 4 May 2023.*

DRAFT

## ANNUAL COUNCIL MEETING – 17 MAY 2022

### MEMBERS ALLOWANCES – REPORT OF THE INDEPENDENT REMUNERATION PANEL / MEMBERS TRAVEL EXPENSES

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

- 1.1 To inform the Council of the final report and recommendations of the Members Independent Remuneration Panel.
- 1.2 To enable the Council to set a scheme of Members' Allowances in accordance with the Local Authorities (Members' Allowances) (England) Regulations.
- 1.3 To further consider the circumstances in which Members can claim travel expenses in light of the new governance arrangements.

#### **2.0 Background Information**

- 2.1 As Members will be aware, the Full Council agreed to reconvene the Independent Remuneration Panel at their meeting held on 12 October 2021. The Panel comprised of John Shaw (Chairman) and Sarah Brittan and Paul Cox, the Council's two Independent Members.
- 2.2 The Panel had previously conducted a review in late 2020 and their final report at that time was considered by the Full Council at their meeting held on 9 March 2021. The Council approved the recommendations made by the Panel in their report, but resolved not to implement at the current time, given the pandemic, the constraints on public sector pay and the review of the Council's governance arrangements.
- 2.3 The reconvened Panel undertook this further review of Members Allowances in the context of the proposed new governance arrangements to be implemented as from May 2022.
- 2.4 The Regulations set out the range of allowances that can be paid to Councillors and the requirement to have an Independent Remuneration Panel to make recommendations to the Council regarding Members' Allowances.
- 2.5 The basic role of the Panel was to make recommendations as to:
  - the level of Basic Allowance for all Members
  - the categories of special responsibility for which a Special Responsibility Allowance should be paid and the levels of those allowances
  - as to whether Dependent Carers' allowance should be payable to Members and the amount of such an allowance
  - travelling and subsistence allowances
  - any annual increase
- 2.4 The Final Report of the Independent Remuneration Panel is attached as **Appendix A** for consideration by the Council.
- 2.5 The Council must consider the report of the Panel before it sets a scheme for payment of Councillors' Allowances and may decide whether or not to adopt the recommendations of

the panel. The Report of the Panel has been considered by the Councillors' Commission. Details of which are contained in Section 3.0 of the report.

- 2.6 Any new Scheme will need to be implemented as from this meeting, given the changes in governance.
- 2.7 It is considered that the next independent review of Members Allowances should be undertaken ahead of the 2027 District Council elections unless any changes in circumstances require an earlier review.

### **3.0 Councillors' Commission**

- 3.1 The Commission considered a first draft of the final report of the Independent Remuneration Panel at their meeting held on 23 February 2022. At that meeting the Commission expressed concerns in relation to anomalies in the report compared to the previous report which was approved, but not implemented, by the Council in March 2021.
- 3.2 Given these anomalies, the Commission recommended deferral of the final Independent Remuneration Panel Report until this Annual Council Meeting.
- 3.3 This proposed deferral was agreed by the Full Council on 8 March 2022, and the Independent Review Panel were asked to review their first report for consistency and in the context of its previous recommendations made in March 2021. A revised Report was submitted to the Council on 30 March, following consideration of the points put forward by the Councillors' Commission.
- 3.4 The revised final report was considered by the Commission at their meeting held on 7 April 2022. They noted that the Panel had acted positively in respect of the matters the Commission had raised, and that the inconsistencies had been addressed. Therefore, the Commission recommended adoption of the Final Report to the Council, as the new Scheme for Members Allowances.
- 3.5 The Commission also noted that the final report of the Panel did not make reference to the payment of the £8 allowance payable to Members of the Planning Committee for attending site visits which it was recommended should continue.
- 3.6 The Commission also noted that the final report had also been updated to reflect the latest pay award for 2021/22, therefore it was proposed that the first pay award for the new scheme be implemented with effect from 1 April 2023.

### **4.0 Members Travel Expenses**

- 4.1 At their meeting held on 7 April 2022, the Commission also considered the current provisions in respect of what Members could claim in respect of travel allowances. They had recommended to Full Council on 8 March 2022 that political group meetings which were convened for District Council business be defined as approved duties for the purposes of claiming travel expenses, which was approved by the Council. However, the Commission further considered if there were any further meetings which should be defined as an approved duty given the impending change in governance arrangements.

4.2 The Commission agreed that the Council should be recommended to approve as an approved duty, for the purposes of travel expenses, when Members attend Castle House on 'Council business' - for example attending training events, resolving ICT issues and attending appropriate meetings. The proviso for such attendance was that Members should be able to justify their attendance, and as far as possible, all 1 to 1 meetings with officers are held in a remote manner.

## **5.0 Financial Implications (FIN22-23/8322)**

5.1 The changes to Members' allowances as outlined in **Appendix A** forecast a 2022/23 full-year cost of £300,616 for Basic Allowances and Special Responsibility Allowances (SRAs) (paragraph 4.15 of appendix A). This excludes the cost of Travel and Subsistence Allowances and Childcare and Dependents Carers' Allowance (paragraphs 4.13 and 4.14).

5.2 The Revenue Budget and Council Tax Setting 2022/23 report approved at Full Council on 8 March 2022 contained a 2022/23 full-year budget of £299,600 for Basic Allowances and SRAs: £1,016 less than the £300,616 required. This would need to be funded through the General Fund balance.

5.3 The Revenue Budget and Council Tax Setting 2022/23 report approved at Full Council on 8 March 2022 contained a 2022/23 full-year budget of £6,000 in respect of travel allowances for Members. This was based upon the 2019/20 year (the last full year pre-pandemic) whereby £5,992 was claimed in respect of travel allowances.

5.4 Where the scope is widened and Members claim further expenses, this is likely to exceed the approved budget, which would need to be funded through the General Fund balance.

## **6.0 RECOMMENDATIONS that:**

**(a) the Council considers the report of the Independent Remuneration Panel and implements a new Scheme of Members Allowances with effect from 18 May 2022, with the first pay award being implemented with effect from 1 April 2023;**

**(b) within the new Scheme, an allowance of £8 continues to be payable to Members of the Planning Committee for attending site visits; and**

**(c) attending Castle House on Council business be defined as an approved duty for the purposes of Members travel expenses, subject to the provisions set out in paragraph 4.2 of the report.**

### Background Papers

Nil

For further information please contact Nigel Hill on extension 5243.

John Robinson  
Chief Executive

**NEWARK & SHERWOOD DISTRICT COUNCIL**  
**REPORT OF THE INDEPENDENT REMUNERATION PANEL**  
**RECOMMENDATIONS FOR THE SCHEME OF MEMBERS ALLOWANCES FOR 2022/23**  
**MARCH 2022**

**1. Introduction**

The Independent Remuneration Panel (IRP) has a responsibility to make recommendations to Newark and Sherwood District Council (the Council) on the levels of allowances to be paid to Members of the Council. This report has been prepared in accordance with current legislation and guidance.

The Panel members are:

Sarah Britton	-	Newark & Sherwood
Paul Cox	-	Rushcliffe
John Shaw (Chairman)	-	North Kesteven

**2. Purpose of the Review**

To review the changes occurring from the adoption of a Leader and Cabinet style of governance with implementation to take effect from May 2022. The recommendations made in this report are in respect of the proposed new Cabinet structure.

In undertaking the review, the IRP is required to consider all existing allowances paid, as currently detailed in the Members Allowance Scheme for the Council, and also consider if any position of special responsibility which is not currently paid an allowance should be. It must make any recommendations to the Council that it considers appropriate.

This review builds on the work undertaken by the same IRP which was reported to the Councillors' Commission 25 February 2021 and the Full Council on 9 March 2021. The recommendations made in that report were approved in full by the Council but the changes to the Scheme of Members Allowances were not implemented at that time given the pandemic, the constraints on public sector pay and the review of the Council's governance arrangements. The contents of that panel report needs to be read as background to this report.

**3. Review Process**

The contents of Councillors' Commission report 2 December 2021 and Full Council report 14 December 2021 both entitled Proposals for New Governance Arrangements, have been considered and used as a starting point for this review. The recent 1.75% increase has been taken into account when calculating the changes in cost.

The review has looked at all of the Council's rates of remuneration in comparison with, other Nottinghamshire District Councils and neighbouring District Councils operating on a cabinet system.

The IRP received help and advice from both Officers and Members of the Governance Review Working Party and we are grateful for their assistance. A list of all those involved is shown in Appendix One.

We understand that our recommendations will be considered by the Councillors' Commission ahead of the report being presented to the Full Council on 17 May 2022, for a decision with regard to the level of allowances to be paid to Members. All meetings of the IRP were conducted via Microsoft Teams.

#### **4. Findings**

##### **4.1 Basic Allowance**

No change from the findings and recommendation made for 2021/22.

**It is recommended that the basic allowance is increased to £5,250.**

##### **4.2 Leader of the Council**

The Leader of the Council's special responsibility allowance is currently £14,423 which puts it at the bottom of the sample districts. The position of Leader of the Council carries with it a high degree of responsibility on all portfolios, requiring considerable commitment. The new cabinet is smaller than most and the Leader has responsibility for Strategy, Performance and Finance within it. These changes together with those associated with devolution will lead to an increased level of autonomy.

**It is recommended that the SRA paid to the Leader of the Council is increased to £19,750.**

##### **4.3 Deputy Leader of the Council**

The Deputy Leader of the Council's SRA is currently £2,883 which puts it at the bottom of the sample districts. The average is £11,137. The changes to this role will see an increase in responsibility including deputising for the Leader.

**It is recommended that the SRA paid to the Deputy Leader of the Council is increased to £11,150.**

##### **4.4 Leader of the Main Opposition Group**

The Leader of the Main Opposition Group's SRA is currently £4,991 which puts it near the middle of the sample districts. The recommendation made for 2021/22 was £5,000. The changes will have a significant impact on this role making it the sole opposition spokesperson on the cabinet, for all areas.

**It is recommended that the SRA paid to the Leader of the Main Opposition Group is increased to £6,400.**

#### 4.5 Leader of Minority Opposition Groups

The Leaders of Minority Opposition Groups have a SRA of £853. No change is considered necessary.

**It is recommended that the allowances paid to Leaders of Minority Opposition Groups remain unchanged.**

#### 4.6 Cabinet Members

These are new and demanding roles. There are five portfolio cabinet members including the Leader and Deputy Leader. The Leader of the largest opposition party acts as a sixth voting member with no portfolio. This is a slightly smaller size cabinet compared to the others identified where the average size is seven. The new SRAs recommended for the Leader and Deputy Leader include their roles as Cabinet Members. The remaining three positions will be allocated a separate SRA.

**It is recommended that the SRA paid to Cabinet Members with portfolio (excluding the Leader and Deputy Leader) is £8,500.**

#### 4.7 Policy & Performance Improvement Committee

This is a new committee required to fulfil the statutory role of 'overview and scrutiny' and will be responsible for policy development and performance review. The roles of Chairman and Vice-Chairman are seen as crucial in the new structure. The representations received from all sources suggest a SRA higher than the average for both roles. The role of Vice-Chairman was seen as particularly important to this committee and the SRA has been set accordingly.

**It is recommended that the SRA paid to the Chairman of Policy & Performance Improvement is £8,500 and the Vice-Chairman's is £4,250.**

#### 4.8 Audit & Governance Committee

This will replace the existing Audit and Accounts Committee and take on the additional complexity associated with governance. The Chairman of Audit and Accounts Committee SRA is £1,956. An increase to £3,250 was recommended in 2021/22. It is understood that there will be a role of Vice-Chairman of this committee. If so, the Panel recommends that the position attract a SRA set at 25% of the Chairman's. The level of 25% is considered to be a fair and appropriate level for this type of committee.

**It is recommended that the SRA paid to the Chairman of Audit & Governance is £6,000 and the Vice-Chairman is £1,500.**

#### 4.9 Planning Committee

The Chairman and Vice-Chairman of Planning SRAs are £5,878 and £1,083 respectively. Further, representation was received concerning the long hours and lengthy agendas associated with the Planning Committee. However, it was felt that there were no new

reasons to change from the findings and recommendation made for 2021/22. The Panel still feels that the solutions should come from a reduction in workload by an increased utilisation of planning officers on the more minor planning applications. Seeking ideas and best practice from similar councils is also suggested. To maintain equilibrium among the Vice-Chairman SRAs it is recommended that this position is also increased to a rate of 25% of the Chairman's rate.

**It is recommended that the SRA paid to the Chairman of Planning is increased to £6,100 and the Vice-Chairman's is increased to £1,525.**

#### 4.10 Licensing and General Purposes Committees

The Chairman and Vice-Chairman of Licensing and General Purposes Committees SRAs are £3,470 and £509 respectively. To maintain equilibrium among the Vice-Chairman SRAs it is recommended that this position is also increased to a rate of 25% of the Chairman's rate.

**It is recommended that the SRA paid to the Chairman remains unchanged and that of the Vice-Chairman is increased to £868.**

#### 4.11 Number of SRAs Allowed

No change from the findings and recommendation made for 2021/22.

**It is recommended that the current rule allowing more than one SRA be paid to an individual Member, is retained.**

#### 4.12 Indexation - Annual Increase

No change from the findings and recommendation made for 2021/22.

**It is recommended that the practise of reviewing the allowances annually, in line with changes to spinal column point 49 for local government staff should continue.**

#### 4.13 Travel and Subsistence Allowances

As part of the review the panel were asked to give consideration to whether claims could be made by Members for ward/constituency business and attending political group meetings. A review of what other Nottinghamshire District Councils allow made it clear that attending political group meetings was not claimable. Claims for ward/constituency work is not so clear cut. However, the Panel considered that this was a matter for the Council to determine as they could define such activities as approved duties for the purposes of claiming allowances.

#### 4.14 Childcare and Dependents Carers' Allowance

A review of the rates paid by other Nottinghamshire District Councils showed that the rates paid by this council are the highest at up to £10 per hour for costs actually incurred, or more in exceptional circumstances. The Panel supports the continuation of a payment of up to £10 per hour or more in exceptional circumstances. We agree that Members should only be required to produce receipts in support of claims where production of receipts is normal

practice. In circumstances where a more informal arrangement is used, Members should provide a statement as part of each claim showing what allowance is being claimed for and who is providing the care.

**It is recommended that the current rates payable and procedures for Childcare and Dependents Carers' allowances are continued.**

#### 4.15 Cost Implications

	Current Costs	Previous Recommendations 2021/22	New Recommendations 2022/23
SRAs	£61,295	£75,935	£95,866
Basic Allowance	£203,307	£204,750	£204,750
Total	£264,602	£280,685	£300,616

### 5. Summary of Main Recommendations

It is recommended that:

- 5.1 The basic allowance is increased to £5,250.
- 5.2 The SRA paid to the Leader of the Council is increased to £19,750.
- 5.3 The SRA paid to the Deputy Leader of the Council is increased to £11,150.
- 5.4 The SRA paid to the Leader of the Main Opposition Group is increased to £6,400.
- 5.5 The SRA paid to the other Cabinet portfolio holders is £8,500.
- 5.6 The SRA paid to the Chairman of Policy and Performance Improvement is £8,500 and the Vice-Chairman's is £4,250.
- 5.7 The SRA paid to the Chairman of Audit and Governance is £6,000 and the Vice-Chairman's is £1,500.
- 5.8 The SRA paid to the Chairman of Planning is increased to £6,100 and the Vice-Chairman's is increased to £1,525.
- 5.9 The SRA paid to the Vice-Chairman of Licensing and General Purposes is increased to £868.
- 5.10 All remaining other allowances are unchanged.

### 6. Cost of Recommendations

Ref.	Positions	Current Rate	Recommended New Rate	Additional Cost
6.1	Basic Allowance (39)	£5,213	£5,250	£1,443
6.2	Leader of the Council	£14,423	£19,750	£5,327

6.3	Deputy Leader of the Council	£2,883	£11,150	£8,267
6.4	Leader of the Main Opposition Group	£4,991	£6,400	£1,409
6.5	Leaders of Minority Opposition Groups	£853	£853	£0
6.6	Cabinet Portfolio Holders (3)	n/a	£8,500	£25,500
6.7	Chairman of Policy and Performance Improvement Committee	n/a	£8,500	£8,500
6.8	Vice-Chairman of Policy and Performance Improvement Committee	n/a	£4,250	£4,250
6.9	Chairman of Audit and Governance Committee	n/a	£6,000	£6,000
6.10	Vice-Chairman of Audit and Governance Committee	n/a	£1,500	£1,500
6.11	Chairman of Planning Committee	£5,878	£6,100	£222
6.12	Vice-Chairman of Planning Committee	£1,083	£1,525	£442
6.13	Chairman of the Licensing and General Purposes Committee	£3,470	£3,470	£0
6.14	Vice-Chairman of the Licensing and General Purposes Committee	£509	£868	£359
	Less savings from deleted roles.			-£27,205
			<b>Total Increase</b>	<b>£36,014</b>

**Governance Review Working Party:**

- CLlr David Lloyd - Leader of the Council
- CLlr Roger Blaney - Chairman of Planning Committee
- CLlr Sylvia Michael - Chairman of Audit & Accounts
- CLlr Rhona Holloway - Vice-Chairman of Homes & Communities Committee

**Officers:**

- John Robinson - Chief Executive
- Sanjiv Kohli - Deputy Chief Executive and Section 151 Officer
- Sue Bearman - Assistant Director - Law & Democratic Services
- Nigel Hill - Business Manager – Elections & Democratic Services
- Nick Wilson - Business Manager – Financial Services

## 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, 17 March 2022 at 6.00 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor Mrs R Holloway, Councillor R Jackson, Councillor P Peacock and Councillor T Wendels

APOLOGIES FOR ABSENCE: Councillor K Girling (Vice-Chairman) and Councillor R White (Committee Member)

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

Councillor R Jackson declared a non-registerable interest in Agenda Item No. 9 – Newark Gateway Update – as Chairman of the Newark Showground.

Councillor T Wendels declared a non-registerable interest in Agenda Item Numbers 10, 13 and 14 – Redevelopment of Stodman Street, Newark and Loan to Arkwood Developments Limited - as a Director of Arkwood Developments Limited.

### 321 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

### 322 MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2022

The minutes from the meeting held on 21 February 2022 were agreed as a correct record and signed by the Chairman.

### 323 NEWARK TOWNS FUND UPDATE

The Director – Planning & Growth, presented a report which provided an updated on the Newark Town Deal and identified Towns Fund Priority Projects. The report gave a summary of progress on the Construction College; 20 Minute Town and the Newark Southern Link Road (SLR).

In respect of the SLR, it was noted that the Council signed a Memorandum of Understanding with the government to access the Levelling Up Grant. This provided agreement with the Council to provide funds across the financial years to 2023/24 which aligned with the associated activity to implement the scheme. This funding was accompanied by a governance process to oversee spend, the details of which were set out in Appendix A to the report.

AGREED (unanimously) that:

- (a) the update provided be noted; and

- (b) the proposed Governance arrangements for managing public grant received for the Newark Southern Link Road (SLR), as detailed at Appendix A to the report, be approved.

Reason for Decision

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

324 CASTLE GATEHOUSE PROJECT UPDATE

The Town Investment Project Manager presented a report which updated Members on the progress of the Castle Gatehouse project and which sought approval for the Outline Business Case to be progressed into a Summary Document and, subject to assurance, submitted to the Department of Levelling Up, Housing & Communities in order to draw down the funds.

The report set out the objectives for the redevelopment project and next steps with estimated costs, including the detail of if the bid to the National Heritage Lottery Fund were to be successful.

AGREED (unanimously) that:

- (a) the progress and next steps of the Castle Gatehouse project be noted;
- (b) the Committee approve, subject to assurance from the Council's Section 151 Officer (informed by Quod Consulting), that the Outline Business Case be progressed to a Summary Document for submission to DLUHC for the drawdown of funds; and
- (c) delegated authority be given to the Council's Section 151 Officer to assure any Full Business Case developed upon the receipt of a fully funded Castle Gatehouse scheme.

Reason for Decision

To allow the delivery of the Castle Gatehouse programme and associated benefits and outputs for the wider community.

325 THE CULTURAL HEART OF NEWARK PROJECT

The Director - Planning & Growth presented a report which updated Members on the progress of the Cultural Heart of Newark project within the Newark Towns Fund. The report sought approval for the Outline Business Case to be progressed into a Summary Document and subject to assurance, submitted to the Department of Levelling Up, Housing and Communities in order to draw down the funds and develop a Full Business Case (FBC) in 2022/2023. Through activity infrastructure and where possible public realm enhancement, the project intended to drive town centre regeneration through an enhanced and new events programme led by Newark Town Council.

Subject to approval, the project had been allocated a budget of £2.1m from the Newark Town Deal comprising £1.5m capital investment and £600k for revenue costs distributed over three financial years. The report outlined next steps in partnership with the Town Council to deliver the project.

AGREED (unanimously) that:

- (a) delegated authority be given to the Council's Section 151 Officer (informed by Quod Consulting) for approval of the Outline Business Case and progression of a Summary Document for submission to DLUHC for the drawdown of funds; and
- (b) delegated authority be given to the Council's Section 151 Officer to assure the Full Business Case when completed.

#### Reason for Decision

To progress the project towards Full Business Case in 2022/2023.

#### 326 NEWARK GATEWAY UPDATE

The Director - Planning & Growth presented a report which provided an update on the Newark Gateway site, including the International Air & Space Training Institute (IASTI©) and SiScLog Towns Fund projects.

In respect of the IASTI©, it was reported that terms had now been agreed between the Council and Lincoln College Group for a long lease of part of the former livestock market. Details of the terms were detailed in the exempt appendix to the report. It was noted that the IASTI© could proceed subject to this land deal and development of the full business case, as it was not reliant on or materially affected by the A46 Newark Northern Bypass considerations.

The report also provided an update in respect of the A46 preferred route announcement and the impact on the current lorry park to the degree to which this could facilitate relocation. It was noted that the current preferred site remained the Newark Showground. The Committee also noted that the preferred route announcement had affected the timetable for the SScLog project. The revised timetable was detailed in the report. The report also advised that there remained a third party who were interested in re-establishing a livestock market in Newark but a deliverable site was still to be identified.

AGREED (unanimously) that:

- (a) the progress and next steps for the Newark Gateway be noted; and
- (b) the addition of £500,000 to the Capital Programme to release to the Lincoln College Group as seedcorn funding to progress the IASTI project through RIBA stages 3 and 4, to be funded from Towns Fund allocation, be approved on the signing of an appropriate grant funding agreement.

### Reason for Decision

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

#### 327 REDEVELOPMENT OF 32 STODMAN STREET, NEWARK

The Business Manager – Economic Growth and Visitor Economy presented a report which updated Members on the progress of the 32 Stodman Street, Newark, redevelopment scheme, including the Green Book compliant Full Business Case. The report also sought approval for the appropriate disposal route and to progress the development to construction phase. Given the commercial sensitivities, the redacted figures and statements in the report were referenced in the exempt appendix.

The report set out the background information to the site and how the Council acquired ownership in since late March 2020 given the lack of commercial interest. In July 2020 the Newark Town Board proposed that the project to repurpose the building to provide commercial and retail units alongside new residential property, be put forward as one of ten priority projects as part of the Town Deal. Following the awarding of funding a full business case had now been completed and the key delivery and regeneration points were detailed in the report.

It was considered that the Council was now in sufficient receipt of information and regulatory approvals to be able to select its preferred disposal route and party, which was recommended to be a direct sale to Arkwood Developments on the basis of an Agreement to Lease prior to the commencement of development alongside a Lease which commits Arkwood to purchasing all of the residential units for an agreed purchase price upon practical completion.

AGREED (unanimously) that:

- (a) the exclusive disposal of 32 Stodman Street to Arkwood Developments Ltd. via an Agreement to Lease and Lease disposal route as detailed above, for the consideration of £[REDACTED], be approved subject to planning;
- (b) delegated authority be given to the Chief Executive to negotiate timings of receipts, and conclude other terms in consultation with the Monitoring Officer, Deputy Section 151 Officer and Business Manager for Corporate Services; and
- (c) subject to (a and b) above, the commencement of the commissioning process to appoint contractors to build out the redevelopment proposals within the capital funding envelope of £9.068m be approved.

### Reason for Decision

To allow the progression of the redevelopment of 32 Stodman Street, Newark.

(Having declared an interest, Councillor T Wendels left the meeting prior to the consideration of this item and for the remainder of the business at the meeting).

328 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.

329 NEWARK GATEWAY UPDATE - EXEMPT APPENDIX

The Committee considered the exempt appendix in relation to the Newark Gateway Update.

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

330 REDEVELOPMENT OF 32 STODMAN STREET, NEWARK

The Committee considered the exempt report in relation to the redevelopment of 32 Stodman Street, Newark.

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

331 LOAN TO ARKWOOD DEVELOPMENTS LIMITED

The Committee considered the exempt report in relation to the loan to Arkwood Developments Limited.

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

Meeting closed at 6.57 pm.

Chairman

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

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# Public Document Pack Agenda Item 22b

## 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, 31 March 2022 at 6.00 pm.

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

Councillor Mrs R Holloway, Councillor R Jackson, Councillor T Wendels  
and Councillor R White

ALSO IN ATTENDANCE: Councillor Mrs P Rainbow

APOLOGIES FOR ABSENCE: Councillor P Peacock (Committee Member)

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

There were no declarations of interest.

### 333 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

### 334 MINUTES OF THE MEETING HELD ON 17 MARCH 2022

The minutes from the meeting held on 17 March 2022 were agreed as a correct record and signed by the Chairman.

### 335 ANNUAL REVIEW OF EXEMPT ITEMS

The Committee considered a report which provided a list of the exempt items of business considered by the Committee for the period May 2020 to date. The views of report authors as to whether the information contained within the report remained confidential was provided in the report.

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.

336 WORKFORCE DEVELOPMENT STRATEGY

The Director - Customer Services & Organisational Development presented a report which sought approval for the Workforce Development Strategy. The Strategy, attached as Appendix A to the report, outlined how the Council would develop its workforce to ensure it would be able to meet the changing demands anticipated over the next five years.

AGREED (unanimously) that the Workforce Development Strategy be approved.

Reason for Decision

To ensure a robust and strategic approach is taken to workforce development.

337 RESPONSIVE REPAIRS POLICY

The Business Manager - Housing Maintenance & Asset Management presented a report which sought approval of the new Responsive Repairs Policy, attached as an appendix to the report. The Homes & Communities Committee considered the report at their meeting held on 14 March 2022 and had recommended approval.

The policy would apply to all Council rented homes and all communal areas of stock managed by Newark and Sherwood District Council, including leasehold properties. Briefing sessions on the new policy would take place with tenants following approval of the policy.

AGREED (unanimously) that the Responsive Repairs Policy be approved.

Reason for Decision

To provide clear guidance for all on repairing responsibilities for Council owned stock.

338 APPLICATION TO THE ARTS COUNCIL ENGLAND TO BECOME A NATIONAL PORTFOLIO ORGANISATION

The Business Manager - Heritage & Culture presented a report which explored the potential of the Arts Council England's 2023-26 Investment Programme and sought approval to submit an application to become a National Portfolio Organisation (NPO).

The report set out the proposals to focus on two of the Arts Council England outcomes – Creative People and Cultural Communities. The submission date for any application was 18 May 2022, as such, the report had been presented to the Committee before full plans had been developed. Detailed financial plans were still being costed, and the figure which the Council would apply for was still to be determined, but it was anticipated that a figure in the region of £300,000 was reasonable.

The proposed funding would deliver activity, events and community engagement, upskilling and development of staff, governance, volunteers and participants and

sector specialist roles for both front line delivery and strategic development and partnership building.

AGREED (unanimously) that:

- (a) the proposals to submit an application, based around the activity and development plans explored in paragraphs 3.2 - 3.3 of the report, and subject to final approval as detailed in paragraph 3.5 of the report, be approved;
- (b) subject to the successful application, the formation of a Board to be established post-October, be approved; and
- (c) delegated authority be given to the Director - Communities & Environment, following consultation with appropriate Members, to approve the financial plan once fully developed.

Reason for Decision

To capitalise on the opportunity through the Arts Council England to apply to become a National Portfolio Organisation in 2023, maximising our impact through sustained, targeted funding.

339 CYCLE RACES

The Director - Planning & Growth presented a report which sought financial support, alongside partners, to host a Newark Town Centre cycle race and part of the Nottinghamshire leg of the Tour of Britain in 2022.

The report detailed the proposal for a pilot Newark 'Town Centre Race' on 29 July 2022 which had been ring-fenced in British Cycling's calendar, and the returning Tour of Britain in September with a stage being held within Nottinghamshire. For both events it was noted that the Council would play an active role in the delivery, promotion and encouragement of sponsorship.

The Committee considered the potential impact of closing the centre of Newark to traffic for the planned race on 29 July 2022 which would require review and appropriate notice.

AGREED (unanimously) that a budget of £40,000 for 2022/23, funded from the Change Management Reserve, be approved to deliver a pilot 'Newark Town Centre Race' in July 2022 in partnership with British Cycling and local traders, and to contribute towards the Tour of Britain in 2022.

Reason for Decision

To support the Town Centre strategy and activities delivered to enhance economic growth within the District.

340 DEVELOPMENT OF RESOURCE IN 2022/23 - HERITAGE AND CULTURE

The Business Manager - Heritage & Culture presented a report which sought approval for additional resources in the Heritage & Culture Business Unit, to deliver aspirations within the Community Plan and exploit opportunities that would exist in 2022/23 and beyond. The report was considered by the Economic Development Committee at their meeting held on 23 March 2022 at which they recommended approval.

The report set out the need to recover, re-think, re-purpose and re-develop the heritage and culture offer given the pandemic and the forthcoming opportunities to be exploited. The subsequent operational changes required were detailed.

AGREED (unanimously) that the allocation of £56,100 in support of the development opportunities arising in 2022/23, funded from the Change Management Reserve, be approved.

#### Reason for Decision

To facilitate delivery of a number of key strategic priorities for the Heritage & Culture Business unit.

### 341 BUDGET REQUESTS FOR ENVIRONMENTAL SERVICES

The Chief Executive presented a report which informed Members about the extra labour/resource and capital expenditure required to carry out additional work that had recently been secured by the Street Scene Team. The report sought approval for the additional staffing and resources required.

It was reported that following successful contract negotiations by Officers, there was a mixture of internal and external works that would increase revenue income to the Council, as well as redirecting monies currently being spent with private contractors back to the authority. The report also informed Members about the additional expenditure needed to establish a network of Green Champions in line with the commitments established in the Community Plan.

The report was considered by the Leisure & Environment Committee at their meeting held on 22 March 2022, at which they recommended approval.

AGREED (unanimously) that:

- (a) the significant increase in income and work conducted by the Environmental Services Street Scene Team be noted;
- (b) Members note the capacity for expansion and approve the request for the additional funding outlined in paragraph 7.1 of the report to enable the Street Scene team to continue with improved service delivery standards and put in place the resources to continue with its commercial development;
- (c) the proposal for an additional £870 budget to the Grounds Maintenance

budget for 2022/23 funded from the Change Management Reserve in 2022/23 and in future years added into the Base budget (subject to any additional income generated during 2022/23) be approved;

- (d) the proposal to allocate £43,000 into the capital programme for 2022/23, funded by capital receipts be approved; and
- (e) the utilisation of £15,000 from the Cleaner, Safer & Greener reserve during 2022/23 in relation to the Green Champion scheme be approved.

Reason for Decision

To further develop the service through the provision of further resource.

342 MARKET SUPPLEMENT EXTENSION - TRADES TEAM

The Business Manager - Housing Maintenance & Asset Management presented a report which sought approval for the current 10% market supplement for the trades team to be continued for twelve months, to enable a service review to be completed for skilled trade operatives within the Housing Maintenance & Asset Management Business Unit.

The report stated how skilled trade operatives were critical to the delivery of the Repairs and Maintenance function in relation to the council's housing stock where operatives work on 400 void properties and up to 14,000 repairs per year. However, the Business Unit were experiencing significant and ongoing recruitment and retention issues. It was noted that the current market supplement had been in place since 2019.

AGREED (unanimously) that the continuation of the market supplement for twelve months be approved.

Reason for Decision

To enable uninterrupted provision of the Council's repairs service.

343 SHERWOOD LEVELLING UP

The Director - Planning & Growth presented a report which provided an update on the Sherwood Levelling Up opportunities and sought flexibility to use positive variances in salaries due to vacancies to support delivery of the Sherwood agenda.

In presenting the report, the Director – Planning & Growth updated the Committee on the Levelling Up White Paper content and the Round 2 prospectus and guidance. He advised that there was a 6 July deadline for the submission of any Sherwood bids, however only three projects were able to be submitted. It was noted that the selection of which projects would be submitted would be subject to a future decision under the new governance arrangements.

AGREED (unanimously) that:

- (a) the update be noted;
- (b) the underspend associated with the Senior Regeneration Officer vacancies held within the Housing, Health & Regeneration and Economic Growth & Visitor Economy Business Units be made available to secure additional resources to allow the development, production, and submission to Government of a Sherwood Prospectus.

Reason for Decision

To continue the development of the Sherwood Levelling Up agenda.

344 POSSIBLE PURCHASE OF LAND - BOWBRIDGE ROAD, NEWARK

The Business Manager - Corporate Property presented a report which updated Members on the opportunity to purchase land adjacent to Newark Hospital, on land off Bowbridge Road for the purposes of car parking. Further to the reports to previous meetings, it was noted that the maximum offer previously agreed and re-presented following the January meeting of the Committee, had been declined by the owners. Further negotiations had led to a revised offer that would be acceptable to both parties, allowing for completion of the sales. Details of the revised offer and the capital costs were contained in the exempt appendix.

AGREED (unanimously) that the Director – Planning & Growth, in consultation with the Business Manager – Corporate Property be given delegated authority to:

- (a) confirm to the land agent representing both landowners that the Revised Offer was the full and final offer from this Council to purchase unconditionally (and without restriction) the two freehold interests detailed at Appendix A to the report;
- (b) subject to the Revised Offer being accepted as detailed at (a) above, to enter into a Lease Agreement with the Sherwood Forest Hospital Trust on the terms set out in the exempt appendix; and
- (c) amend the Council's Capital Programme to reflect a purchase in accordance with the Revised Offer and capital costs of implementing a car park for the Trust, as detailed in the exempt appendix.

Reason for Decision

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

345 LOCAL DEVELOPMENT FRAMEWORK PROGRESS UPDATE

The Director - Planning and Growth presented a report which updated Members on progress towards delivery of the Plan Review in relation to the Allocations and Development Management Development Plan Document (DPD). This included the necessary budget release in order to progress actions supported by the Economic Development Committee.

The report set out a summary of the responses to the Allocations & Development Options Report which had been presented to the Economic Development Committee, set out next steps and the revised Local Development Framework timetable.

AGREED (unanimously) that:

- (a) the progress set out in the report towards producing the Allocations & Development Management Options Report be noted; and
- (b) the funding of £85,000 budget in 2022/23 from the Change Management Reserve to support the conclusion of feasibility studies with respect to potential site purchase(s) and flood mitigation be approved.

Reason for Decision

To comply with the Planning and Compulsory Purchase Act 2004 and amending regulations.

346 COMMUNITY PLAN PERFORMANCE FOR QUARTER 3 2021/22

The Transformation Manager presented a report which provided the Committee with the Quarter 3 Community Plan performance report for the period October-December 2021. The report analysed data and progress against key activities as well as building a picture of the context of performance using district statistics, customer feedback and workforce information. The Committee welcomed the report and advocated wider publication to the public.

AGREED (unanimously) that the Community Plan Performance report be noted.

Reason for Decision

To enable Members to proactively monitor the Council's performance and assess the Council's progress against achievement of the objectives laid out in the Community Plan.

347 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

348 POSSIBLE PURCHASE OF LAND - BOWBRIDGE ROAD, NEWARK

The Committee considered the exempt appendix in relation to the Possible Purchase of Land - Bowbridge Road, Newark.

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

Meeting closed at 6.52 pm.

Chairman

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

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Economic Development Committee** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Wednesday, 23 March 2022 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 N Mison, Councillor P Peacock, Councillor M Skinner,  
Councillor T Smith and Councillor R White

APOLOGIES FOR ABSENCE: Councillor P Harris (Committee Member)

### 59 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.

### 60 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.

### 61 MINUTES OF MEETING HELD ON 19 JANUARY 2022

AGREED that the Minutes of the meeting held on 19 January 2022 be agreed as a correct record and signed by the Chairman.

### 62 CHAIRMAN'S REPORT

The Chairman looked back at what the Committee had achieved over the last four years and that Members' should be very proud.

A summary of what this Committee had been involved in:

- Brought back in the Newark Beacon and grown its capacity and vibrancy
- Adopted new planning policies and guidance including being ahead of national guidance when it comes to Electric Charge Points
- Adopted an Amended Core Strategy setting our growth agenda until 2033
- Reviewed and amended several Conservation Areas
- Adopted an Open Space Strategy
- Adopted a Planning Enforcement Plan
- Developed out the former Robin Hood Hotel, Newark Buttermarket, and Former M&S Building
- Built a new pool at Ollerton
- Increased local procurement so that money flows into local businesses
- Held the most successful Careers Expo's for every local school
- Formed and delivered multiple Economic Growth & Visitor Economy Strategies

- Formed and developed the Southwell and Ollerton Tourism Action Groups
- Secured Places to Ride Funding at Thoresby Vale
- Secured Heritage High Street Funding £650k
- Secured Towns Funding £25m
- Secured Levelling Up Fund £20m
- Secured thousands of new Trees
- Ran Festivals, Christmas, and Easter Campaigns to help all our Tourism providers
- Brought to life 3 Destination Websites for Newark, Southwell and Sherwood Forest
- And last but not least come through a global pandemic and provided over £59m of support, being in the top performing Council's nationally and enhancing our local reputation immeasurably with our businesses

63 FORWARD PLAN - APRIL 2022 TO MARCH 2023

The Committee considered the Forward Plan acknowledging that that this will change when moving to the Cabinet system in May this year.

64 CONSERVATION AREA REVIEW - AMENDMENTS TO LAXTON AND OLLERTON BOUNDARY AND ADOPTION OF APPRAISAL & MANAGEMENT PLAN

The Committee considered the report presented by the Director – Planning & Growth which sought Members' approval to amend the Laxton and Ollerton Conservation Area (CA) boundary, and adopt their CA Appraisal and Management Plans.

At the September 2018 Economic Development Committee, the Conservation Team was given delegated authority to proceed with a three year plan to review a number of CAs within the District. The focus of the 3 year review would be delivering boundary reviews of the existing CAs in Edwinstowe, Newark, Ollerton, and Southwell. This process was expanded to include Laxton following an update to the Committee in June 2019. The intention was to complete this work by the end of 2021. Covid had a significant impact on work and updated timescales were provided at the 17 November 2021 Committee.

The Senior Conservation Officer advised the Committee that extensive public engagement had taken place in Laxton and Ollerton, as well as involving Parish Councils which was found to be very positive.

A member of the Committee welcomed the boundary changes especially to Laxton. Another member of the Committee referred to Ollerton referencing the positive change to exclude some areas that will likely be affected by upgrades to Ollerton Roundabout.

The Chairman acknowledged the formation of partnerships and welcomed the way communities have been engaged.

AGREED (unanimously) that the Committee approved the amendments to Laxton and Ollerton Conservation Area and adopt their respective Appraisal documents.

65 ADOPTION OF NON-DESIGNATED HERITAGE ASSET CRITERIA AND PROPOSAL CONSULTATION ON A LOCAL HERITAGE LIST

The Committee considered the report presented by the Director – Planning & Growth which sought Members’ approval to adopt the Criteria for Non-Designated Heritage Assets and to allow officers to begin a 3 year project to assess potential heritage assets across the District using the Criteria to create a ‘Local Heritage List’.

At the November 2020 Economic Development Committee (EDC), the Conservation Team was given delegated authority to publish a draft Criteria for Non-Designated Heritage Assets (NDHA) and undertake public consultation. Although this work was subsequently delayed by the Covid-19 pandemic, the draft Criteria was published on the Council’s website, and consultation undertaken using a variety of different methods.

The Senior Conservation Officer informed the Committee that Newark & Sherwood had not had an adoptive criteria looking at non-designated heritage assets, this will provide stakeholders with certainty and report back to Members in 3 years to consider adoption of the list.

The Director – Planning & Growth referred to the timetable of 3 years, advising that this would not stop the dealing of non-designated heritage assets in the meantime based on the criteria being established rather than waiting for a final list at the end of the assessment period.

AGREED (unanimously) that the Committee approved the adoption of the Non-Designated Heritage Asset Criteria and allows the Conservation Team to produce a Draft Local Heritage List.

66 A46 NEWARK BY-PASS PREFERRED ROUTE ANNOUNCEMENT: NEWARK & SHERWOOD DISTRICT COUNCIL RESPONSE

The Committee considered the report presented by the Director – Planning & Growth making Members’ aware of the Preferred Route Announcement and accompanying engagement launched on 24 February regarding the proposed A46 Newark Bypass, as part of the Government’s second national Road Investment Strategy (RIS2) and seek delegated authority for the Director of Planning & Growth to respond.

The Business Manager for Planning Policy & Infrastructure reminded the Committee of the detailed responses to the options consultation and that the Council had provided “principle support for A46 Newark Bypass scheme, which is of local, regional, and national importance.”

The Council also sought assurance that proper consideration be given to alternative schemes and proposals in the Winthorpe area given the level of concern about the proposed options in that area.

National Highways had advised that “While key features of the scheme remain the same as Option 2, following your feedback and additional assessments, we have modified the route to be further away from Winthorpe, and partially back on to the existing A46, between Friendly Farmer roundabout and Winthorpe junction.”

A member of the Committee highlighted that National Highways had listened and modified their proposals whilst the Council were providing support to the Winthorpe Think Again Group.

Another member enquired having considered car usage, would there be a reference to how cyclists are catered for in reference to safety, crossings and pedestrian walkways.

The Chairman of the Committee advised the meeting that currently the scheme is fit for purpose, noting that people now work and travel differently.

AGREED (unanimously) that Members' delegate to the Director – Planning & Growth, in consultation with the Leader of the Council, Chairman of the Economic Development Committee and Chairman of the Planning Committee, authority to formally submit the Council's formal comments on the A46 Newark Bypass Preferred Route.

67 NOTTINGHAMSHIRE AND NOTTINGHAM DRAFT WASTE LOCAL PLAN CONSULTATION

The Committee considered the report presented by the Director – Planning & Growth and Director – Communities & Environment setting out the details of the Nottinghamshire and Nottingham Draft Waste Local Plan Regulation 18 consultation.

The Committee were advised that Nottinghamshire County Council are consulting on a Draft Waste Local Plan. The consultation closes on 4 April 2022 and the new Waste Local Plan is a joint plan being prepared by Nottinghamshire County Council and Nottingham City Council, though the preparation process is being administered by the County Council.

The Business Manager for Planning Policy & Infrastructure advised that the Waste Local Plan had been consulted upon in early 2020 which the Council reviewed and commented on, as found at Appendix A of the report.

A draft response to the Waste Local Plan was also provided for the Committee at Appendix B of the report. The Business Manager for Planning Policy & Infrastructure did have concerns as to how it planned to achieve its aims.

AGREED (unanimously) that:

- (a) the report be noted and the proposed response endorsed; and
- (b) subject to any additional comments from Committee that Appendix B be approved as the District Council's response to the consultation.

68 LOCAL DEVELOPMENT FRAMEWORK PROGRESS UPDATE

The Committee considered the report presented by the Director – Planning & Growth to update Members' on progress towards delivery of the Plan Review in relation to the Allocations and Development Management DPD, setting out responses received from the Allocations and Development Management Options Report and seeking approval for the Council's proposed responses and resultant actions.

This sets before Committee a proposed update to LDF timetable, including consideration of the future governance arrangements.

The public consultation on the Allocations & Development Management Options Report took place between the 27 July 2021 and 21 September 2021, a period of 8 weeks. In line with COVID restrictions at the time officers held a majority of on-line consultation events, alongside a face-to-face event in Newark Market Place. The Options Report and supporting documentation were available on the Council's website. A total of 137 responses were received, which resulted in 668 individual answers to the 56 questions posed as part of the consultation.

The Business Manager for Planning Policy & Infrastructure advised that the responses received had been summarised and included in a Draft Statement of Consultation at Appendix A of the report. The Committee were informed that a small number of issues had been raised and to make the next steps for Gypsy and Traveller provision.

The Director – Planning & Growth referred to the timetable at 5.1 of the report advising that this is updated to now set a path towards decision-making later this calendar year.

A member of the Committee commented on Edwinstowe residential allocations, stating that the community had taken more than its fair share given Thoresby Vale and requesting that the current allocation be de-allocated and/or reduced. The Business Manager for Planning Policy & Infrastructure referred to the agreed approach of not seeking to deallocate land through this Plan Review that was deliverable. This site remained in this category.

Another member referred back to when the allocations were made in 2011/13, where overall quantum of housing targets were enhanced given Growth Point aspirations. The housing need requirements of the District now means that no new housing allocations are proposed at this time. Indeed, some sites which are clearly no longer deliverable and needed are proposed to be deallocated.

AGREED (unanimously) that:

- (a) the progress set out in the report towards producing the Allocations & Development Management Options Report be noted; and that the financial implications of the proposed feasibility work to be referred to Policy & Finance Committee;
- (b) the proposed Responses and Actions set out in Appendices A & B are approved as the formal response of the District Council to the Options Report consultation; and
- (c) the proposed amended timetable as set out at paragraph 5.1 is adopted and comes into force on 24 March 2022.

69 FUNDING OPPORTUNITIES UPDATE - SHERWOOD LEVELLING UP

The Committee considered the report presented by the Director – Planning & Growth updating Members on the Sherwood Levelling Up opportunities.

The Director – Planning & Growth reminded the Committee that Round 1 of the Levelling Up Fund took place last year, the White Paper was issued by the Government last month and more to follow for Round 2.

The Director also advised that the Levelling Up Board met in November last year having had 40 organisations attended. Two further meetings to take place, one for the Member Engagement Panel, for all Members of the District Council, particularly the Sherwood area to feed into with the challenges they now have into solutions of programmes/projects to deliver. The other meeting to take place after Easter will be the reconvening of the Sherwood Board filtering to wider public consultation with the Sherwood communities.

AGREED (unanimously) that:

- (a) the Members' noted the update provided; and
- (b) the Members' recommended to Policy & Finance Committee that underspend associated with the Senior Regeneration Officer vacancies held within the Housing, Health & Regeneration and Economic Growth & Visitor Economy Business Units be made available to secure additional resource(s) to allow the development, production, and submission to Government of a Sherwood Prospectus.

#### 70 DEVELOPMENT RESOURCE IN 2022/2023 - HERITAGE & CULTURE

The Committee considered the report presented by the Director – Communities & Environment to seek Members' agreement to request Policy & Finance Committee approval for additional resources in the Heritage & Culture Business Unit, to deliver aspirations within the Community Plan and exploit opportunities that will exist in the financial year 2022/23 and beyond.

The Business Manager for Heritage, Culture and Visitors introduced the report, briefly listing the proposals.

The Committee were concerned having recently approved the Council's budget for next year and to have an additional request made at this time, the Business Manager for Heritage, Culture and Visitors noted their concerns. The Committee did also highlight the rate listed for a Consultant and this being high side. Other Members noted that this was a market rate. The Business Manager for Heritage, Culture and Visitors did advise that this would not be for a long period and was only required for specialist purposes.

AGREED (by 9 votes for with 1 abstention) that Members' approved and recommended to Policy & Finance Committee the proposal to allocate £56,100 in support of the development opportunities arising in 2022/23 funded from the Change Management Reserve.

71 TOWN CENTRE UPDATE

The Committee considered the report presented by the Director – Planning & Growth. In January 2022 a report was presented to the Economic Development Committee to update on the ongoing activities and proposals for the year ahead. This report intends to give an update on two of those key workstreams, the Newark Town Centre Strategy / Masterplan and the High Street Diversification Fund. Further key activities relating to the High Street Task Force, Newark Cycle Race, and Tour of Britain were also introduced.

A member of the Committee highlighted the encouragement of people's confidence to enable an increase in night time economy and tackling anti-social behaviour. The Business Manager for Economic Growth & Visitor Economy confirmed an intention to bring a report to the next Cabinet meeting on such issues. Another member referred to the night time economy consultation having had difficulty in completing on line.

The Committee discussed the Tour of Britain and the possibility for next year to have a start or finish from the RSPB at Edwinstowe. The Committee were advised that this could be possible, subject to comments of the Tour organisers, District and County colleagues, and cost considerations.

The Newark Cycle race was also discussed with encouragement from all of the Committee. The importance of robust advertisement, communications, and traffic management was identified as essential.

AGREED (unanimously) that:

- (a) Members' support the commissioning and associated consultation on the production of a Newark Town Centre Strategy/Masterplan, the details of which shall be presented back under the new governance arrangements as the work progresses;
- (b) Members' support the continuation of a further round of the High Street Diversification Fund specifically targeted at independent High Street retail and hospitality businesses in Ollerton, Edwinstowe and rural retail communities within the District;
- (c) Members' support the submission of Ollerton and Edwinstowe Town Centres as the designated high streets to receive support from the High Streets Task Force and for Business Manager - Economic Growth & Visitor Economy to liaise with the HSTF and local stakeholders to progress works, providing regular updates back to the new governance arrangements; and
- (d) Members' recommended to the Policy & Finance Committee the approval of a budget of £40,000 for 2022/23 funded from the Change Management Reserve to deliver a pilot 'Newark Town Centre Race' in summer 2022 in partnership with British Cycling and local traders and partners and contribute towards the Tour of Britain in 2022.

72 COMMUNITY PLAN PERFORMANCE FOR QUARTER 2 - 2021/2022

The Committee considered the report presented by the Director – Customer Services & Organisational Development of Quarter 3 Community Plan Performance Report (October-December 2021).

The Transformation Manager reminded the Committee of the new layout of a single report provided to cover all of the Council, with Economic Growth highlighted for this Committee.

The Chairman thanked the Transformation Manager for the report and how easy it is now to follow.

In the report the Committee noted that attendance at the National Civil War Centre and the Palace Theatre had decreased and supported plans to continue to looking at re-building confidence and attendance.

AGREED (unanimously) that the Members' reviewed the Community Plan Performance report attached as Appendix 1.

73 TOWNS FUND PROJECTS UPDATE

The Committee considered the report presented by the Director – Planning & Growth to update Members' on the progress of the identified Towns Fund priority projects.

The Director – Planning & Growth referred to 2.1 of the report advising the Committee that all projects listed in the table were now green bar one, this being the SiSLog (Newark Gateway) site that would now be considered in June given the need to understand impacts of the delayed announcing the A46 Newark Northern Bypass preferred route. The Council remained on track to draw down all £25 million, a matter the Chairman noted was not the case with some other towns across the country.

AGREED (unanimously) that the Members' welcomed and noted the update provided on the progress of the identified Towns fund priority projects.

74 ANNUAL REVIEW OF EXEMPT REPORTS

The Committee considered the report presented by the Chief Executive to provide the Economic Development Committee with a list of the exempt business considered by the Committee for the period 27 March 2019 to date. Included are reports which have previously been presented but had remained confidential at that time.

A member of the Committee queried the Newark Lorry Park (Appendix 1 only) found in the table at 3.1 of the report as recommended to Remain Exempt, the member requested that this item be looked at again and if it could be released into the Public Domain. The Director – Planning & Growth advised the Committee that he would be able to check this after the meeting and if appropriate make any amendments, of which the Committee were in agreement.

AGREED (unanimously) that the report be noted with those items which are no longer considered as exempt being released into the public domain and that Members' delegate to the Director – Planning & Growth, to make any further changes to the list.

Meeting closed at 7.30 pm.

Chairman

## 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, 14 March 2022 at 6.00 pm.

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

Councillor M Brock, Councillor Mrs B Brooks, Councillor S Carlton, Councillor R Crowe, Councillor Mrs L Dales, Councillor L Goff, Councillor S Haynes, Councillor J Lee, Councillor T Wildgust and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor J Kellas and Councillor Mrs P Rainbow

69 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.

70 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.

71 MINUTES OF MEETING HELD ON 24 JANUARY 2022

AGREED (unanimously) that the Minutes of the meeting held on 24 January 2022 be approved as a correct record and signed by the Chairman.

72 POLICING IN NEWARK AND SHERWOOD - PRESENTATION FROM NEIGHBOURHOOD POLICING ACTING INSPECTOR MATT WARD

The Committee considered a verbal presentation delivered by Acting Inspector Matthew Ward which provided Members with an overview of the current situation in relation to Anti-Social Behaviour; Drugs; and Rural Crime.

Anti-Social Behaviour (ASB)

- ASB was always present but incidents were subject to peaks and troughs.
- Operation Grip targeted particular beat areas. Initially this was Hawtonville and the Town Centre, but now predominantly it was the Town Centre.
- There had been a reduction in incidents in the Magnus and Devon areas.
- Uniformed patrols had been increased in hot spot areas – Odeon/Market Place. This had led to a reduction in reports on incidents.
- ASB was predominantly youth related.
- Public always asked to report incidents so that the Police are aware.

- Drug patrols were carried out with Community Police Officers.
- Desire to do more but limited due to resource implications.
- Police visits into schools were increasing post pandemic.
- Early Intervention Officer allocated to visit secondary schools.
- Visits also made to primary schools to try to engage them in early intervention – long term approach.
- School visits looking to be expanded to the Sherwood side of the district.
- Key issue is the identification of those involved.
- 17 individuals had been issued with an Anti-Social Behaviour Contract which had seem to have had a positive effect.
- Try to stop ASB before it escalates into something more serious.

### Drugs

- There was an operation in place which was targeting both users and suppliers.

### Rural Crime

- The current Rural Beat Manager was being upskilled – this was county wide, not just for the Newark & Sherwood district.
- The appointment of an additional Beat Manager was planned for the Collingham/southern area.
- The promotion and engagement around rural crime was constantly ongoing.
- The Police will be hosting a rural policing and partnership show case at the Newark Showground on 16 April 2022. This was an opportunity for people to attend to see how the Police tackle rural crime. This will be widely advertised: farmers; businesses; parish councils; schools etc. It is intended that this will become an annual event with NSDC hosting the first one.

In considering the presentation, Members raised a number of queries as follows.

It was noted that there had been an increase in the use of motorbikes and quadbikes on the Sustrans route around the Middlebeck area creating ASB with a Member querying how it was being addressed. The Member also stated that he had witnessed 2 young males taking drugs in a public house. He had reported the incident to the door supervisors and it had been dealt with.

In response, Al Ward requested that should such drug taking be witnessed it also be reported to the Police as they needed to be aware of such issues so it can be targeted into the Police activity. He noted that drug use in the night time economy also fell into the ASB category as once the drug was taken, the behaviour of the individual changed. Tackling the local supply of drugs was planned but such premises also needed to be targeted. He noted that a drug dog could be utilised but any stop and search must be based on legal grounds.

In relation to the Sustrans route, Al Ward noted that this had been a problem with many years. Operation Jericho took place when sufficient resources were available. He added that it was a countywide resource which Officers could apply to utilise and that such resource involved the use of specialist off road bikes. Work was also ongoing with housing associations to prevent 4 wheeled vehicles getting on to the track.

A Member noted that there had not been a Safer Neighbourhood Meeting for 3 years. He added that bike thefts were problematic as was the racing of motorised scooters and general speeding of vehicles, especially on the Hawtonville estate. He suggested that the Police website required updating so that the public knew who to report incidents to. He also stated that there needed to be more engagement with teenagers to keep them occupied.

Al Ward advised that the website allowed a postcode to be entered which then provided the reader with the name and contact details of the Officer who dealt with that area, together with an interactive map, noting that vehicle nuisance was known to the Police. In relation to engaging with teenagers, activities were advertised through the Police's FaceBook pages,

A Member noted that the previously used off-road vehicle used on the Sustrans route had gone some way to keeping the peace. He added that it had been reported to him that the bridges on the route were frequently used for dealing drugs and a location for ASB. Al Ward again encouraged that all such incidents be reported to the Police.

It was noted that the Police activity appeared to be focussed on the Newark area with a Member querying what was being done in the Sherwood part of the district. Al Ward confirmed that there had been a concentration of resource in the Newark area and that the Sherwood area had not received the same level of policing. He had been party to recent discussions about an increase in Police activity in the Sherwood area but as yet, nothing had been set.

In acknowledging the partnership work already undertaken between the Council and the Police, a Member queried what more, if anything, the Council could do or the individual Councillors themselves. Al Ward stated that his team worked closely with the Community Protection Officers and that as covid restrictions continued to ease, he would wish to undertake additional patrols with them. He added that, if possible, he would wish to work in Castle House for 1 day every 2 weeks.

In response to the issue of rural crime, Al Ward stated that there were not specific numbers being reported in comparison to other incidents, the cost and monetary value was much higher. He added that there had been a greater focus on rural crime since the new Police & Crime Commissioner had been elected. He noted that the size of the area was problematic and that there was a low reporting of incidents.

In drawing the discussions to a close, the Chairman thanked Al Ward for his attendance.

73 SHERWOOD & NEWARK CITIZENS' ADVICE - ANNUAL PERFORMANCE REPORT 2020-21

The Committee considered the report jointly presented by the Homeless Strategy Officer and the Chief Officer of the Sherwood & Newark Citizens' Advice (SNCA).

The report set out the performance targets for the commissioned Debt Management & Homeless Prevention Service to residents in the District for the financial year 2020-21 and the issues faced by the service during and post the pandemic lockdowns.

AGREED (unanimously) that the contents of the report be noted, particularly the performance outturns for the commissioned debt management and homeless prevention service to residents in the District for the financial year 2020/21.

#### 74 CHAIRMAN'S REPORT

The Chairman welcomed everyone to the last meeting of the Homes & Communities Committee before the Council changed to a new governance structure.

He asked Members to reflect on the situation in Ukraine and to think about the Ukrainian people, their families and friends, some of who, lived in the district. In condemning the unprovoked attack he noted that much was being done to support ongoing efforts and pledged a commitment to support and welcome refugees when asked to do so by central Government.

He thanked residents of the district who had immediately gathered donations and care packages for the people of the Ukraine.

In relation to the Council's resettlement pledge, the Chairman advised that a third Afghan family had been housed in January with arrangements ongoing for the fourth and fifth (and final) properties being sourced in the district.

The Chairman advised that there had been no need to activate the Severe Weather Emergency Provision as the two identified rough sleepers had decline the offer to utilise the temporary accommodation.

In relation to the consultation on Tenant Satisfaction Measures launched by the Regular for Social Housing, the Chairman advised that the Council's focus had been to ensure that tenants were aware of the consultation and how they may give their views. This was done via a programme of events, social media posts and articles in newsletters. This was supplemented by face-to-face drop-in sessions in Newark and Rainworth, online drop-ins, attendance at community groups and contacting tenants directly.

The Chairman provided an update on flooding activities, stating that the Southwell scheme was nearing completion and that the Environment Agency continued to develop an outline business case for a flood alleviation scheme to protect Lowdham. External funding sources to assist with flood prevention at Girton were being pursued.

In relation to how residents could contact the Council a "webchat" was launch in February with some 300 customers using it in the first few weeks.

The Chairman took the opportunity to highlight a number of milestones and changes made to housing services. He advised that to-date, 264 new units of accommodate had been completed, 45 currently under construction, 10 progressing through planning with further sites being expired to build potentially 45 more units. This would result in 30 additional units being built to the target set of 335. He added that a new Housing with Care scheme, Broadleaves, had opened in Boughton.

He advised Members that the savings of £1m realised from integrating housing services back into the Council were protected and earmarked for improving a number of housing services.

In closing, the Chairman thanked all previous and current Members for their valuable contributions during his Chairmanship.

75 EMPTY HOME STANDARD PILOT - INTERIM UPDATE

The Committee considered the report presented by the Director – Housing, Health & Wellbeing which sought to provide Members with an interim update on the empty home standard pilot, which included decoration preparation.

It was reported that following a review of the core letting standard a pilot scheme had been approved which included decoration preparation in addition to the revised core letting standard together with an additional sum of up to £500 per property to meet individual tenant needs to help them start well in their tenancy. Information contained within the report related to the first half of the pilot scheme for the period 1 October – 31 December 2021. This related to void works; starting well fund; and both tenant and officer feedback.

In considering the report a Member queried as to how long it took to get residents back into empty properties. The Director advised that there was a variety of reasons as to why a property may remain empty e.g. the carrying out of planned works was easier when the property was empty.

A Member queried how long the process took to bring a property back into use after it had been abandoned or left. The Director advised that the Council had to wait for court proceedings to take place before they could take possession of the property. If a tenant simply left, the Council had to locate them to try to get them to sign if back over rather than going through the courts.

AGREED (unanimously) that:

- (a) the positive outcomes of the pilot to-date, be noted;
- (b) the continuation of the pilot be endorsed; and
- (c) it be noted that a final outturn report would be provided following the closure of the pilot at the end of March 2022.

76 RESPONSIVE REPAIRS POLICY

The Committee considered the report presented by the Business Manager – Housing Maintenance & Asset Management which detailed the new Responsive Repairs Policy and sought Members' approval prior to consideration by the Policy & Finance Committee.

It was reported that the Policy applied to general needs and all communal areas of stock managed by the Council, including leasehold properties. The proposed new Policy would cover all responsive repairs including: general build; mechanical and electrical; communal heating; lighting; boosted water systems; fire related works; door entry systems; and lifts.

In considering the report a Member queried how an incident of accidental damage would be dealt with. The Business Manager advised that each incident would be dealt with on an individual basis.

AGREED (unanimously) that the new Responsive Repairs Policy be endorsed and recommended to Policy & Finance Committee for adoption.

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

The Committee considered the report of the Chief Executive which provided a list of exempt business considered by the Committee for the period 14 September 2020 to date.

The report set out the individual reports and whether they should be released into the public domain or remain exempt.

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

78 PHASE TWO CONSULTATION OF TENANT ENGAGEMENT UPDATE

The Committee considered the report presented jointly by Tenant Engagement Officers which sought to update Members on progress made with regards to the consultation and implementation plan for tenant engagement in housing services.

As reported, the Committee had approved a review of tenant engagement in January 2020 with phase one of that review being considered by Committee in March 2021. Comprehensive details of phase two were contained within the report with a proposed new tenant engagement board structure being detailed in paragraph 2.8.

In considering the report Members thanked the Officers for the work undertaken to-date in encouraging tenant engagement in housing services.

AGREED (unanimously) that:

- (a) the progress in the implementation of the Housing Services tenant engagement review be noted;
- (b) the findings on how tenants would like to be involved be noted;
- (c) the new engagement structure be endorsed; and

- (d) the proposal to implement the Local Influence Networks be supported.

79 FUTURE USE OF THE HAWTONVILLE LOCAL OFFICE

The Committee considered the report presented by the Business Manager – Customer Services which sought Members approval for the permanent closure of the Hawtonville Local Office and that the site be included on the Council’s approved and ongoing HRA development programme.

The report set out that the office had been closed since March 2020 due to the pandemic and had not subsequently been reopened. No complaints had been received in relation to the office being closed. It was noted that the way in which customers contacted the Council had changed during the office closure and that alternative active resources for tenants had become available.

In considering the report Members noted the alternative methods of being able to contact the Council.

AGREED (unanimously) that:

- (a) the closure of the Hawtonville Local Office be approved; and
- (b) the site be included in the Council’s approved and ongoing HRA development programme, which met the local evidenced housing need, be approved.

80 DECARBONISATION OF SOCIAL HOUSING STOCK - BRIEFING

The Committee considered the report presented by the Business Manager – Housing Maintenance & Asset Management which outlined some of the key issues facing the Council in retrofitting the social homes to meet net zero by 2050. The report outlined some fundamental key questions that required answering to shape the objectives, timeline and delivery of the decarbonisation strategy going forward.

The report set out the key factors in relation to social housing stock achieving zero carbon emissions within the Government’s Clean Growth Strategy and the cost thereof for that and social housing to achieve C-rates Energy Performance Certificates by 2035. Details on heating sources were provided, noting that any must contribute to a reduction in fuel costs, thereby enabling tenants to move out of fuel poverty. Paragraph 3.6 of the report provided Members with a list of what considerations needed to be explored for each home.

In considering the report, the Director noted that it would take a number of years to achieve zero carbon emissions. A Member queried whether it was an opportune time to sell off the Council’s old stock and purchase new sustainable properties. In response the Business Manager advised that it was cheaper to modify existing Council stock. It was noted that there was a developing market around such modifications which would lead to a reduction in the costs to carry out such works. It was further noted that Government funding to progress the works would be vitally important to achieving a successful outcome.

AGREED (unanimously) that the Decarbonisation Briefing be noted.

81 HOUSING SERVICE COMPLIANCE 3RD QUARTER OUT TURN PERFORMANCE

The Committee considered the report presented by the Business Manager – Housing Maintenance & Asset Management which sought to provide an overview of compliance performance of the housing service at the end of December 2021.

The report set out compliance performance to provide Members with an oversight and input into the essential services. The report included information on the following:

- Landlord responsibilities for a range of building safety measures including fire protection, gas, lifts, asbestos, electrical and water. It also summarised details of the Council's housing stock.

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

82 COMMUNITY PLAN PERFORMANCE FOR QUARTER 3 21/22

The Committee considered the report presented by the Transformation Manager which set out Q3 of the Community Plan Performance Report (October to December 2021). Members were also provided with housing performance indicators, attached as an appendix to the report.

In considering the report, the Chairman commented that he welcomed the aspirational targets set within the housing performance indicators.

AGREED (unanimously) that the report be noted.

83 YORKE DRIVE REGENERATION PROJECT - UPDATE

The Committee considered the report presented by the Director – Housing, Health & Wellbeing which sought to update Members on progress with the Yorke Drive and Lincoln Road Playing Fields Regeneration Project.

It was reported that four submissions had been received to address levels of noise emanating from the factory to the east of the site with the original and revised layouts being shown at paragraph 3.1.3 of the report. A public consultation had been undertaken on the revision, details of which were reported, together with a timeline for delivery.

In considering the report, a Member noted that there was no provision of bungalows within the scheme. The Director advised that this was partly due to the Council's commitment to existing tenants and the availability of bungalows in other areas. It was also noted that there were accessible apartments within the scheme, together with ground floor accommodation, with a Member commenting that he had not received any representations about there being no provision of bungalows.

AGREED that the progress on the regeneration of the Yorke Drive Estate and Lincoln Road Playing Fields be noted.

Meeting closed at 8.54 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 March 2022 at 6.00 pm.

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

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

APOLOGIES FOR ABSENCE: Councillor M Cope (Committee Member)

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

Councillor S. Carlton declared an Other Registerable Interest in Agenda Item No. 6 – Active4Today Business Plan 2022/23, as he was a Council appointed Director for Active4Today.

52 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

NOTED that the Council would undertake an audio recording and live streaming of the meeting.

53 MINUTES OF THE MEETING HELD ON 25 JANUARY 2022

AGREED that the Minutes of the meeting held on 25 January 2022, be approved as a correct record and signed by the Chairman.

54 CHAIRMAN'S REPORT

The Chairman provided an update to the Committee on the developments that had taken place within the Committee's remit since the last meeting held on 25 January 2022.

The Council had declared a Climate Emergency and set out a plan to get the Council to net zero by 2035. Five council buildings had been identified for solar panels and that work would take place in the next financial year. The buildings included the Beacon Innovation Centre, Vicar Water and the three leisure centre sites at Newark, Southwell and Ollerton. All those sites were suitable, work financially and would collectively save around 100 tonnes of carbon per annum. Additionally, the installation of a further eight electric vehicle charge points in the district had been completed, bringing the district's total to 15 operational charge points.

Work continued on shaping the Brunel Drive depot site to meet the future needs of the services who utilised the depot. That would enable any future move to more electric vehicles as that work would look at the infrastructure that would be needed on the site, as well as accommodating any future waste streams. This work was also

practically being shaped by the pilot of two electric vehicles by the Community Protection Officers, those vehicles were charged at Castle House, which had two electric vehicle charging points in the car park.

In housing, just shy of £750,000 had been allocated to deliver improvements to homes by improving the energy performance. This had the multiple benefits of delivering energy cost savings for residents, reducing carbon and supporting green jobs.

Work was also underway to develop a Decarbonisation Plan for Council buildings at which PV wouldn't be appropriate, for example, the Palace theatre which was a listed building and sat within a conservation area. The Council were looking to gain an understanding of energy efficiency measures which could be undertaken across those buildings, and costs and payback periods associated with the implementation of any carbon reduction measures.

It was reported that the Council would meet its target of planting 10,000 trees a year ahead of target. This had been delivered in no small part by the delivery of the Vicardale development at Vicar Water, which had seen 4,000 trees planted over recent weeks.

The Council had also joined the Nottinghamshire wide Green Rewards App. The app was an online platform designed to incentivise and encourage residents to undertake positive behaviour change by enabling users to log carbon reducing activities and gain points for those activities which equated to prizes.

It was commented that lots of activity was now underway and it was important that the Council kept that momentum if they were to meet the target of net neutral by 2035.

In addition to the work to make Newark and Sherwood greener, members would also see more work was underway to make Newark and Sherwood cleaner.

The Council were issuing more enforcement notices for littering than ever before through their arrangement with WISE, but we're also starting to issue more notices for fly-tipping in their own right too. A number of successful prosecutions had also been secured.

As well as taking action where necessary and appropriate to do so, the Council were also continuing to work with residents who wanted to do more to help keep their communities clean and places to be proud of. On the agenda there was a paper about creating 400 green champions to further enhance that work.

The Council would also be undertaking its latest day of action in Southwell, working closely with a range of partners including the Town Council. These days were hugely popular and made a real impact in communities.

Statutory guidance was still awaited regarding the Environment Bill, which could have major implications on the waste and recycling landscape. Defra had indicated that this would be available in the spring but without it, there still was no detailed description about what the exact requirements would be or crucially how the new

burdens would be funded. As soon as that became available, a report would be produced for Member consideration.

55 ACTIVE4TODAY BUSINESS PLAN 2022/23

The Committee considered the report presented by the Health Improvement & Community Relations Manager which presented the Active4Today (A4T) Business Plan 2022/23, which sought Member approval.

Throughout the last financial year the Company had scrutinised income and expenditure to ensure that the latest operating costs were fully considered in order to forecast a realistic proposal for the 2022-2023 budget. In addition assumptions had been made when compiling this budget which included:

- Covid-19 restrictions not changing from the present position;
- Cost of living increases for salaries not increasing over the estimated 2%;
- Memberships continuing on the current trajectory, which was intrinsically linked to Covid-19;
- All facilities continuing to be available for operations;
- Utilities estimates being within the parameters expected;
- Pensions continuing at their current rate and not increasing further; and
- National insurance and VAT remaining the same as the current costs.

In view of the above, A4T were forecasting a management fee for the 2022/2023 financial year of £500k, to support its operations including its Covid recovery activities. That amount contained a combined management fee, taking account of Southwell Leisure Centre joining the Company. That figure included £174k of pension costs associated with the pooling agreement and the increased costs associated with the Southwell Leisure Centre employees. That forecasted figure supported the operations of four leisure centres and the sports development team, which brought no income into the Company, with the exception of grant funding, which was specifically attributed to the projects it supported. The sports development team however, contributed to the exceptionally important social benefits within the district, directly supporting hard to reach individuals and organisations and promoting the benefits of an active and healthy lifestyle.

A Member commented that written confirmation had not been sent to Members of the Committee regarding Southwell Sports Forum and whether that would be supported and what the Company would be doing about removing unhealthy snacks from its vending offer, which had been raised at the 25 January 2022 Committee. It was considered disgraceful for the leisure centres to promote the sale of unhealthy snacks as the Council were supposed to be supporting healthy lifestyles, the sale of unhealthy snacks should therefore be removed.

The Health Improvement & Community Relations Manager confirmed that those issues would be taken back to the Active4Today operational meetings and an update would be brought back to Members.

A Member commented on a meeting attended with the YMCA, which had informed that the YMCA were going to open a café which would provide fresh food. It was suggested that Active4Today pursue partnership work with the YMCA regarding food.

A Member commented on the difficulty booking children's activities on-line as each child had to have an email account, which became complicated when families had multiple children. It was suggested that a family account would be more user friendly.

The Health Improvement & Community Relations Manager confirmed that technology was high on the Company's agenda and would share the feedback with the Active4Today team which would continue to develop its solutions to improve the customer experience. It was further confirmed that ongoing dialogue was taking place with the management team of YMCA regarding collaborative working.

AGREED (with 8 vote For and 1 Abstention) that the Active4Today Business Plan 2022/23 be approved.

56 COMMUNITY PLAN PERFORMANCE FOR QUARTER 3 2021/2022

The Committee considered the report presented by the Transformation and Service Improvement Manager which provided the Quarter 3 Community Plan Performance Report (October-December 2021).

A Member commented that Balderton had at present a high level of anti-social behaviour and asked for more community work to be undertaken within that ward. A day of action was also requested for Balderton.

AGREED (unanimously) that the Community Plan Performance report be noted.

57 BUDGET REQUESTS FOR ENVIRONMENTAL SERVICES

The Committee considered the report presented by the Director of Communities and Environment which informed Members about the extra labour/ resource and capital expenditure required to carry out additional work that had recently been secured by the Street Scene Team. That followed successful contract negotiations by officers within the unit. There was a mixture of internal and external works that would increase revenue income to the council, as well as redirecting monies currently being spent with private contractors back to the authority.

The Committee was also informed about the additional expenditure needed to establish a network of Green Champions in line with the commitments established in the Community Plan.

A Member commented that a Parish Council had undertaken contract work for Nottinghamshire County Council (NCC) but were unable to continue with that work, it was suggested that perhaps the Council could do the work on behalf of NCC.

Another Member commented that this was a positive achievement and asked that the app be extended to an online facility, as some people struggled with apps.

A discussion took place regarding the use of electric technology and that the tractor being used was not electric. It was confirmed that at present there were no vehicles on the market to sustain a day's work, this would be reviewed as technology improved.

A Member commented on the excellent work undertaken by the street cleansing team.

A Member sought clarification regarding certain items of equipment that were not available for the Clipstone action day and would the additional funding provide that additional equipment. The Director of Communities and Environment confirmed that he would provide an answer regarding that.

Councillor L Brailsford arrived during the debate of the above minute.

AGREED (unanimously) that:

- (a) the significant increase in income and work conducted by the Environmental Services Street Scene Team be noted;
- (b) there was capacity for expansion and Policy & Finance Committee be recommended that the Leisure & Environment Committee supports the request for the additional funding outlined in 7.1 of the report, to enable the Street Scene team to continue with improved service delivery standards and put in place the resources to continue with its commercial development;
- (c) Policy & Finance Committee be recommended to approve an additional £870 budget to the Grounds Maintenance budget for 2022/23 funded from the Change Management Reserve in 2022/23 and in future years added into the Base budget (subject to any additional income generated during 2022/23);
- (d) Policy & Finance Committee be recommended to allocate £43,000 into the capital programme for 2022/23, funded by capital receipts; and
- (e) Policy & Finance Committee be recommended to approve the utilisation of £15,000 from the Cleaner, Safer and Greener reserve during 2022/23 in relation to the Green Champion scheme.

## 58 ANNUAL REVIEW OF EXEMPT REPORTS

The Committee considered the report of the Chief Executive listing the exempt item considered by the Committee for the period 16 March 2021 to date.

The Committee agreed that the report considered on the 16 March 2021, entitled, 'Southwell Leisure Centre – Alternative Management Arrangements', be released into the public domain.

AGREED (unanimously) that the content of the report entitled: 'Southwell Leisure Centre – Alternative Management Arrangements', be released into the public domain

59 GREEN REWARDS PLATFORM

The Committee considered the report presented by the Transformation and Service Improvement Manager which provided an update on the progress of the Green Rewards App.

The Green Rewards App was launched to Newark and Sherwood residents on the 16 February 2022. A targeted Communications Plan was developed to enable the launch to reach as many residents as possible. The plan included scheduled social media posts, videos of endorsement from Councillor Lloyd and boosted social media posts.

Newark and Sherwood had signed up to the App for one year and after that year the success of the App would be reviewed. The review would consider the carbon savings attained, impact achieved and take up across the geography and demographics of the district. A recommendation on whether to continue with Green Rewards would then be taken to members for decision.

Members commented that the app was a great scheme and asked if social media could be used to indicate what community was performing the best. It was suggested that composting should be recorded as part of the recycling targets, as composting was not measured currently.

Another Member commented that people love competition and schools should be involved. The Transformation and Service Improvement Manager confirmed that communities and schools could take part.

AGREED that resident participation in the Green Rewards App be noted.

60 HEALTH AND WELLBEING UPDATE

There were none.

Meeting closed at 6.50 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 March 2022 at 6.00 pm.

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

Councillor L Brazier, Councillor Mrs B Brooks, Councillor M Cope,  
Councillor P Harris, Councillor R Jackson, Councillor Mrs S Michael,  
Councillor Mrs S Saddington, Councillor T Thompson, Councillor  
I Walker, Councillor T Wildgust and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor L Goff

APOLOGIES FOR ABSENCE: Councillor S Carlton (Committee Member) and Councillor K Walker (Committee Member)

### 24 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.

### 25 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.

### 26 MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2022

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

### 27 GENERAL PURPOSES FORWARD PLAN (APRIL 2022 TO MARCH 2023)

AGREED that the following items be added to the General Purposes Forward Plan:

- Street Pavement Licences Update
- Review of Taxi Fares
- Attendance at Committee by a Representative of the Gambling Commission
- Livery for Hackney Carriages

### 28 REVIEW OF THE VEHICLE AGE POLICY FOR HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES

The Committee considered the report presented by the Business Manager – Public Protection which set out proposed changes to the Council’s Vehicle Age Policy in respect of licensed Hackney Carriage and Private Hire vehicles.

The current policy was set out in paragraph 2.3 of the report which had been agreed in 2015 with it being noted that a number of representations expressing concern had been received from the taxi trade i.e. shrinkage of the taxi fleet due to the pandemic; increase in cost of second hand vehicles leading to affordability issues of replacing vehicles when they remained in good condition but had passed the Policy's age limit; and the disparity between the Council's Policy and that of the County Council.

In considering the report Members agreed that the Policy appeared not to take account of the durability of modern vehicles and that it should be amended accordingly. Members agreed that the proposed amendments as set out in paragraph 3.2 of the report be further amended to increase the age of the vehicles.

AGREED (unanimously) that the Council's age policy for Hackney Carriage and Private hire Vehicles be amended as follows:

- (a) all vehicles must be under 9 years of age on first registration and not over 15 years of age on renewal;
- (b) vehicles over 6 years of age that fail the licensing vehicle test on structural damage or a major mechanical issue will not be licensed; and
- (c) a purpose built or wheelchair accessible vehicle must be under 9 years of age when first licensed and not over 15 years of age on renewal.

## 29 REVIEW OF KNOWLEDGE TEST FOR LICENSED DRIVERS

The Committee considered the report presented by the Business Manager – Public Protection which sought Members' approval to implement changes to the Knowledge Test for licensed Hackney Carriage and Private Hire drivers.

The report set out the requirements that an applicant must meet in order for them to be considered as a 'fit and proper' person to be granted a licence, one of which was a knowledge test consisting of 7 different parts, including routes and locations. It was reported that due to the increase in mobile route finders and built in navigation aids, the routes and locations sections were under review.

In considering the report Members agreed that the application process was important to ensure that all applicants were suitable to hold a licence but that the process did not put barriers in place to limit the ability of applications to obtain a licence.

AGREED (unanimously) that the taxi knowledge test be amended to remove the sections relating to routes and locations.

## 30 TAX CONDITIONALITY CHECKS FOR VARIOUS LICENCE APPLICATIONS

The Committee considered the report presented by the Business Manager – Public Protection which sought Members' approval to implement changes to the licence application processes in line with the requirements of Her Majesty's Revenue & Customs.

It was reported that from 4 April 2022, licensing authorities must carry out certain checks on applications from individuals, companies and any type of partnership to make sure they were aware of their tax responsibilities or had completed a tax check. The applications affected were for the following licences: Hackney Carriage Drivers; Private Hire Drivers; Private Hire Vehicle Operators; Scrap Metal Sites; and Scrap Metal Collector. It was proposed that the Council would continue to publicise the tax check requirements and, where possible, to advise applicants of the changes prior to an application being submitted. Changes would also be made to the application form to include a declaration that the applicant was aware of their tax responsibilities.

AGREED (unanimously) that:

(a) the changes to the application process for some licences be noted;

(b) the addition of a declaration, as follows, be approved:

“I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations”; and

(c) the above declaration be added to the following licence application forms:

Hackney Carriage Drivers;  
Private Hire Drivers;  
Private Hire Vehicle Operators;  
Scrap Metal Sites; and  
Scrap Metal Collector

### 31 SATISFACTION SURVEYS FOR TAXI USERS AND THE TAXI TRADE

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members on the completion of the satisfaction surveys that were carried out from customers using taxis within the district and from the taxi trade. It was reported that the purpose of the surveys was to gain an insight into the way which taxis operate and how and why members of the public use their services, the results of which would assist the development of the licensing services in terms of shaping future provision and policies. A full copy of the questions and responses were appended to the report.

In considering the report Members commented on whether additional signage was required at the taxi ranks within Newark to prevent the public parking in them. In response, the Business Manager advised that the County Council had changed the timings of the ranks and additional signage advising of the times had been erected. He also advised that enforcement was contracted out by the County Council.

A Member suggested that the current taxi rank at Kirk Gate be re-designated as a short stay drop-off/pick-up area and it was agreed that this would be further reviewed.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) further consideration be given to:
  - (i) the possible re-designation of the Kirk Gate rank
  - (ii) what additional enforcement measures could be taken in relation to the existing taxi ranks within the district; and
  - (iii) possible livery for hackney carriage taxis.

32 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Business Manager – Public Protection into the activity and performance of the Licensing Team which included details of current ongoing enforcement issues.

Information contained within 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.

33 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 Paragraph 1, of part 1 of Schedule 12A of the Act.

34 MINUTES OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S SUB-COMMITTEE (21.12.21)

AGREED (unanimously) that the exempt Minutes of the Hackney Carriage/Private Hire Driver's Sub-Committee held on 21 December 2021 be noted.

35 MINUTES OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS SUB-COMMITTEE (03.02.22)

AGREED (unanimously) that the exempt Minutes of the Hackney Carriage/Private Hire Driver's Sub-Committee held on 3 February 2022 be noted.

Meeting closed at 7.23 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 March 2022 at 6.00 pm.

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

Councillor L Brazier, Councillor Mrs B Brooks, Councillor M Cope,  
Councillor P Harris, Councillor R Jackson, Councillor Mrs S Michael,  
Councillor Mrs S Saddington, Councillor T Thompson, Councillor  
I Walker, Councillor T Wildgust and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor L Goff

APOLOGIES FOR ABSENCE: Councillor S Carlton (Committee Member) and Councillor K Walker (Committee Member)

### 29 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.

### 30 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.

### 31 MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2021

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

### 32 "STAND BY HER"

The Committee received a brief training session entitled "Stand by Her" which was delivered by the following two organisations: Nottinghamshire Women's Aid; and Communities Inc.

They outlined to Members that there were three main points to the training sessions which were noted as: See; Report; and Support and how these could be actioned in the event of someone witnessing an incident of hate in a public place. The format for the training sessions was that they were delivered to women and men separately.

The Business Manager – Public Protection advised that the training had been launched as part of the Community Safety Partnership to look at the safety of women which had then developed to their safety in the night time economy. The programme had then been further developed for Council staff and was also to be rolled out to workers within the night time economy e.g. licensees and also to taxi drivers, with feedback so far from those who had received the training having been positive.

In considering the presentation a Member queried as to what the issues were of reporting misogyny within the night time economy. In response, Members were advised that it was believed that misogyny was radically under-reported for a number of reasons e.g. fear of recrimination or response. The training attempted to clarify what the term misogyny actually meant and what actions could be taken to help to prevent it. It was noted that Nottinghamshire Police were the first Authority in the country to classify it as a hate crime.

In noting that the training sessions raised awareness of the issue, a Member queried how its success was measured. In response, Members were advised that this measure by feedback from participants, e.g. from the women's sessions they indicated they felt listened to; felt more confident; had been provided with practical tools to deal with incidents; and that these comments were then fed into the sessions held with men. This provided a multi-layered approach.

A Member queried whether the sessions could be held in schools and colleges, adding that it would be of benefit to both students and staff. It was noted that sessions could be tailored for educational establishments.

Members were also informed that training sessions with aim of tackling disability hate crime on public transport had also been delivered in the past to other organisations.

In closing the presentation, the Chairman thanked the organisations for their attendance at Committee and for the work they were doing.

### 33 LICENSING COMMITTEE FORWARD PLAN (APRIL 2022 TO MARCH 2023)

AGREED that the Forward Plan be noted and that the following items be added:

Night-Time Economy Visits by the Licensing Committee  
Promotion of Pub Watch

### 34 TRAINING FOR MEMBERS AND OFFICERS

The Committee considered the report presented by the Business Manager – Public Protection which sought to provide Members with information as to future training opportunities.

The report set out that there would again be training provided by the Nottinghamshire Authorities Licensing Group which was scheduled for Tuesday, 5 July 2022. It was also reported that a refresher training session would be provided for all Members of the Committee and that this was scheduled for Tuesday, 31 May.

In relation to the training scheduled for 5 July, the Business Manager advised that the Agenda for the day was being developed but it was anticipated that it would cover a broader range of topics than in previous years.

AGREED (unanimously) that the proposed training sessions be noted and supported.

35 EVENING ECONOMY STRATEGY

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Member on the progress towards the production of an Evening Economy Strategy.

The report set out that the development of such a strategy had been discussed prior to the 2020 pandemic and that it had been acknowledged that this should be done in conjunction with colleagues from Planning and Economic Growth. In November 2020 the Economic Development Committee had approved the Economic Growth Strategy and Action Plan. Within the Strategy it had been outlined that one of the actions was to develop an Evening Economy Strategy in 2022. Specialist consultants had been commissioned to provide advice and guidance to develop an Evening and Night Time Economy Strategy for the district.

AGREED (unanimously) that the progress of the Night Time Economy Strategy be noted.

36 MINUTES OF LICENSING HEARING - BROOK HOUSE BREWERY

The Committee considered the Minutes of the Licensing Hearing in relation to the Brook House Brewery held on 23 November 2021.

AGREED (unanimously) that the Minutes be noted.

37 MINUTES OF LICENSING HEARING - KELHAM HALL

The Committee considered the Minutes of the Licensing Hearing held in relation to The Renaissance, Kelham Hall Ltd. held on 6 December 2021.

In considering the Minutes, Members commented on the reference to the decibel level and that such levels needed to be clear in order to give confidence to all parties that it would assist in the reduction of any potential noise nuisance.

AGREED (unanimously) that the Minutes be noted.

38 UPDATE ON LICENSING HEARING APPEALS

The Committee considered the verbal report of the Business Manager – Public Protection which sought to inform the Members of two appeals which had been lodged with the Magistrate’s Court. These were in relation to the Corn Exchange and The Renaissance, Kelham Hall Ltd.

AGREED (unanimously) that the verbal update be noted.

39 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Business Manager – Public Protection in relation to the activity and performance of the Licensing Team between 1 October and 31 December 2021.

AGREED (unanimously) that the report be noted.

40 TEMPORARY EVENT NOTICES

The Committee considered the report presented by the Business Manager – Public Protection in relation to the Temporary Event Notices received between 1 October and 31 December 2021. The appendix to the report listed all the TENs received.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.45 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit & Accounts Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Wednesday, 27 April 2022 at 10.00 am.

PRESENT: Councillor Mrs S Michael (Chairman)

Councillor Mrs B Brooks, Councillor R Crowe and Councillor M Brown

APOLOGIES FOR ABSENCE: Councillor D Cumberlidge (Committee Member) and Councillor J Lee (Committee Member)

51 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.

52 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

There were no declarations of intention to record the meeting.

53 MINUTES OF THE MEETING HELD ON 2 FEBRUARY 2022

AGREED that the Minutes of the meeting held on 2 February 2022 be approved as a correct record and signed by the Chairman.

54 REVIEW OF THE LONDON ROAD CAR PARK EXTENSION SCHEME – PRESENTATION BY ASSURANCE LINCOLNSHIRE

The Committee were provided with an update from Assurance Lincolnshire on the progress of the review work having been asked by statutory officers to undertake a review of lessons learnt around the sale of the municipal building and extension of the London Road car park.

The report, currently being drafted by Assurance Lincolnshire, is expected to provide details on their findings. The report is currently being finalised and should be received within the next four weeks.

55 UPDATE ON THE STRATEGIC RISK MANAGEMENT PROCESS AND REGISTER

The Committee considered the report from the Safety and Risk Manager providing an update to Members on the status of the Council's 2022/23 Strategic Risk Register, as well as providing an update to Members regarding the Risk Management Policy.

The report informed Members that all strategic risks are formally reviewed quarterly by the risk owner, in conjunction with relevant officers, facilitated by the Safety and Risk Manager and SLT.

The review of the new register commences in the first quarter April to June 2022. Any

amendments or alterations identified will be incorporated within the first formal review of each risk.

The Business Manager for Financial Services reminded the Committee that the Council has signed up to the Better Governance Forum, where training on Risk Management is available.

AGREED (unanimously) that:

- a) the Committee noted the amendments to the Strategic Risk Register; and
- b) the Committee noted the review of the Strategic Risk Policy.

## 56 INTERNAL AUDIT PROGRESS REPORT

The Committee considered the internal audit progress report (Annex A) from Assurance Lincolnshire to provide a summary of Internal Audit work undertaken during 2021/22 against the agreed audit plan.

The Audit Plan for 2021/22 had been agreed by the Audit & Accounts Committee in February 2021 and then throughout the year reports are provided on the progress made and any changes to the plan are brought to the Committee.

The information provided in the report was for work completed to February 2022 referencing that 73% of the audit plan had been completed up until that point, further updates provided at the meeting.

The report contained details of an outstanding recommendation for approval by the Committee to extend, having already been extended by the Director. The Director for Housing, Health and Wellbeing attended the meeting to update the Committee and the Chairman requested that the Director attend the next meeting in July to provide a further update.

AGREED (unanimously) that:

- a) the Committee considered the latest internal audit progress report; and
- b) the Committee approved the extension to the NSH 2019/20-05 – Gas Servicing to 30 September 2022.

## 57 COMBINED ASSURANCE REPORT

The Committee considered the Combined Assurance Report for the 2021/22 financial year from Assurance Lincolnshire.

The Combined Assurance report is produced by Internal Audit working with Business Managers and SLT. The report demonstrates the level of assurance the Council has in its activities at a set point in time, identifying any gaps. The information is then used to inform the annual Internal Audit Plan for the next financial year. The Committee discussed the report and thanked those involved in producing it.

AGREED (unanimously) that the Committee considered the Combined Assurance report.

58 ANNUAL INTERNAL AUDIT PLAN

The Committee considered the Internal Audit Plan (Appendix A) from Assurance Lincolnshire which set out the proposed work of Internal audit for 2022/23.

The report reminded Members that the Internal Audit plan is developed to demonstrate how assurance can be given on:

- Financial Governance
- Governance and Risk
- Critical Activities
- Project Assurance
- ICT
- Key Controls
- Combined Assurance
- Consultancy Assurance

Appendix A of the report set out in detail Assurance Lincolnshire's approach and what is intended to be reviewed in 2022/23. It is a 'flexible plan' which is subject to change as the year progresses to reflect the current risk environment. Any changes to the plan during the year will be agreed with the Business Manager for Financial Services and then subsequently notified to the Audit and Governance Committee.

The Committee discussed the report and the Chairman confirmed with Members that they were happy as to what had been included on the plan.

AGREED (unanimously) that the Audit & Accounts Committee approved the Internal Audit Plan.

59 STATEMENT OF ACCOUNTING POLICIES 2021/2022

The Committee considered the report from the Assistant Business Manager for Financial Services providing Members with updates made to the Council's accounting policies in relation to the closedown of the 2021/2022 financial year.

The report advised before the completion of the Statement of Accounts for 2021/2022 it is important that Members are given the opportunity to discuss and comment on the accounting policies to be used in the production of the financial statements. These policies will be applied to the treatment of all transactions that make up the figures in the Statement of Accounts to ensure the accounts present a true and fair view of the financial position of the Council as at 31 March 2022.

AGREED (unanimously) that the Committee approved the amended Statement of Accounting Policies for 2021/2022.

60 UNDERLYING PENSION ASSUMPTIONS FOR 2021/2022 STATEMENT OF ACCOUNTS

The Committee considered the report from the Assistant Business Manager for Financial Services to provide Members with information regarding the assumptions made by the pension fund actuary in calculating the IAS 19 (International Accounting standard 19 – Employee Benefits) figures to be reported in the 2021/2022 Statement of Accounts.

The Committee were advised that the Actuary's report for 2021/2022 was received on 11 April 2022, however due to the timeliness of the report the Asset valuations were only based up to 31 December 2021. Therefore a revised IAS19 report is expected to be received mid-May with the Asset values at 31 March 2022.

The current Actuary report was comprehensive and provided as an attachment to the report at appendix A.

AGREED (unanimously) that the Committee noted and approved the assumptions used in the calculation of pension figures for 2021/2022.

61 UNDERLYING VALUATION ASSUMPTIONS FOR 2021/2022 STATEMENT OF ACCOUNTS

The Committee considered the report from the Assistant Business Manager for Financial Services to provide Members with information regarding the assumptions made by the Valuers in calculating the figures to be reported in the 2021/22 Statement of Accounts, as per the revaluation model approach taken by the Council under IAS 16 (International Accounting Standard 16 – Property, Plant and Equipment).

The Committee were advised that the Council's dwelling assets are revalued every year due to the volatility and the group value of the assets nature. Each financial year a desktop review is undertaken to account for the changes in the valuations, however once every five years a full revaluation will take place on a beacon basis.

Financial year 2021/22 is the final year for a desktop review as the last full revaluation took place in 2017/18. The valuation report was found at Appendix C which included all their assumptions used to ascertain a valuation figure.

AGREED (unanimously) that the Committee noted and approved the assumptions used in the calculation of asset valuation figures for 2021/2022.

62 COUNTER-FRAUD ACTIVITIES FROM 30 SEPTEMBER 2021 TO 31 MARCH 2022

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 1 December 2021.

The report highlighted that the element of the role of the Audit & Accounts Committee 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.

The annual full review of the Fraud Risk Register has been commissioned with Assurance Lincolnshire and this took place during April 2022. The results of this will be brought to the July Audit and Governance Committee.

The Chairman enquired as to how fraud numbers rate in comparison with other authorities, this information was not available at the meeting but would be provided to the Committee.

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

63 APPOINTMENT OF NON-VOTING INDEPENDENT MEMBER ON AUDIT & GOVERNANCE COMMITTEE

The Committee considered the appointment of Clive Richardson as a non-voting Independent member of the Audit & Governance Committee provided in the report from the Business Manager for Financial Services.

The previous non-voting Independent member attended the July 2021 meeting but then tendered their resignation prior to the September meeting following a promotion in their main occupation.

A panel consisting of the Chair of the Audit & Accounts Committee, Committee Member Councillor Cumberlidge and the Business Manager for Financial Services then met with the applicant on 25 February 2022 to assess their suitability for the role.

The Committee were in agreement that they fully supported the appointment of Clive Richardson to Audit and Governance as a non-voting independent member. Clive Richardson will bring a wealth of experience to Audit & Governance from his role as a Headteacher. He has years of experience of working with School Governors and understands the value that is brought to any committee by asking the right questions. He has a range of transferable skills and has worked for years with budgets, finance and risks assessments.

The Committee understood that he has not only the time to commit to this position but also dedication, respect for everyone, integrity, impartiality and the desire to do something for the community.

AGREED (unanimously) that the Committee recommend to Full Council that the appointment of Clive Richardson to the position of non-voting Independent member on the Audit & Governance Committee be approved.

64 ANY OTHER BUSINESS

The Business Manager for Financial Services advised that the Work Plan would be provided at the next meeting of the new Committee for Audit & Governance in July.

A Training report would also be provided at the July meeting, the same as for last year having signed up to the Better Governance Forum as part of the self-

assessment. The Business Manager for Financial Services to email the details for the Training Plan and Training Programme for Members and Officers noting that 12 pre-paid places are available. Introductory sessions provided by CIPFA would be provided for those Councillors who have not been on an Audit Committee before, with the remaining places to consider for the existing Committee Members.

The Business Manager for Financial Services also advised that in preparation for the next Committee meeting, a session will take place in June for a couple of hours to consider the year end accounts, noting the June date to be confirmed.

The Chairman of the Committee confirmed this was the last meeting in its current format and that the new Committee would be Audit & Governance. The Chairman thanked all the Members, Internal Audit, External Audit and Officers for their attendance and input into the life time of the Committee and would look forward to seeing these Members going into Audit & Governance.

Meeting closed at 11.12 am.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 15 March 2022 at 4.00 pm.

PRESENT: Councillor R Blaney (Chairman)  
Councillor Mrs L Dales (Vice-Chairman)

Councillor M Brock, Councillor R Crowe, Councillor L Goff, Councillor Mrs R Holloway, Councillor Mrs P Rainbow, Councillor Mrs S Saddington, Councillor M Skinner, Councillor T Thompson, Councillor I Walker, Councillor T Wildgust and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor P Peacock

APOLOGIES FOR ABSENCE: Councillor T Smith (Committee Member) and Councillor K Walker (Committee Member)

### 120 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillors Mrs L Dales and I Walker declared Registerable Interests as Council appointed representatives on the Trent Valley Internal Drainage Board and Upper Witham Valley Drainage Board.

The Planning Committee Chairman on behalf of Members of the Planning Committee declared a Non-Registerable Interest regarding Planning Applications Item No. 10 – The Buttermarket, between 27 and 28 Middle Gate, Newark On Trent (21/02589/FUL, and Item No. 11 – 262-268 Yorke Drive, Newark On Trent (22/00114/FUL), the applicant being Newark & Sherwood District Council.

Councillor Mrs P Rainbow informed the Committee that she had received an email as Chairman to the Council from Spalford Parish Meeting, she had read the email but would not allow the content to influence her decision.

### 121 DECLARATION OF ANY INTENTIONS 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.

### 122 MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2022

AGREED that the Minutes of the meeting held on 15 February 2022 were approved as a correct record and signed by the Chairman.

### 123 ORDER OF BUSINESS

With the agreement of the Planning Committee, the Chairman changed the order of business on the agenda as follows: Agenda item 7 – Shady Oaks, Eagle Road, Spalford

(21/02528/FUL) to be taken as the first item of business. Agenda item 9 – Shannon Falls, Tolney Lane, Newark (22/00073/S73) to be taken after Agenda item 6. The agenda resumed its stated order thereafter.

124 SHADY OAKS, EAGLE ROAD, SPALFORD - 21/02528/FUL (SITE VISIT: 10.25AM)

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use of land to provide 4 pitches (1 static and 1 touring caravan and two parking spaces on each pitch) hardstanding and associated infrastructure for members of the Gypsy and Traveller community. A site visit took place before the Planning Committee meeting.

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

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from a neighbour and local resident.

Mr P Middleton, on behalf of Spalford Parish Meeting, spoke against the application, in accordance with the views of Spalford Parish Meeting, as contained within the report.

Members considered the application and it was felt that whilst the need to find pitches for members of the gypsy and traveller community was important, this site was considered inappropriate. It was commented that the application was contrary to Council policy, the development would change the character of the hamlet of Spalford and have an impact on the lives of people who reside there. There was a lack of infrastructure in the village, the local school was closing, there were no footpaths around the site and there were problems with the local bus service. The site was also in flood zones 2/3. It was also commented that planning permission had twice been refused previously on this site for a permanent dwelling and dismissed on appeal because of its location in the open countryside.

The legal advisor confirmed that there wasn't a five year pitch supply which could be a significant material consideration, if the Council was minded to attach weight to this, it could indicate justification for a decision contrary to Council policy.

The Chairman provided the Committee with an update on the progress being made to increase the number of pitches available in the district and that a report had been included on the forthcoming weeks Economic Development Committee to address this.

A vote was taken and lost for approval with 1 vote For and 12 votes Against.

AGREED (with 12 votes For and 1 vote Against) that contrary to Officer recommendation, planning permission be refused on the grounds of Council Policy SP8, DM5, DM8 and CP5.

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

<b>Councillor</b>	<b>Vote</b>
R. Blaney	For
M. Brock	For
R. Crowe	For
Mrs L. Dales	For
L. Goff	Against
Mrs R. Holloway	For
Mrs P. Rainbow	For
Mrs S. Saddington	For
M. Skinner	For
T. Smith	Absent
T. Thompson	For
I. Walker	For
K. Walker	Absent
T. Wildgust	For
Mrs Y. Woodhead	For

125 HILL HOUSE, CHAPEL LANE, EPPERSTONE - 21/02533/FUL (SITE VISIT: 12PM)

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of a replacement dwelling and associated works and landscape enhancements. A site visit took place before the Planning Committee meeting.

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

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

The Business Manager – Planning Development confirmed that this application had been deferred from the 15 February 2022 Planning Committee pending a site visit. The application had been referred to the Secretary of State who had confirmed that the application would not be called-in. A model of the development was presented to the Committee. A video presentation of the site was provided to the Committee, predominately for those Members that were unable to attend the site visit.

The Chairman informed the Committee that the Local Ward Member Councillor R Jackson had sought permission to speak on the application, but had been injured that morning and had to submit an apology.

Members considered the application and it was felt that the dwelling was bold, ambitious, green and sustainable and had many architectural merits, thus forming the very special circumstances required to grant planning permission in the Green Belt.

AGREED (with 12 votes For and 1 Abstention) that planning permission be approved, subject to the conditions contained in the report, having been referred to the Secretary of State who had confirmed that the application would not be called-in.

126 FIELD REFERENCE NUMBER 8890, MANSFIELD ROAD, EDWINSTOWE - 21/02094/OUTM (SITE VISIT: 11.20AM)

The Committee considered the report of the Business Manager – Planning Development, which provided an outline application for the development of up to 50 dwellings (including affordable housing), open space, children’s play space and associated infrastructure, including a new access off Mansfield Road, with all matters reserved. A site visit took place before the Planning Committee meeting.

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

A schedule of communication was tabled at the meeting which detailed correspondence received after the Agenda was published from the following: neighbouring parties; NHS Nottingham and Nottinghamshire CCG; Agent and an anonymous objection.

Parish Councillor Mrs C Brooks, on behalf of Edwinstowe Parish Council, spoke against the application, in accordance with the views of Edwinstowe Parish Council, as contained within the report.

Councillor P Peacock, local Ward Member (Edwinstowe and Clipstone) spoke against the development as contained within the report.

A Member sought clarification regarding the site being an allocated site within the district council’s development plan with all matters reserved and whether the site could be de-allocated.

The Senior Planning Officer confirmed that as the site was allocated within the district council’s development plan, full regard would need to be given. There was a procedure to de-allocate sites however any appeal decision if the Planning Committee were minded to refuse the application would be taken before the process to de-allocate a site would have finalised as that process was lengthy.

Members considered the application and it was felt that whilst the scale of development in Edwinstowe appeared excessive as highlighted by the local Ward Member and Parish Councillor in attendance, Members had to consider that this was an allocated site within the district council’s development plan which had been approved by the Council.

AGREED (with 11 votes For, 1 vote Against and 1 Abstention) that planning permission be approved subject to the conditions contained within the report and the completion of a S106 Agreement as detailed within the report.

127 SHANNON FALLS, TOLNEY LANE, NEWARK - 22/00073/S73

The Committee considered the report of the Business Manager – Planning Development, which sought to remove condition 2 from planning permission 18/02167/FUL to allow the existing temporary use to become permanent. Change of use of scrubland for the siting of 8 touring caravans and associated amenity block for gypsy travellers.

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. The applicant understood that their planning application for permanent use was likely to be refused permission on grounds of flood risk. They had therefore confirmed that they would wish that a grant of a further temporary permission would be considered instead.

The Business Manager – Planning Development confirmed to the Committee that the recommendation in the report was refusal for permanent planning permission. The applicant had sought permission for a further three year temporary permission. The Planning Officers recommendation had therefore changed to approval for temporary approval for three years.

Members considered the application for further temporary approval for three years acceptable.

AGREED (unanimously) that planning permission be approved subject to temporary approval for three years and subject to the existing conditions contained in the Schedule of Communication.

128 SOUTHWELL RACECOURSE, STATION ROAD, ROLLESTON - 22/00168/S73M

The Committee considered the report of the Business Manager – Planning Development, which provided an application for variation of condition 4 to allow greater flexibility for the use of lighting attached to planning permission 19/01824/S73M, which varied planning permission 17/01268/FULM; erection of 55 directional lighting columns.

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

Members considered the application and it was commented that there was no increase in race meetings per year as that was capped at eighty. The lighting erected in 2019 had not resulted in light intrusion to any surrounding properties. There would be an increase from twenty to up to forty meetings when the floodlights could potentially be used which would be subject to the measures set out in existing traffic management plan. The Committee therefore saw no planning grounds to refuse the application.

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

129 THE BUTTERMARKET, BETWEEN 27 AND 28 MIDDLE GATE, NEWARK ON TRENT - 21/02589/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use of the first floor atrium and old pub area of the Buttermarket from Sui Generis to Mixed Use (Uses Classes E(a), E(b), E(g(i)), F1(a) and F2(b)).

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

Members considered the application acceptable.

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

130 262 - 268 YORKE DRIVE, NEWARK ON TRENT - 22/00114/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought full planning permission to demolish four properties, last used as dwellhouses.

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 planning permission be approved subject to the conditions contained within the report.

131 APPEALS LODGED

AGREED that the report be noted.

132 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 6.20 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 12 April 2022 at 4.00 pm.

PRESENT: Councillor R Blaney (Chairman)  
Councillor Mrs L Dales (Vice-Chairman)

Councillor M Brock, Councillor R Crowe, Councillor L Goff, Councillor Mrs R Holloway, Councillor Mrs P Rainbow, Councillor M Skinner, Councillor T Thompson, Councillor I Walker, Councillor K Walker and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor Mrs S Saddington (Committee Member), Councillor T Smith (Committee Member) and Councillor T Wildgust (Committee Member)

### 133 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

The Planning Committee Chairman on behalf of Members of the Planning Committee declared a collective Non-Registerable Interest regarding Planning Application Item No. 6 – Yorke Drive and Lincoln Road Playing Field, Lincoln Road, Newark On Trent (22/00426/S73M), the applicant being Newark & Sherwood District Council.

Councillors Mrs L Dales, I Walker and K Walker declared Registerable Interests as Council appointed representatives on the Trent Valley Internal Drainage Board and Upper Witham Valley Drainage Board.

### 134 DECLARATION OF ANY INTENTIONS 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.

### 135 MINUTES OF THE MEETING HELD ON 15 MARCH 2022

AGREED that the Minutes of the meeting held on 15 March 2022 were approved as a correct record and signed by the Chairman.

### 136 CYGNET SHERWOOD LODGE, RUFFORD COLLIERY LANE, RAINWORTH – 21/02508/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of a two storey, 44 bedroom hospital with landscaping.

The application was being presented to the Planning Committee in line with the Council's Scheme of Delegation as Rainworth Parish Council had objected to the application which differs to the professional officer recommendation and is a major development.

The proposal seeks to act as an expansion of the existing facilities adjacent to the site

namely Sherwood Lodge and Sherwood House. The proposed building would provide a purpose built 44 bed mental health unit arranged around a central courtyard (the scheme had increased from the originally submitted 42 beds but within the same building footprint).

AGREED (with 11 votes For and 1 vote Against) that planning permission be approved subject to the conditions and reasons shown in the report.

137 YORKE DRIVE AND LINCOLN ROAD PLAYING FIELD, LINCOLN ROAD, NEWARK ON TRENT – 22/00426/S73M

The Committee considered the report of the Business Manager – Planning Development, providing the proposed application to vary conditions 3, 4, 5, 6, 7, 12, 24 and 25 attached to outline planning permission 20/02484/S73M (redevelopment of parts of the Yorke Drive Estate) to amend the proposed site layout and associated parameter plans.

This application was being presented to the Planning Committee in line with the Council's Scheme of Delegation due to Newark and Sherwood District Council being the Applicant.

The application sought permission for the variation of conditions 3 (phasing), 4 (planning obligation/contribution), 5 (parameter plans), 6 (quantum of dwelling), 7 (maximum heights), 12 (archaeology), 24 (Lincoln Road access) and 25 (Lincoln Road visibility splays) attached to 20/02484/S73M to amend to reflect proposed amendments to the illustrative masterplan and associated parameter plans for the Yorke Drive regeneration scheme.

A schedule of communication was circulated in the morning before the meeting which detailed correspondence received after the Agenda was published of 2 late representations which comprised correspondence from Newark Town Council and a neighbour although no new matters had been raised. The Business Manager – Planning Development advised the wording of condition 6 required amending to ensure that the development resulted in no more than 320 dwellings resulting on the application site.

AGREED (unanimously) that outline planning permission be granted subject to the conditions in the report and subject to amendment to the wording of condition 6 to be agreed by the Business Manager – Planning Development in consultation with the Chairman and Vice-Chairman of the Planning Committee.

138 LAND ADJACENT HAUGHTON WAY, WALESBY – 21/02607/FULM (SITE VISIT: 11.00AM)

The Committee considered the report of the Business Manager – Planning Development, which sought planning permission for the construction of 19 dwellings.

A site visit had taken place before the Planning Committee meeting.

The application was being presented to the Planning Committee in line with the

Council's Scheme of Delegation as Walesby Parish Council had objected to the application which differs to the professional officer recommendation and that the proposal is a major development.

The application seeks full planning permission for a total of 19 dwellings split into the following mix:

- 11 two bed bungalows;
- 3 three bed houses;
- 5 two bed houses.

All of the properties are promoted as affordable with plots 1-14 inclusive as affordable rent and plots 15-19 inclusive as shared ownership.

A late representation schedule of communication was circulated in the morning before the meeting which detailed correspondence received after the Agenda was published which the Committee took into consideration.

Discussion regarding the number of parking spaces and amount of soft landscaping took place and Members resolved an additional condition removing permitted development rights for hard standing was appropriate enabling the Council to ensure an appropriate amount of parking spaces versus soft landscaping is provided.

AGREED (unanimously) that planning permission be approved subject to the conditions and reasons shown in the report with the additional condition removing permitted development rights for hardstanding and an associated legal agreement to secure the proposal delivers 100% affordable housing as a rural exception site.

139 LAND TO THE REAR OF ULLYATS COTTAGE, FISKERTON ROAD, ROLLESTON – 21/02435/OUT (SITE VISIT: 10.20AM)

The Committee considered the report of the Business Manager – Planning Development, to erect up to 3 no. detached dwellings and the re-alignment of Rolleston Public Footpath No. 5.

A site visit had taken place before the Planning Committee meeting.

The application was being presented to the Planning Committee in line with the Council's Scheme of Delegation as it had been called in by the Ward Member, Councillor Blaney. The reason for call in was summarized as: due to being over-intensive development (fewer number would have a more positive relationship on the NDHA); impact on Rolleston footpath 5 with the change in character in view of the removal of the hedge and provision of a hard-surfaced footway; and given the applicant is NCC, with the level of local representation, Planning Committee's consideration will ensure transparency.

The application sought outline planning consent for the construction of up to 3 dwellings on the existing garden to the rear of Ulllyats Cottage. The proposal is for all matters reserved (appearance, landscaping, layout and scale) apart from the access.

The proposal includes the realignment of Rolleston Public Footpath No.5 along Holly Court.

A late representation schedule of communication was circulated in the morning before the meeting which detailed correspondence from the Applicant's Agent which was received after the Agenda was published which the Committee took into consideration.

The Committee requested a deferral noting the applicant was Nottinghamshire County Council (NCC), to allow discussion with NCC regarding the diversion of the public right of way around a tree and the resulting narrower amount of highway for vehicular traffic and to clarify with them which plans are being considered for approval, as differences noted.

AGREED (unanimously) that the application be deferred until the next Planning Committee.

140 APPEALS LODGED

AGREED that the report be noted.

141 APPEALS DETERMINED

AGREED that the report be noted.

142 PLANNING COMMITTEE ANNUAL REPORT 2021-2022

The Committee considered a report presented by the Business Manager- Planning Development highlighting that Members are presented with reports of the performance of the Planning Department each quarter. However, this does not provide information of the performance of the Planning Committee. Following the initial report last year, an annual report of performance each municipal year will be presented to Members.

The report advised that the majority of Committee meetings had been held at Castle House on a Tuesday commencing at 1600 hours. The exceptions were the first meeting on the 27 April which was held virtually due to the Covid-19 pandemic, commencing at 14:00 hours and December's meeting held on a Monday due to the Halloughton Solar Farm Public Inquiry.

The Members were informed that Newark & Sherwood District Council's Planning Committee had sat on 11 occasions throughout the municipal year 2021- 2022, compared to 12 times in 2020-21.

The Committee undertook one official site visit on the 15 March, having cancelled for all previous months due to the Covid-19 pandemic restrictions.

Members were provided the opportunity to input suggestions for any improvements.

AGREED that the report be noted.

Meeting closed at 4.52 pm.

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Shareholder Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 29 March 2022 at 5.30 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor M Cope, Councillor S Haynes and Councillor P Peacock

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

There were no declarations of interest.

91 DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING

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

92 MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2021

The Minutes of the meeting held on 30 November 2021 were approved as a correct record and signed by the Chairman.

93 FORWARD PLAN

The Committee noted the Forward Plan for April 2022- March 2023.

94 EXCLUSION OF PRESS AND PUBLIC

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

95 ARKWOOD DEVELOPMENTS PROGRESS REPORT

The Committee considered the Arkwood Developments Progress report.

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

96 MARKET RENTAL ACQUISITION OPPORTUNITY

The Committee considered a report relating to a Market Rental Acquisition Opportunity.

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

97 MINUTES FROM ARKWOOD DEVELOPMENTS BOARD MEETINGS

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

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

Meeting closed at 6.14 pm.

Chairman

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

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Councillors Commission** held virtually on Teams on Thursday, 7 April 2022 at 5.30 pm.

PRESENT: Councillor R Blaney (Chairman)

Councillor Mrs R Crowe, Councillor Mrs L Dales, Councillor P Harris,  
Councillor L Hurst and Councillor J Kellas

APOLOGIES FOR Councillor P Peacock

ABSENCE:

### 58 MINUTES OF MEETING HELD ON 23 FEBRUARY 2022

AGREED that the Minutes of the meeting held on 23 February 2022 be approved as a correct record and signed by the Chairman.

### 59 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

### 60 REPORT OF THE MEMBERS INDEPENDENT REMUNERATION PANEL/TRAVEL EXPENSES

The Councillors Commission considered the final report of the Members Independent Remuneration Panel, and also considered if there were any further circumstances in which Members can claim travel expenses in light of the pending new governance arrangements.

Given the concerns raised by the Commission at their last meeting about various anomalies and inconsistencies in their report, the Independent Remuneration Panel had reconsidered the content of their report which was now presented to the Commission for further consideration.

The Chief Executive reported that the Panel had reacted positively to the points which had been put back to them, and the Commission felt that this should now be recommended to the Full Council for approval. The Commission noted that there was no reference to the £8 subsistence allowance currently payable to Members of the Planning Committee in the final report, and that continuation of this allowance should be recommended to Full Council.

The Commission also considered the allowance for childcare and dependent carers which was up to £10 per hour to cover any costs incurred. The Commission discussed, if in practice, whether full reimbursement should be made upon the production of valid receipts.

In respect of travel expenses, the Commission considered whether it was appropriate to pay travel expenses for Members travelling to Castle House for various reasons such as to see ICT; attending training and meeting with officers etc. It was considered that such activities and attendance on 'Council business', should be defined as an approved duty for the purposes of claiming travel expenses. However, there was to be

a presumption that one to one meetings with officers were to be held in a remote manner and that Members may need to be able to justify their claim for such attendances what should amount to 'Council business', for which expenses should be payable under the definition of 'approved duty'. Examples discussed included having to resolve a problem with an IT device, attending training and other appropriate meetings. Members were in agreement that where appropriate meetings are held in a remote manner to minimise travel to Castle House, and claims for expenses.

AGREED (with 5 votes for and 1 against) that:

- (a) the revised final report of the Independent Remuneration Panel, be recommended to the Full Council on 17 May 2022 for approval; and
- (b) Full Council be recommended to retain the existing allowance of £8 payable to all Members of the Planning Committee for attending site visits.

AGREED (unanimously) that:

the Full Council be recommended to define attending Castle House on Council business, as an approved duty for the purposes of Members travel expenses, subject to the proviso that Members should be able to justify their attendance, and as far as possible, all one to one meetings with officers are held in a remote manner.

## 61 PROPOSALS FOR NEW GOVERNANCE ARRANGEMENTS – PLANNING MATTERS

The Assistant Director – Legal & Democratic Services and Monitoring Officer, and the Business Manager – Planning Development presented a report which sought Members' endorsement of the Officer Scheme of Delegation in relation to Planning Development, the Protocol for Members dealing with Planning Matters, and Development Consultation Forum arrangements which would be the responsibility of Planning Committee when the Council adopts the revised governance arrangements in May 2022.

The report highlighted that at its last meeting on 23 February 2022 the Councillors Commission had been presented with draft terms of reference for Planning Committee from May 2022 as part of the report on proposed new governance arrangements.

Appendices to the report were the draft Scheme of Delegation, a Protocol for Members on dealing with Planning Matters and a Development Consultation Forum, noting that the Chairman and Vice Chairman of Planning Committee had expressed support for adoption of these arrangements.

The Commission discussed the appendices and welcomed the proposals for the Consultation Forum. Specific comments on the documents would be incorporated into the final versions prior to presentation to the Planning Committee.

AGREED (unanimously) to endorse the draft documents as attached to the report (subject to the specific amendments as agreed by the Commission), which

were to be presented in final form to Planning Committee for adoption at its first meeting after the Council's governance arrangements are adopted by Full Council on 17 May 2022.

62 PUBLICATION OF THE GOVERNMENTS RESPONSE TO THE COMMITTEE OF STANDARDS IN PUBLIC LIFE REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS

The Assistant Director – Legal & Democratic Services and Monitoring Officer provided a report to update the Councillors' Commission on the Government response to the Committee of Standards in Public Life (CPSL) review of local government ethical standards.

The report advised that the Government had issued its response to the CPSL's review on 18 March 2022 and a copy was provided to the Commission as an appendix to the report.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.30 pm.

Chairman