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**Monday, 12 February 2024**

**Chair: Councillor P Peacock**

**Members of the Cabinet:**

**Councillor R Cozens  
Councillor S Crosby  
Councillor L Brazier  
Councillor K Melton**

**Councillor E Oldham  
Councillor M Spoor  
Councillor P Taylor  
Councillor R Holloway**

<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Tuesday, 20 February 2024 at 6.00 pm
<b>VENUE:</b>	Civic Suite, Castle House, Great North Road, Newark, 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 [Nigel.hill@newark-sherwooddc.gov.uk](mailto:Nigel.hill@newark-sherwooddc.gov.uk).

## **AGENDA**

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# Agenda Item 4

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 23 January 2024 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

Councillor R Cozens, Councillor S Crosby, Councillor L Brazier,  
Councillor K Melton, Councillor E Oldham, Councillor M Spoons,  
Councillor P Taylor and Councillor R Holloway

ALSO IN ATTENDANCE: Councillor S Michael, Councillor P Rainbow, Councillor N Ross and  
Councillor T Wendels

### 1 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

### 2 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

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

### 3 MINUTES FROM THE PREVIOUS MEETINGS HELD ON 5 DECEMBER 2023 AND 19 DECEMBER 2023

The minutes from the meetings held on 5 December and 19 December 2023 were agreed as a correct record and signed by the Chair.

### 4 CHAIR'S UPDATE

The Leader and Chair made a statement in relation to Southwell Leisure Centre as follows:

“At our last Cabinet meeting, we agreed to set aside £5.5m to provide a new swimming pool facility at Southwell Leisure Centre. We agreed that this presented better value for money than spending an estimated £645,000 on repairing the pool, given the risk of other repair items emerging in the 60-year-old building. We see the pool as the first step towards the development of a new leisure centre on the site.

I'm disappointed to report that we've not progressed things in the way we'd have hoped as some representatives of the Trust are clinging on to repair of the pool as their preferred option, either instead of, or as well as a replacement pool. I want to make it clear, yet again, that the Council will not use taxpayers money from across the District to repair a 60-year old pool and urge Southwell Leisure Centre Trust to focus on working with us on a replacement.”



5 COUNCIL TAX EMPTY HOMES PREMIUM (KEY DECISION)

The Business Manager – Financial Services presented a report on the current position relating to the Council Tax empty homes premium charges and collection. The proposal in the report was to change the date on which the Council tax long-term empty home premium becomes due from two years to one as had been enabled by the Levelling-Up & Regeneration Bill, which received Royal Assent in October 2023. This proposal would support the Council and Government policy in helping to reduce the number of empty homes by giving an incentive to owners to bring the properties back into use, by either selling or renting the property.

It was noted that the element of the total Council Tax liability which related to the District Council's income, would increase by £114,500 to £229,000.

AGREED (unanimously) that Cabinet recommends to Full Council the proposal to increase the long-term empty home premium as set out in paragraph 2.7 of the report, effective from 1 April 2024.

Reason for Decision

To enable Cabinet to consider changing the trigger date for charging empty home premium from two years to one year.

Options Considered

The alternative is to leave charging unchanged.

6 2024/25 HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING (KEY DECISION)

The Business Manager – Financial Services presented a report which examined the proposed income and expenditure on the Housing Revenue Account (HRA) for the 2024/25, in accordance with Section 76 of the Local Government and Housing Act 1989. The report also detailed indicative amounts of income and expenditure for the 2025/26 to 2027/28 financial years and proposed rent levels and service charges for 2024/25, with effect from the first Monday in April 2024.

The setting of the HRA budget and the approval of rent levels would be presented to the Full Council Meeting in February 2024, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (with 8 votes for and 1 against) that Cabinet recommend to Full Council at its meeting on 13 February 2024:

- a) the HRA budget for 2024/25, as set out in Appendix A1 to the report;
- b) an increase of 7.7% in the 2023/24 rents of all properties in the HRA as at 31 March 2024 be applied from 1 April 2024; and
- c) the 2024/25 service charges, as set out in Appendix C to the report.

### Reason for Decision

To advise Members of the proposed HRA budget and charges in rent and service charge levels for 2024/25 and for these to be recommended to Ful Council at its meeting on 13 February 2024.

### Options Considered

Various modelling was undertaken to assess the impact of different rent levels on the viability of the HRA 30-year business plan to arrive at the recommendation made to the Cabinet.

Consideration was also given to varying increases between general needs and supported (sheltered and extra care) accommodation but no rationale was found to support this, alongside the equitable nature of any decision to do so.

## 7 BIODIVERSITY NET GAIN - POLICY AND ACTIONS (KEY DECISION)

The Biodiversity & Ecology Lead officer presented a report which informed Cabinet of the four 'topics' relating to mandatory Biodiversity Net Gain (BNG) and proposed recommended actions that were considered necessary in the run up to implementation.

The Environment Act 2021 set the legislative background for the implementation of mandatory BNG of at least 10%, and two draft Statutory Instruments were laid before Parliament on 30 November 2023, and the Biodiversity & Ecology Lead officer confirmed that that mandatory BNG would come into force as from 12 February 2024. The Cabinet also noted that the report had also been considered by the Planning Policy Board who had recommended approval following a lengthy debate.

AGREED (unanimously) that Cabinet:

- a) adopt and publish definitions of what constitutes 'significant enhancement' within mandatory BNG calculations as set out in Section 2 and Appendix A to the report;
- b) adopt and publish interim definitions to be used for 'strategic significance' within mandatory BNG calculations as set out in Section 2 and Appendix B to the report;
- c) approve for a 'call for sites – expressions of interest' exercise to be undertaken; and
- d) approve for officers to make an application for Newark and Sherwood District Council (NSDC) to be considered for Responsible Body status.

### Reason for Decision

1. 'Significant Enhancement' – to provide clarity for applicants, facilitate efficiency for the Planning Development Team, future-proof alignment with emerging Policy DM7, and maximise opportunities to enhance and restore biodiversity within the district as required by Core Strategy Policy 12.

2. 'Strategic Significance' – to provide clarity for applicants, in the interim period before the Nottinghamshire Local Nature Recovery Strategy (NLRS) is published, and to facilitate efficiency for the Development Management Team when considering applications required to provide a BNG calculation.

3. 'Call for sites – expressions of interest' – It is considered important for NSDC to be proactive regarding the potential provision of off-site biodiversity units within the district. This is to ensure that the biodiversity gains from development are provided close to development sites and at least within the district to avoid the district bearing the impacts on biodiversity with the benefits provided elsewhere. Also, to ensure that the district does not become an unfavourable area for developers due to an insufficient supply of off-site biodiversity units.

4. 'Responsible Body status' –

It is considered important that for NSDC to achieve full engagement of biodiversity net gain within the district, providers of off-site biodiversity units should not be constrained to a single option of entering into a Section 106 Agreement (s106) with NSDC. If their preference is to work with NSDC but via a Conservation Covenant rather than a s106, NSDC will only be able to do so if they have Responsible Body status.

DEFRA's timeline for deciding on Responsible Body applications is within 12 weeks. Therefore, it is recommended that NSDC is proactive and applies as soon as possible rather than be reactive in the future and potentially miss opportunities for engagement with landowners where the 12-week delay might be considered unacceptable.

This recommendation is made on the Lead Officer's understanding that, once awarded Responsible Body status, there is then no obligation to act as a Responsible Body if approached to do so.

All four proposals are considered to be consistent with, and provide an important contribution towards, Community Plan Objective 5 to Protect and enhance the District's natural environment and green spaces; specifically "To plan an active role in biodiversity net gain for the district,..."

#### Options Considered

For all four items, a 'do nothing' option has been considered.

For 'significant enhancement' and 'call for sites – expressions of interest' a further option involving a collaborative approach with other Nottinghamshire planning authorities has been considered.

Meeting closed at 6.37 pm.

Chair



Report to: Cabinet Meeting - 20 February 2024  
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance  
 Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive  
 Lead Officer: Nick Wilson, Business Manager – Financial Services, Ext. 5317

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	2024/25 Proposed Revenue Budget
<b>Purpose of Report</b>	To enable Cabinet to consider the spending proposals in the council’s proposed 2024/25 General Fund revenue budget and make recommendations to Full Council for its meeting on 7 March 2024.
<b>Recommendations</b>	<p>That Cabinet recommends to Full Council at its meeting on 7 March 2024 that:</p> <ul style="list-style-type: none"> <li>i. the following amounts be now calculated by the council for the 2024/25 financial year, in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:                             <ul style="list-style-type: none"> <li>1. £57,602,680 being the aggregate of the amounts which the council estimates for items set out in Section 31A(2)(a) to (f) of the Act, as the District Council’s gross expenditure for 2024/25;</li> <li>2. £37,723,830 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, as the District Council’s gross income for 2024/25); and</li> <li>3. £19,878,850 being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) above, calculated by the council, in accordance with Section 31A(4) of the Act, as its Net Budget Requirement for the year;</li> </ul> </li> <li>ii. the figures shown as i.1. and i.3. above to be increased only by the amount of Parish Precepts for 2024/25;</li> <li>iii. the budget amounts included in the report be the council’s budget for 2024/25; and</li> <li>iv. the fees and charges shown in Appendices C1-C22 be implemented with effect from 1 April 2024.</li> </ul>

<b>Alternative Options Considered</b>	Not applicable, the Cabinet is required to make recommendations on the budget to the Full Council.
<b>Reason for Recommendations</b>	To enable Cabinet to make recommendations to Council of the amounts to be calculated in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended by the Localism Act 2011, for the purposes of setting Council Tax levels for the 2024/25 financial year.

## 1.0 Background

- 1.1 This report sets out details of the council's proposed General Fund revenue budget for the 2024/25 financial year. The GF revenue budget has been prepared in accordance with the council's budget setting strategy for 2024/25 which was approved by Cabinet on 11 July 2023.
- 1.2 The 2024/25 General Fund revenue budget has accordingly been derived from the 2024/25 base budget within the Medium-Term Financial Plan (MTFP) approved by Full Council on 9 March 2023. In accordance with the Budget Strategy, growth and efficiencies have been included based on the engagement with Portfolio Holders throughout the budget setting process. Additionally, changes as described in the Budget Strategy around pay awards and inflation, have also amended that base position.

## 2.0 Financial Summary

- 2.1 The council's proposed 2024/25 General Fund (GF) revenue budget is shown in further detail, including information on priority areas in **Appendices A1 to A3** to this report. The current overall position is summarised below:

Line in Appendix A1		2024/25 (£)
9	Total service budgets	23,296,120
14	Total other operating income & expenditure	1,517,750
19	Total financing and investment income & expenditure	(1,425,710)
30 & 31	Less capital reversals	(3,509,310)
	<b>Net Budget Requirement</b>	<b>19,878,850</b>
20 to 26	Other government grants	(3,294,000)
27 & 28	Non-Domestic Rates (NDR) (Business Rates)	(9,209,810)
30 to 32	Contributions to or (from) Usable Reserves	794,470
<b>34</b>	<b>Net call on Council Tax</b>	<b>8,169,510</b>
35	Council Tax Adjustments	116,520
<b>36</b>	<b>Amount to collect through Council Tax</b>	<b>8,286,030</b>

- 2.2 As the total service budgets (line 9 of **Appendix A1**) include capital costs, the table below breaks down the total service budgets for each Committee by the amounts which relate to capital costs and which relate to cash budgets:

Line in Appendix A1	Portfolio	2024/25 base budget (March 2023) (£)	2024/25 base budget (February 2024) (£)	Variance (£)
Without Capital costs	Biodiversity and Environmental Services	1,352,660	1,558,200	205,540
	Climate Change	2,432,850	2,528,040	95,190
	Health, Wellbeing and Leisure	736,920	1,180,610	443,690
	Heritage, Culture and the Arts	857,870	1,078,670	220,800
	Housing	618,860	462,600	(156,260)
	Strategy, Performance and Finance	6,840,630	8,496,580	1,655,950
	Sustainable Economic Development	1,579,062	1,727,840	148,778
	Public Protection and Community Relations	2,501,160	2,754,270	253,110
	<b>Cash Service Budgets</b>	<b>16,920,012</b>	<b>19,786,810</b>	<b>2,866,798</b>
Capital costs	Biodiversity and Environmental Services	18,790	18,790	0
	Climate Change	1,125,620	1,125,620	0
	Health, Wellbeing and Leisure	940,890	940,890	0
	Heritage, Culture and the Arts	200,160	203,250	3,090
	Housing	49,620	49,620	0
	Strategy, Performance and Finance	91,340	1,107,910	1,016,570
	Sustainable Economic Development	0	6,480	6,480
	Public Protection and Community Relations	56,750	56,750	0
<b>30 &amp; 31</b>	<b>Capital Service Budgets</b>	<b>2,483,170</b>	<b>3,509,310</b>	<b>1,026,140</b>
1	Biodiversity and Environmental Services	1,371,450	1,576,990	205,540
2	Climate Change	3,558,470	3,653,660	95,190
3	Health, Wellbeing and Leisure	1,677,810	2,121,500	443,690
4	Heritage, Culture and the Arts	1,058,030	1,281,920	223,890
5	Housing	668,480	512,220	(156,260)
6	Strategy, Performance and Finance	6,931,970	9,604,490	2,672,520
7	Sustainable Economic Development	1,579,062	1,734,320	155,258
8	Public Protection and Community Relations	2,557,910	2,811,020	253,110
9	<b>Total Service Budgets</b>	<b>19,403,182</b>	<b>23,296,120</b>	<b>3,892,938</b>

2.3 The table below shows how the 2024/25 base budget approved by Full Council on 9 March 2023, has been adjusted for changes based on paragraph 2.2 above.

Portfolio	2024/25 base budget (March 2023) (£)	Realignments	Salary Uplift	Approved Variations	Inflation	Requested Changes	2024/25 base budget (February 2024) (£)
BES	1,352,660	(30,000)	79,880	100,750	(14,080)	68,990	1,558,200
CC	2,432,850	(75,980)	96,380	40,440	5,400	28,950	2,528,040
HWL	736,920	38,240	8,380	0	7,270	389,800	1,180,610
HCA	857,870	0	119,340	(10)	(8,600)	110,070	1,078,670
H	618,860	44,820	67,580	(4,070)	(25,310)	(239,280)	462,600
SPF	6,840,630	(5,190)	317,680	21,790	95,370	1,226,300	8,496,580
SED	1,579,062	0	41,080	162,610	(8,020)	(46,892)	1,727,840
PPCR	2,501,160	28,110	49,050	82,460	7,260	86,230	2,754,270
<b>Non-Capital</b>	<b>16,920,012</b>	<b>0</b>	<b>779,370</b>	<b>403,970</b>	<b>59,290</b>	<b>1,624,168</b>	<b>19,786,810</b>

### 3.0 Development of Proposed 2024/25 General Fund Revenue Budget

3.1 The development of the proposed 2024/25 General Fund budget was set out in the Budget Strategy document that was presented to Cabinet on 11 July 2023. This document set out the strategy for the year which was to build upon the notional 2024/25 budget as compiled in the preparation of the MTFP for the period 2023/24 to 2026/27 and was approved by Council on 9 March 2023.

3.2 Directors and Business Managers worked with their allocated Finance Officers to go through the budget and MTFP estimates in order to ascertain whether the actions under each of the 8 Community Plan objectives have already been included in the base budget, are growth items for inclusion either in the budget for 2024/25 or/and MTFP period, or do not require a financial allocation as the activities are to be delivered by a third party with the Council having a facilitating and monitoring role. Cabinet Portfolio Holders then met with responsible Directors and Business Managers to review proposed level of resources to meet the objectives from within the Council's current approved Community Plan for the 2024/25 financial year. The portfolio holder for Strategy, Performance and Finance has also reviewed the overall Council Position. Subsequently, this budget has therefore been proposed for the 2024/25 financial year.

3.3 The proposed 2024/25 General Fund revenue budget collates various types of information, such as the:

- a) level of government grant receivable;
- b) expected level of council tax and business rates income;
- c) expected level of other income, such as from fees and charges;
- d) expected level of spend on employees; and
- e) expected use of reserves.

3.4 The sub-sections in this part of the report summarise these and other areas of importance.

Local Government Finance Settlement: Settlement Funding Assessment (SFA) and Core Spending Power

- 3.5 The annual Local Government Finance Settlement provides councils with the amount of government grant and other information pertinent for setting the next financial year's budget. The provisional settlement was announced on 18 December 2023, and the final settlement is still to be announced.
- 3.6 Core Spending Power (CSP) is a measure of the resources made available to local authorities to fund service delivery, based on the government's annual Local Government Finance Settlement (LGFS). Government makes assumptions within this based on levels of Council Tax and growth in an authorities Tax Base (the Band D equivalent number of properties to charge Council Tax over).
- 3.7 As part of the Provisional LGFS Government an increase of almost £4bn or 6.5% in cash terms in CSP over and above the 2023/24 settlement was announced nationally. Within the settlement the Funding Guarantee was maintained as a grant from 2023/24 which ensured that every local authority in England will see a minimum 3% increase in their Core Spending Power, before taking any local decisions to increase Council Tax. The table below shows the Core Spending Power for Newark and Sherwood (as assumed by Government) together with the proposed actual Core Spending power. The Governments assumption works out to be an increase of 5.62% (£0.816m) cash terms increase compared with the 2023/24 settlement, whilst the proposed budget shows an increase of 5.55% in cash terms (£0.806m).

	2023/24	2024/25 draft LGFS	2024/25 Proposed Budget
Business Rates funding	£3.815m	£3.986m	£3.986m
Compensation for under-indexing the Business Rates multiplier	£0.650m	£0.767m	£0.767m
Revenue Support Grant	£0.228m	£0.244m	£0.244m
Council Tax	£7.905m	£8.296m	£8.286m
New Homes Bonus	£0.888m	£0.327m	£0.327m
Funding Guarantee	£0.807m	£1.612m	£1.612m
Services Grant	£0.149m	£0.026m	£0.026m
Rural Services Delivery Grant	£0.045m	£0.045m	£0.045m
Total	£14.487m	£15.303m	£15.293m

- 3.8 From the table, utilising all grants there has been a 6.4% increase (£0.423m) in cash terms, slightly higher than the 3% minimum increase as described at paragraph 3.7 above.



- 3.9 The difference between the governments draft LGFS and the proposed budget relates to Council Tax. As can be seen the government has assumed Council Tax receivable of £0.010m more than this proposed budget. This relates to the growth in the Councils Tax base, whereby government have assumed a higher amount of number of chargeable properties (hence growth in property numbers) which therefore leads to higher Council Tax receivable.
- 3.10 As can be seen from the table above, New Homes Bonus (which for a number of years has been forecast to be removed altogether) has reduced significantly by £0.561m. This is due to the Government reducing the total size of the allocation to New Homes Bonus nationally. However, in order to maintain the 3% minimum funding guarantee, government have increased the Funding Guarantee grant by £0.670m.
- 3.11 To put this into context, the budgeted increase for a number of base items of expenditure is detailed in the table below:

<b>Base Cost</b>	<b>Increase between 2023/24 and 2024/25</b>
Employees	£0.779m
Fuel	£0.036m
Utilities	£0.291m
<b>Total</b>	<b>£1.106m</b>

3.12 The table above demonstrates that the amount of additional funding raised through government funding (£0.423m as per paragraph 3.8 above) contributes towards 32.25% of the increase in base budget costs. The remainder of the funding that is required, together with any other increases in cost, will therefore need to be funded from local funding.

Proposed 2024/25 Council Tax

- 3.13 Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.
- 3.14 An authority’s relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council (NSDC) includes the levy that Internal Drainage Boards charge the Council.
- 3.15 The proposed core principle for 2024/25 is 3%. The government’s proposed council tax referendum principle for shire district councils therefore permits increases in the council’s 2024/25 relevant basic amount of council tax of up to (and including) the greater of 2.99% or £5.00 without holding a referendum.
- 3.16 The assumed council tax increase within these budget papers is an increase in the band D equivalent of 2.99%, or £5.66 per year based on the band D average. As 73% of the properties in Newark and Sherwood are in bands A to C, the increase for these properties will be less than £5.66 per year. The Council Tax charge for the 2023/24

financial year is £189.16 which therefore means a charge of £194.82 for the year 2024/25 financial year has been assumed within these papers. 42% of all properties in the district are within band A, which currently has a charge of £126.11 and a proposed charge of £129.88 meaning an increase of £3.77.

- 3.17 The council tax base (being the number of band D equivalent properties within the district) assumes a 1.018% increase on 2023/24. The Tax Base for 2024/25 is set at 42,531.75. This is calculated taking all the properties in the district and weighting them depending on their banding, adjusting for estimated discounts and premiums.
- 3.18 The tax base is then multiplied by the annual charge in order to calculate the total Council Tax receivable for the year being £8,286,036. Where further discounts or premiums are actually charged/awarded during the year and the amount of properties charged Council Tax is different to the assumptions above, the surplus or deficit in the Collection Fund will be calculated and will be distributed/clawed back in the following financial year.

#### Proposed 2024/25 Business Rates

- 3.19 Under the NDR system, businesses pay councils based on the open market rental value of their business property, as estimated by the government's Valuation Office Agency (VOA). The rate payable by small businesses in 2024/25 will be 49.9p per pound (49.9%) of their property's rateable value, and the rate payable by other businesses will be 54.6p (54.6%).
- 3.20 Within the draft LGFS the government have changed the mechanism for the multiplier. Previously all businesses paid the small business multiplier, with those businesses with a rateable value (RV) of over £51,000 then paying an additional supplement (last year an additional 1.3p hence 51.2p in the pound). Within the LGFS government have separated the multipliers in order to inflate them separately. Therefore, being able to increase the charges to businesses occupying premises with an RV of over £51,000 without having to increase charges to businesses occupying premises with an RV less than that. They have chosen to freeze the multiplier at 49.9p for those properties with an RV less than £51,000.
- 3.21 The original legislation set out that the multiplier should increase by CPI for September in each year, but in practice the multiplier has been frozen since 2021/22. It had also not increased by CPI, but RPI, in some of the preceding years.
- 3.22 The government compensates local authorities for their decisions relating to business rates through s31 grants, and hence the Council does not lose out for the decision to freeze the multiplier (and in the previous years applied RPI increases rather than CPI). As can be seen from the table at paragraph 3.7 the government expects to reimburse the Council by £0.766m (£0.649m 2023/24) for this loss in income.
- 3.23 The table at paragraph 3.7, shows the total amount of business rates that the Council expects. Though the government has allocated £3.986m of business rates to the council for 2024/25, the total amount of business rates retained by the council in 2024/25 may exceed this amount, depending on how the council and other Nottinghamshire Business Rates Pool authorities perform throughout 2024/25. It has currently been forecast that the return funding from the pool for the 2024/25 financial year will be £0.800m which has been built into the council's Medium Term Financial Plan.

3.24 The council is budgeting to retain £9.117m of business rates for 2024/25 (Appendix A1, lines 23 & 24). This includes the £3.986m referred to in paragraph 3.7; additional income, such as local growth above this baseline and from relevant renewable energy projects; and additional expenditure; such as the levy on additional income.

Calculation	Items relating to 2024/25 NDR income budget	Amount (£m)
1	NDR income + section 31 grants	22.756
2	Tariff	(12.566)
3	Levy	(2.218)
4	Renewable Energy	1.145
5	2024/25 NDR income budget	9.117

Proposed 2024/25 Budget – General Principles

3.25 The appropriate bases agreed in the Budget Strategy and used in the preparation of the budget are:

a)	Employees	<p>Some of the main assumptions used to budget for employee costs for 2024/25 are:</p> <ul style="list-style-type: none"> <li>• a 5% increase in 2024/25 basic pay;</li> <li>• an increase in pay point for employees not at the post's highest pay point; and</li> <li>• a 5.0% vacancy rate.</li> </ul> <p>5.0% of the council's total salary budget, or £1,053,040, has been budgeted to be saved from posts that remain vacant for a period of time before being filled.</p>
b)	Employer's Superannuation	<p>Pension-related costs have been budgeted for in line with the actuarial review which took place as at 31 March 2022 for the three years between 2023/24 and 2025/26.</p> <p>The council's budgeted pension-related costs have increased, because its total 2024/25 basic pay budgets have increased. The council's primary rate (charged as a proportion of basic salary at employee level) is 18.6%.</p>
c)	General Inflation	<p>Most non-pay expenditure budgets have been uplifted by 5%. Specific budgets have had larger increases on where applicable. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, are expected to increase by less than 5%. Income Budgets have been increased where appropriate based on the Fees and Charges schedule.</p>
d)	Average Interest Rate re External Debt	<p>The Council's General Fund borrowing will be in accordance with the Prudential Code for Capital Finance in Local Authorities. The cost of borrowing will depend on the rates available at the time that funding is required.</p>
e)	Capital Charges	<p>The proposed budgets for each Portfolio (<b>Appendix A1</b>, lines 1-9) includes the notional costs of assets used in delivering services, so that the council can reflect the true cost of delivering services.</p>

		Statute, however, requires these capital charges be reversed out ( <b>Appendix A1</b> , lines 30 & 31) and replaced with the cost to the council taxpayer of the underlying capital decisions that have yet to be financed (Minimum Revenue Provision (MRP)) ( <b>Appendix A1</b> , line 15). Legislation determines that council taxpayers cannot be charged for the notional costs of assets used.
f)	Capital Financing Charges	The Council's General Fund (GF) revenue budget is charged when the council borrows to fund the purchase or creation of non-current assets. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2024/25 to be approved by Council on 7 March 2024.  MRP is a charge to the taxpayer, calculated by apportioning the value borrowed for assets over their expected useful lives.
g)	Internal Drainage Boards	Despite there being a freeze in cost for the 2024/25 financial year, the anticipated cost of levies to the two Internal Drainage Boards (Trent Valley and Upper Witham) for 2024/25 is £950,000. This cost had increased by 39% from the 2022/23 financial year. During 2023/24 the Council received £239,690 towards contribute towards the increase in cost. The Government announced on 24 January 2024, that it will be distributing similar funding during 2024/25 which has now been budgeted to be received.

3.26 The table below details the council's net budget requirement for **Error! Reference source not found.5**, broken down by gross expenditure and gross income:

Line		Error! Reference source not found.4/25 gross expenditure (£)	Error! Reference source not found.5 gross income (£)	Error! Reference source not found.5 net expenditure (£)
9	Total service budgets ( <b>Appendix A2</b> )	59,326,490	(36,030,370)	23,296,120
14	Other operating income & expenditure	1,517,750	0	1,517,750
19	Total Financing and Investment income & expenditure	1,197,750	(2,623,460)	(1,425,710)
30 & 31	Reversal of Capital Charges	(4,439,310)	930,000	(3,509,310)
	<b>Net Budget Requirement</b>	<b>57,602,680</b>	<b>(37,723,830)</b>	<b>19,878,850</b>

3.27 A summary of the main reasons for changes requested in the table at paragraph 3.3 are listed below:

Changes requested for 2024/25 base budget compared to 2024/25 base budget (MTFP as at March 2023)	Variance (£)
Increases in Utilities	199,160

New posts in Legal, HR, Customer Services and Economic Growth and Visitor Economy x3 FTEs in total	179,130
Increase in relation to x2 new post for managing Capital Projects	215,760
Various Community Plan objectives in relation to Environmental Services	110,000
Resourcing Quality Air Control Project Management	50,000
Costs associated with the running of Alexander Lodge	60,000
Music and Art and taking Museum objects into the community	95,000
Increased Management fee for A4T re closure of SLC pool	260,000
Recruitment and retention incentives	66,000
Advertising campaign for Newark Beacon	67,920
Overall Reductions to recharges to HRA	30,890
Increases in budget in relation to the Cost of Living response	150,000
Feasibility in relation to the provision of 3G pitches	100,000
Other Changes	40,308
<b>Total</b>	<b>1,624,168</b>

### 2024/25 Employee Plan

The salary budget for the General Fund has been based on 474.13 FTE posts in 2024/25 (462.10 in 2023/24). Any changes to the establishment will require the relevant approvals.

### Fees and Charges Review

- 3.28 The fees and charges for many services administered by the local authority are set by statute. The amounts for these, and their timing and review, are therefore prescribed by central government. There remains, however, many services where the council has the ability to review and if necessary, amend its charges or charging regime.
- 3.29 In accordance with the council's Constitution, each service area should consider the level of fees and charges to be implemented in the following financial year as part of the process of service planning and budget setting.
- 3.30 The proposals for the levels of fees and charges to be implemented from 1 April 2024 were reviewed by Directors during November and have now been updated where appropriate. The council is currently budgeting to receive £4.8m of income from fees and charges in 2024/25. This is an increase of £0.306m from 2023/24.
- 3.31 The table below summarises the services which provide the council with most of its fees and charges income, and the fees and charges income budgeted from these services for 2024/25:

Service	2024/25 base budget (March 2023) (£)	2024/25 base budget (February 2024) (£)	Summary
Trade Waste, Recycling and Garden Bins	1,666,780	1,746,600	Businesses based in Newark and Sherwood have to pay for their waste to be collected and disposed of. Nottinghamshire County Council

			<p>sets the waste disposal charges for all district and borough councils in the county, through its statutory role as the Waste Disposal Authority for these authorities.</p> <p>Further details of these and the other proposed charges for 2024/25 can be found in <b>Appendix C13</b>.</p>
Car and Lorry Parking	904,990	872,860	<p>The car parking charges proposed for 2024/25 are largely the same as those in 2023/24, though increases have been proposed for lorry parking. Further details can be found in <b>Appendix C16</b>.</p>
Planning	972,840	1,069,700	<p>Planning application fees are statutory, set by the government, whereas pre-application advice fees are discretionary, set by the council. The council categorises its pre-application advice fees by the size and type of developments. Further details, including the statutory fees chargeable, can be found in <b>Appendix C1 &amp; C2</b>.</p>
Culture	572,140	580,380	<p>The charges related to the Palace Theatre Newark, National Civil War Centre, and Newark Castle and Gardens proposed for 2024/25 are largely the same as those in 2023/24. Further details can be found in <b>Appendix C6</b>.</p>
Environmental Health	140,070	212,810	<p>The Environmental Health section provides a range of services, such as food safety and pollution control. Some of these are statutory, and some discretionary. Increases have been proposed for some of the discretionary environmental health fees for 2024/25, to ensure that the council recovers the full cost of services provided. Further details can be found in <b>Appendix C11</b>.</p> <p>The dog warden charges proposed for 2024/25 are the same as those in 2023/24. Further details can be found in <b>Appendix C12</b>.</p>

3.32 Details of the council's proposed charges for 2024/25 for all services can be found in **Appendices C1-C22**.

Total Financing and Investment income & expenditure (**Appendix A1**, line 19)

3.33 Capital financing costs have been estimated based on assumptions of interest rates going forward, taking into account the forecasts of cash balances over the next year. Due to their nature and composition, however, they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.

3.34 The council will seek to borrow money from the most efficient and effective institution in order to support its cash flow position. Regard will be taken to the council's Treasury

Strategy (which is subject to a separate report which is to be considered by the Audit and Governance Committee on 21 February 2024 and is due to be approved by Full Council on 7 March 2024) and due diligence through the council’s Treasury Advisers.

- 3.35 In previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under-borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The council is proposing to utilise some of its reserves on projects such as the Yorke Drive and the Southern link Road. This means that as cash backed by these reserves will be utilised, there is a potential need to borrow money to ensure that the Council has cash at hand to service its day to day costs.
- 3.36 There is an overall increase in the total net Financing and Investment income & income to £1.004m (**Appendix A1**, line 19) in 2024/25. The 2024/25 interest receivable budget is higher than was budgeted for in March 2023, mainly due to the increase in investment balances and associated interest rates increasing during the year.
- 3.37 All treasury investments are made in line with the Council’s Treasury Management Strategy. Advice from the council’s external treasury consultants will be sought prior to the investment of any funds to ensure maximum scrutiny is taken on any decision making.

Contribution to or From Reserves

- 3.38 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council’s proposed budget and robustness of estimates made.
- 3.39 The council’s s151 Officer has reviewed the adequacy of the council’s financial reserves to ensure that these are neither too low (imprudent) or too high (over prudent) based on their purpose and likely use.
- 3.40 The table below summarises the amount of council earmarked reserves as at 31 March 2023, and forecasts of these as at 31 March 2024 and 31 March 2025.

	<b>At 31 March 2023 (£)</b>	<b>Forecast at 31 March 2024 (£)</b>	<b>Forecast at 31 March 2025 (£)</b>
Budget Funding Reserves	7,265,838	8,107,988	7,907,988
Earmarked for Known Pressures	7,187,684	4,699,592	4,193,878
Ring Fenced Reserves	2,197,225	2,170,127	2,424,547
Un-ringfenced Reserves	15,671,531	10,249,078	5,350,271
<b>Total Revenue Reserves</b>	<b>32,322,278</b>	<b>25,226,785</b>	<b>19,876,684</b>
Capital Reserves	14,047,491	13,173,335	14,424,244
<b>Total Revenue and Capital Reserves and Balances</b>	<b>46,369,769</b>	<b>38,400,119</b>	<b>34,300,927</b>

- 3.41 The main reductions relate to the usage of the Change Management/Capital Fund over the next two years. Large capital projects (such as the SLR, the Belvoir Ironworks site and the development at Clipstone) are due to utilise the funding over the next two years which will draw down the balances held.

#### General Fund Balance

- 3.42 The council's £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.
- 3.43 The council's total forecast reserves and general fund balance to 31 March 2024 is £38,400,119. The s151 Officer of the Council is satisfied with the adequacy of the levels of reserves and balances.
- 3.44 The budget has been prepared in accordance with the budget strategy approved Cabinet on 11 July 2023. The draft budget has been scrutinised and challenged by the Council's Senior Leadership Team, the Leader and Portfolio Holders. The draft budget (and Medium Term Financial Plan) has also been scrutinised informally by the ruling administration. The s151 Officer of the council is therefore satisfied by the robustness of the estimates and assumptions underpinning the budget for 2024/25.

#### Parish and Town Council Precepts

- 3.45 Parish and town councils can raise money to help meet their spending requirements by issuing a 'precept' (mandatory demand) to the district council. The district council must account for such precepts when calculating its council tax requirement. Council tax requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 3.46 The council is still awaiting confirmation from each parish and town council regarding their level of precept for 2024/25. These details will be included in the revenue budget and council tax setting report to be presented to Council on 7 March 2024.

#### Subjective Analysis

- 3.47 **Appendix A2** contains a breakdown of the council's General Fund revenue budget for 2024/25 by statutory categories used to categorise expenditure and income.

#### Risk Assessment and Sensitivity

- 3.48 As mentioned in paragraph 3.28, section 25 of the *Local Government Act 2003* requires the Council's chief finance officer, currently the Director of Resources and Deputy Chief Executive, to report on the robustness of estimates made in the council's proposed budget. This section fulfils that requirement.



3.49 In considering the Council's proposed budget for 2024/25 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £80,453 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £42,532 of net expenditure.

3.50 Various assumptions were required to be made when preparing the proposed 2024/25 budget. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

### **2024/25 Pay Award**

3.51 Employee costs form a significant proportion of all district council budgets. As mentioned in paragraph 3.15, the 2024/25 budgets have been prepared assuming a 5% annual increase in basic pay.

3.52 The National Joint Council (NJC) for Local Government Services' pay award for 2024/25 has not yet been finalised. If the 2024/25 pay award agrees a more than 5% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. A 1% increase over and above the budgeted 5% in basic pay for 2024/25 would result in around £206,700 needing to be funded from reserves.

### **Income**

3.53 A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets and have considered factors expected to affect future income levels, to ensure the 2024/25 income budgets for services have been set at levels considered achievable.

3.54 Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost £48,000, or a council tax increase equivalent to £1.36 per property (0.60%).

3.55 Officers closely monitor income levels as part of the council's monthly budget monitoring processes.

3.56 Officers plan to develop a more detailed understanding of the volumes of activity which underpin each of the council's main income sources. This will allow the council to more accurately model changes to expected activity levels, as well as increase assurance regarding the risks of such changes materialising.

### **Other Significant Potential Risks**

3.57 Though less likely, but other assumptions which could result in the Council's actual expenditure and/or income varying significantly from its proposed budgets are below:

a)	Interest rates	<p>The proposed 2024/25 budget includes amounts for both interest payable (<b>Appendix A1</b>, line 17) and interest receivable (<b>Appendix A1</b>, line 18). This is because the council expects that it will both borrow money and lend money throughout the 2024/25 financial year.</p> <p>The budgeted amounts for 2024/25 have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2024/25 will likely differ from those budgeted.</p> <p>The impact of a 1% change in interest rate would be insignificant on the council’s overall budget.</p>
b)	General Inflation	<p>As mentioned in paragraph 3.25, the proposed service budgets for 2024/25 include increases for inflation where appropriate.</p> <p>The most recent month for which inflation data was available at the time of writing is December 2023. There was a 4.2% increase in inflation (Consumer Prices Index (CPI)) from December 2022.</p> <p>Though it is likely that actual inflation rates throughout 2024/25 will differ from the government’s own forecasts for 2024/25 and the 5% the council has generally budgeted for, the small differences anticipated are expected to have insignificant impact on the council’s budget.</p>
c)	Apprenticeship Scheme	<p>In addition to Apprenticeship Levy payments the council is required to make to the government (<b>Appendix A1</b>, line 10), the council employs apprentices which have been budgeted for within the revenue budget.</p>
d)	Reserves	<p>As mentioned in paragraph 3.38, the council has reviewed the adequacy of the financial reserves proposed in the 2024/25 budget, as statutorily required.</p>

**4.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

**Equalities Implications**

4.1 Business Managers consider the implications on equalities when assessing how best to deliver the services they are responsible for.

**5.0 Community Plan – Alignment to Objectives**

5.1 The Community Plan 2023-2027 was approved by Full Council on 12 December 2023 and sets out the Council’s objectives over the next three years, building on previous published plans for the same time period.

- 5.2 The budget proposed within this report seeks to allocate resources in order to ensure the delivery of all the objectives within the Community Plan.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.

## SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D = C - B
Portfolio	2024/25 Base Budget (March 2023) £	2024/25 Base Budget (February 2024) £	More or (Less) £
<b>1 Biodiversity and Environmental Services</b>	1,371,450	1,576,990	205,540
<b>2 Climate Change</b>	3,558,470	3,653,660	95,190
<b>3 Health, Wellbeing and Leisure</b>	1,677,810	2,121,500	443,690
<b>4 Heritage, Culture and the Arts</b>	1,058,030	1,281,920	223,890
<b>5 Housing</b>	668,480	512,220	(156,260)
<b>6 Strategy, Performance and Finance</b>	6,931,970	9,604,490	2,672,520
<b>7 Sustainable Economic Development</b>	1,579,062	1,734,320	155,258
<b>8 Public Protection and Community Relations</b>	2,557,910	2,811,020	253,110
<b>9 Total Service Budgets</b>	<b>19,403,182</b>	<b>23,296,120</b>	<b>3,892,938</b>
<b>Other Operating Income &amp; Expenditure</b>			
<b>10 Apprenticeship Levy</b>	47,000	60,000	13,000
<b>11 Pensions - employer's lump sum</b>	357,750	357,750	0
<b>12 Corporate Contingencies</b>	100,000	150,000	50,000
<b>13 Drainage Levy</b>	975,204	950,000	(25,204)
<b>14 Total other operating income &amp; expenditure</b>	<b>1,479,954</b>	<b>1,517,750</b>	<b>37,796</b>
<b>Financing and Investment income &amp; expenditure</b>			
<b>15 Minimum Revenue Provision (MRP)</b>	1,149,320	774,060	(375,260)
<b>16 Financial Instruments Adjustment</b>	3,650	3,650	0
<b>17 Interest Payable</b>	569,780	420,040	(149,740)
<b>18 Interest Receivable</b>	(2,144,420)	(2,623,460)	(479,040)
<b>19 Total Financing and Investment income &amp; expenditure</b>	<b>(421,670)</b>	<b>(1,425,710)</b>	<b>(1,004,040)</b>
<b>Taxation and Non Specific Grant Income</b>			
<b>Other Government Grants</b>			
<b>20 Revenue Support Grant</b>	(228,000)	(243,540)	(15,540)
<b>21 Rural Services Delivery Grant</b>	(39,860)	(51,550)	(11,690)
<b>22 Business Rates Pooling Surplus</b>	0	(800,000)	(800,000)
<b>23 Services Grant</b>	(143,000)	(23,400)	119,600
<b>24 4% Funding Guarantee</b>	(1,152,000)	(1,609,810)	(457,810)
<b>25 Internal Drainage Board Levy Grant</b>	0	(239,000)	(239,000)
<b>26 New Homes Bonus (NHB)</b>	0	(326,700)	(326,700)
<b>Non Domestic Rates (NDR)</b>			
<b>27 Retained NDR</b>	(8,705,000)	(9,116,810)	(411,810)
<b>28 Business Rates Surplus from 2023/24</b>	0	(93,000)	(93,000)
<b>29 Total Taxation and Non Specific Grant Income</b>	<b>(10,267,860)</b>	<b>(12,503,810)</b>	<b>(2,235,950)</b>
<b>Contributions to or (from) Reserves and Balances</b>			
<b>Contributions to or (from) Unusable Reserves</b>			
<b>30 Reversal of capital expenditure</b>	(3,408,270)	(4,439,310)	(1,031,040)
<b>31 Reversal of capital income</b>	930,000	930,000	0
<b>Contributions to or (from) Usable Reserves</b>			
<b>32 Contributions to or (from) usable reserves</b>	444,000	794,470	350,470
<b>33 Total Contributions to or (from) Reserves and Balances</b>	<b>(2,034,270)</b>	<b>(2,714,840)</b>	<b>(680,570)</b>
<b>34 Net call on Council Tax</b>	<b>8,159,336</b>	<b>8,169,510</b>	<b>10,174</b>
<b>Council Tax Adjustments</b>			
<b>35 Brought forward Council Tax deficit</b>	0	116,520	116,520
<b>36 To be collected through Council Tax</b>	<b>8,159,336</b>	<b>8,286,030</b>	<b>126,694</b>

Appendix A2

BUDGET SUMMARY - SUBJECTIVE (GENERAL FUND (GF) CASH SERVICES REVENUE - EXCL CAPITAL)

CODE	DESCRIPTION	2024/25 EST SET IN MARCH 2023	2024/25 BASE BUDGET	MORE OR (LESS)
111	SALARIES AND WAGES	14,467,910	15,818,780	1,350,870
112	OTHER SALARIES/WAGES PAYMENTS	20,000	25,690	5,690
113	NATIONAL INSURANCE	1,524,370	1,708,280	183,910
114	SUPERANNUATION	3,034,530	3,299,480	264,950
115	OTHER EMPLOYERS CONTRIBUTIONS	34,450	36,990	2,540
	<b>EMPLOYEES SUB-TOTAL</b>	<b>19,081,260</b>	<b>20,889,220</b>	<b>1,807,960</b>
211	REPAIRS AND MAINTENANCE	660,230	1,122,620	462,390
212	ENERGY COSTS	501,480	770,170	268,690
213	RENT	450,170	455,700	5,530
214	RATES	514,670	523,200	8,530
215	WATER SERVICES	167,340	181,170	13,830
216	FIXTURES AND FITTING	5,670	11,000	5,330
217	CLEANING AND DOMESTIC	26,160	32,190	6,030
219	CONTRIBUTION TO FUNDS	441,300	681,530	240,230
311	TRANSPORT	1,143,260	1,186,540	43,280
313	CONTRACT HIRE OP LEASE	7,690	7,840	150
315	CAR ALLOWANCES	89,910	85,210	(4,700)
411	EQUIPMENT AND FURNITURE	427,330	444,020	16,690
412	MATERIALS	63,390	64,600	1,210
421	CATERING	117,310	134,960	17,650
431	CLOTHING AND UNIFORMS	38,730	42,630	3,900
441	GENERAL OFFICE EXPENSES	340,640	366,730	26,090
451	CONTRACTUAL	1,118,602	1,371,450	252,848
452	OTHER SERVICES	1,076,650	1,547,650	471,000
461	COMMUNICATIONS	1,540,200	1,523,790	(16,410)
471	STAFF	32,670	33,920	1,250
472	MEMBERS	324,190	362,700	38,510
473	CHAIRMAN	7,990	8,060	70
481	GRANTS	1,092,090	1,353,930	261,840
482	SUBSCRIPTIONS	75,030	77,550	2,520
491	INSURANCE	287,950	427,700	139,750
492	CONTRIBS TO FUNDS AND PROVISNS	237,080	533,110	296,030
493	OTHER	1,821,890	1,759,510	(62,380)
497	DISCOUNTS	3,160	57,150	53,990
611	HOUSING BENEFITS	19,208,180	18,648,710	(559,470)
612	OTHER TRANSFER PAYMENTS	185,160	182,620	(2,540)
	<b>RUNNING EXPENSES SUB-TOTAL</b>	<b>32,006,122</b>	<b>33,997,960</b>	<b>1,991,838</b>
911	GOVERNMENT GRANTS	(19,895,490)	(19,926,050)	(30,560)
922	CONTRIBUTIONS FROM OTHER LAS	(525,650)	(579,460)	(53,810)
928	RECHARGE NON GF ACCOUNTS	(4,204,080)	(4,713,850)	(509,770)
931	SALES	(646,480)	(659,420)	(12,940)
932	FEES AND CHARGES	(6,179,030)	(6,361,540)	(182,510)
933	RENTS	(2,208,110)	(2,435,160)	(227,050)
939	OTHER RECEIPTS	(508,530)	(424,890)	83,640
	<b>INCOME SUB-TOTAL</b>	<b>(34,167,370)</b>	<b>(35,100,370)</b>	<b>(933,000)</b>
	<b>GRAND TOTAL</b>	<b>16,920,012</b>	<b>19,786,810</b>	<b>2,866,798</b>

Portfolio: Biodiversity and Environmental Services

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

COST CENTRE	COST CENTRE NAME	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
A10701	UPKEEP OF DYKES	7,460	0	0	140	0	2,000	9,600
A11103	SEWERAGE WORKS	51,420	0	0	1,000	0	(10,020)	42,400
A11104	STREET SCENE STREET CLEANSING	776,900	0	32,210	(5,070)	99,250	118,910	1,022,200
A11105	CLEANER, SAFER, GREENER	0	0	0	0	0	0	0
A11340	ENV SERV MANAGEMENT	270,760	0	6,660	(300)	0	(12,340)	264,780
A11582	LIFE SAVING	0	0	0	0	0	500	500
A11702	ENVIRONMENTAL SCHEMES	25,730	0	0	380	0	(9,700)	16,410
A15023	STREET SCENE GROUNDS MAINT	220,390	(30,000)	41,010	(10,230)	1,500	(20,360)	202,310
<b>Non Capital Sub Total</b>		<b>1,352,660</b>	<b>(30,000)</b>	<b>79,880</b>	<b>(14,080)</b>	<b>100,750</b>	<b>68,990</b>	<b>1,558,200</b>
<b>Capital</b>		<b>18,790</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,790</b>
<b>Portfolio Total</b>		<b>1,371,450</b>	<b>(30,000)</b>	<b>79,880</b>	<b>(14,080)</b>	<b>100,750</b>	<b>68,990</b>	<b>1,576,990</b>

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

Code	Description	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
RE111	Salaries And Wages	1,305,620	15,480	57,930	(8,120)	81,330	0	1,452,240
RE113	National Insurance	124,540	0	9,000	0	6,800	0	140,340
RE114	Superannuation	252,940	0	12,950	0	12,620	0	278,510
<b>Employees Sub Total</b>		<b>1,683,100</b>	<b>15,480</b>	<b>79,880</b>	<b>(8,120)</b>	<b>100,750</b>	<b>0</b>	<b>1,871,090</b>
RE211	Repairs And Maintenance	6,150	0	0	110	0	0	6,260
RE212	Energy Costs	0	0	0	0	0	500	500
RE213	Rent	3,850	0	0	70	0	0	3,920
RE219	Contribution To Funds	17,950	0	0	620	0	2,500	21,070
RE313	Contract Hire Op Lease	7,690	0	0	150	0	0	7,840
RE315	Car Allowances	3,120	(1,540)	0	60	0	0	1,640
RE411	Equipment And Furniture	5,680	1,770	0	110	0	0	7,560
RE412	Materials	26,340	0	0	510	0	0	26,850
RE431	Clothing And Uniforms	11,000	0	0	210	0	0	11,210
RE451	Contractual	3,500	0	0	70	0	120,000	123,570
RE452	Other Services	223,910	(30,110)	0	4,350	0	0	198,150
RE471	Staff	140	(110)	0	0	0	0	30
RE493	Other Professional Services	1,100	0	0	20	0	0	1,120
RE612	Other Transfer Payments	51,430	0	0	1,000	0	(10,020)	42,400
RE821	Capital Charge	18,790	0	0	0	0	0	18,790
<b>Running Expenses Sub Total</b>		<b>380,650</b>	<b>(29,990)</b>	<b>0</b>	<b>7,280</b>	<b>0</b>	<b>112,980</b>	<b>470,910</b>
RE922	Contributions From Other Las	(10,500)	0	0	0	0	(9,700)	(20,200)
RE928	Recharge Non Gf Accounts	(551,750)	(20,690)	0	(10,710)	0	(34,290)	(617,440)
RE932	Fees and Charges	(130,050)	5,210	0	(2,530)	0	0	(127,370)
<b>Income Sub Total</b>		<b>(692,300)</b>	<b>(15,480)</b>	<b>0</b>	<b>(13,240)</b>	<b>0</b>	<b>(43,990)</b>	<b>(765,010)</b>
<b>Portfolio Total</b>		<b>1,371,450</b>	<b>(29,990)</b>	<b>79,880</b>	<b>(14,080)</b>	<b>100,750</b>	<b>68,990</b>	<b>1,576,990</b>

Portfolio: Climate Change

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

COST CENTRE	COST CENTRE NAME	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
A10901	CLIMATE CHANGE	41,000	0	0	0	0	0	41,000
A11002	WASTE & RECYCLING	1,191,870	0	89,030	(33,520)	25,940	(43,740)	1,229,580
A11139	COMMUNITY PROTECTION	0	0	0	0	0	50,000	50,000
A15003	BRUNEL DRIVE DEPOT	(16,230)	(3,050)	0	(110)	1,500	37,800	19,910
A26901	VEHICLE POOL AND WORKSHOP	1,216,210	(72,930)	7,350	39,030	13,000	(15,110)	1,187,550
<b>Non Capital Sub Total</b>		<b>2,432,850</b>	<b>(75,980)</b>	<b>96,380</b>	<b>5,400</b>	<b>40,440</b>	<b>28,950</b>	<b>2,528,040</b>
<b>Capital</b>		<b>1,125,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,125,620</b>
<b>Portfolio Total</b>		<b>3,558,470</b>	<b>(75,980)</b>	<b>96,380</b>	<b>5,400</b>	<b>40,440</b>	<b>28,950</b>	<b>3,653,660</b>



2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

Code	Description	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
RE111	Salaries And Wages	2,128,050	0	69,310	(21,680)	13,000	0	2,188,680
RE112	Other Salaries/Wages Payments	0	4,600	0	0	0	0	4,600
RE113	National Insurance	195,080	0	13,400	0	0	0	208,480
RE114	Superannuation	403,340	0	13,670	0	0	0	417,010
<b>Employees Sub Total</b>		<b>2,726,470</b>	<b>4,600</b>	<b>96,380</b>	<b>(21,680)</b>	<b>13,000</b>	<b>0</b>	<b>2,818,770</b>
RE211	Repairs And Maintenance	0	3,780	0	0	0	3,940	7,720
RE217	Cleaning And Domestic	870	0	0	20	0	0	890
RE219	Contribution To Funds	53,000	(6,830)	0	330	0	(2,500)	44,000
RE311	Transport	1,143,260	0	0	43,280	0	0	1,186,540
RE315	Car Allowances	250	0	0	0	0	400	650
RE411	Equipment And Furniture	221,830	(4,600)	0	4,310	0	0	221,540
RE412	Materials	12,130	0	0	230	0	0	12,360
RE421	Catering	0	0	0	0	1,500	0	1,500
RE431	Clothing And Uniforms	16,540	0	0	330	0	2,000	18,870
RE441	General Office Expenses	16,270	0	0	320	0	0	16,590
RE451	Contractual	33,820	0	0	660	0	46,110	80,590
RE452	Other Services	53,430	0	0	240	0	15,000	68,670
RE471	Staff	20	0	0	0	0	0	20
RE491	Insurance	71,540	(72,930)	0	1,390	0	0	0
RE493	Other Professional Services	369,980	0	0	7,180	0	0	377,160
RE821	Capital Charge	1,125,620	0	0	0	0	0	1,125,620
<b>Running Expenses Sub Total</b>		<b>3,118,560</b>	<b>(80,580)</b>	<b>0</b>	<b>58,290</b>	<b>1,500</b>	<b>64,950</b>	<b>3,162,720</b>
RE928	Recharge Non Gf Accounts	(247,190)	0	0	(4,800)	0	24,640	(227,350)
RE931	Sales	(265,300)	0	0	(5,150)	25,940	0	(244,510)
RE932	Fees and Charges	(1,774,070)	0	0	(21,260)	0	(60,640)	(1,855,970)
RE939	Other Receipts	0	0	0	0	0	0	0
<b>Income Sub Total</b>		<b>(2,286,560)</b>	<b>0</b>	<b>0</b>	<b>(31,210)</b>	<b>25,940</b>	<b>(36,000)</b>	<b>(2,327,830)</b>
<b>Portfolio Total</b>		<b>3,558,470</b>	<b>(75,980)</b>	<b>96,380</b>	<b>5,400</b>	<b>40,440</b>	<b>28,950</b>	<b>3,653,660</b>

## Portfolio: Health, Wellbeing and Leisure

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

COST CENTRE	COST CENTRE NAME	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
A10210	DOMESTIC ABUSE SUPPORT	0	0	0	0	0	5,000	5,000
A10870	LONDON BRIDGE PROTOCOL	0	0	0	0	0	0	0
A11101	PUBLIC CONVENIENCES	42,490	(16,760)	0	840	0	(26,570)	0
A11305	SOUTHWELL LEISURE CENTRE	10,000	0	0	0	0	0	10,000
A11314	LINCOLN ROAD SPORTS HALL	0	0	0	0	0	0	0
A11321	NEIGHBOURHOOD CENTRES	9,810	0	0	1,190	0	0	11,000
A11331	PARKS AND PLAYING FIELDS	61,850	30,000	0	1,350	0	0	93,200
A11334	PRIVATE ESTATES	8,970	280	0	280	0	0	9,530
A11335	CLOSED CHURCHYARDS	5,030	0	0	180	0	0	5,210
A11336	VICAR WATER PARK	32,750	14,870	3,650	(230)	0	2,150	53,190
A11338	SCONCE & DEVON PARK	69,810	9,850	4,730	(80)	0	10,620	94,930
A11339	NEWARK SPORTS HUB	(50)	0	0	0	0	(500)	(550)
A11576	ACTIVE 4 TODAY	496,260	0	0	3,740	0	249,100	749,100
A11577	TOUR OF BRITAIN	0	0	0	0	0	0	0
A11915	COST OF LIVING RESPONSE	0	0	0	0	0	150,000	150,000
A11938	QUEENS JUBILEE	0	0	0	0	0	0	0
	<b>Non Capital Sub Total</b>	<b>736,920</b>	<b>38,240</b>	<b>8,380</b>	<b>7,270</b>	<b>0</b>	<b>389,800</b>	<b>1,180,610</b>
	<b>Capital</b>	<b>940,890</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>940,890</b>
	<b>Portfolio Total</b>	<b>1,677,810</b>	<b>38,240</b>	<b>8,380</b>	<b>7,270</b>	<b>0</b>	<b>389,800</b>	<b>2,121,500</b>

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

Code	Description	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
RE111	Salaries And Wages	76,950	0	6,400	(370)	0	0	82,980
RE113	National Insurance	7,350	0	870	0	0	0	8,220
RE114	Superannuation	15,060	0	1,110	0	0	0	16,170
<b>Employees Sub Total</b>		<b>99,360</b>	<b>0</b>	<b>8,380</b>	<b>(370)</b>	<b>0</b>	<b>0</b>	<b>107,370</b>
RE211	Repairs And Maintenance	16,440	33,100	0	240	0	(30,860)	18,920
RE213	Rent	3,640	0	0	50	0	(120)	3,570
RE215	Water Services	2,810	(2,810)	0	0	0	0	0
RE219	Contribution To Funds	16,320	3,810	0	1,750	0	15,680	37,560
RE411	Equipment And Furniture	740	0	0	20	0	0	760
RE412	Materials	390	0	0	10	0	0	400
RE431	Clothing And Uniforms	680	0	0	10	0	0	690
RE451	Contractual	113,800	(58,860)	0	2,210	0	3,070	60,220
RE452	Other Services	1,160	44,000	0	0	0	(500)	44,660
RE481	Grants	506,260	0	0	3,740	0	249,100	759,100
RE492	Contribs To Funds And Provisions	0	0	0	0	0	99,800	99,800
RE493	Other Professional Services	6,580	0	0	130	0	55,200	61,910
RE497	Discounts	3,160	0	0	70	0	(3,230)	0
RE821	Capital Charge	940,890	0	0	0	0	0	940,890
<b>Running Expenses Sub Total</b>		<b>1,612,870</b>	<b>19,240</b>	<b>0</b>	<b>8,230</b>	<b>0</b>	<b>388,140</b>	<b>2,028,480</b>
RE922	Contributions From Other Las	0	0	0	0	0	(9,000)	(9,000)
RE928	Recharge Non Gf Accounts	(1,000)	0	0	0	0	0	(1,000)
RE932	Fees and Charges	(16,600)	4,730	0	(300)	0	10,670	(1,500)
RE933	Rents	(16,820)	14,270	0	(290)	0	(10)	(2,850)
<b>Income Sub Total</b>		<b>(34,420)</b>	<b>19,000</b>	<b>0</b>	<b>(590)</b>	<b>0</b>	<b>1,660</b>	<b>(14,350)</b>
<b>Portfolio Total</b>		<b>1,677,810</b>	<b>38,240</b>	<b>8,380</b>	<b>7,270</b>	<b>0</b>	<b>389,800</b>	<b>2,121,500</b>

Portfolio: Heritage, Culture and the Arts

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

COST CENTRE	COST CENTRE NAME	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
A10101	NCWC & NEWARK MUSEUM	317,950	(75,760)	26,420	1,270	0	1,940	271,820
A10105	NEWARK CASTLE/CASTLE GROUNDS	82,030	(7,200)	1,910	390	0	10,750	87,880
A10108	RESOURCE CENTRE	1,510	20,920	820	500	0	11,680	35,430
A10109	HERITAGE CULTURE & VISTORS	(830)	830	0	0	0	0	0
A10110	CULTURAL EVENTS	30,000	0	0	580	0	(580)	30,000
A10111	EDUCATION/OUTREACH	0	66,080	6,510	(4,340)	0	(1,650)	66,600
A11442	ARTS & COMMUNITY DEVELOPMENT	34,870	0	12,750	0	(10)	13,650	61,260
A11443	PALACE THEATRE	173,430	(4,870)	67,320	(6,820)	0	74,280	303,340
A11573	PROMOTION OF TOURISM	218,910	0	3,610	(180)	0	0	222,340
<b>Non Capital Sub Total</b>		<b>857,870</b>	<b>0</b>	<b>119,340</b>	<b>(8,600)</b>	<b>(10)</b>	<b>110,070</b>	<b>1,078,670</b>
<b>Capital</b>		<b>200,160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,090</b>	<b>203,250</b>
<b>Portfolio Total</b>		<b>1,058,030</b>	<b>0</b>	<b>119,340</b>	<b>(8,600)</b>	<b>(10)</b>	<b>113,160</b>	<b>1,281,920</b>

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

Code	Description	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
RE111	Salaries And Wages	707,120	0	92,880	(4,750)	(10)	(3,310)	791,930
RE112	Other Salaries/Wages Payments	0	0	0	0	0	0	0
RE113	National Insurance	69,640	0	9,870	0	0	0	79,510
RE114	Superannuation	135,280	0	16,590	0	0	0	151,870
<b>Employees Sub Total</b>		<b>912,040</b>	<b>0</b>	<b>119,340</b>	<b>(4,750)</b>	<b>(10)</b>	<b>(3,310)</b>	<b>1,023,310</b>
RE211	Repairs And Maintenance	0	3,000	0	0	0	4,000	7,000
RE217	Cleaning And Domestic	2,060	0	0	40	0	0	2,100
RE219	Contribution To Funds	0	0	0	0	0	6,000	6,000
RE315	Car Allowances	1,930	0	0	20	0	0	1,950
RE411	Equipment And Furniture	10,150	0	0	190	0	0	10,340
RE412	Materials	520	0	0	10	0	(10)	520
RE421	Catering	72,110	0	0	1,400	0	10,610	84,120
RE431	Clothing And Uniforms	1,020	0	0	20	0	0	1,040
RE441	General Office Expenses	47,450	0	0	250	0	0	47,700
RE451	Contractual	21,440	(5,500)	0	410	0	95,100	111,450
RE452	Other Services	86,850	19,030	0	740	0	0	106,620
RE461	Communications And Computing	30,470	(16,530)	0	340	0	0	14,280
RE471	Staff	1,470	0	0	20	0	280	1,770
RE481	Grants	27,540	0	0	0	0	(770)	26,770
RE482	Subscriptions	140	0	0	0	0	680	820
RE493	Other Professional Services	518,910	0	0	9,680	0	10,810	539,400
RE821	Capital Charge	200,160	0	0	0	0	(3,090)	203,250
<b>Running Expenses Sub Total</b>		<b>1,022,220</b>	<b>0</b>	<b>0</b>	<b>13,120</b>	<b>0</b>	<b>123,610</b>	<b>1,165,130</b>
RE931	Sales	(213,170)	0	0	(4,120)	0	(21,800)	(239,090)
RE932	Fees and Charges	(582,440)	0	0	(11,310)	0	11,270	(582,480)
RE933	Rents	(1,110)	0	0	0	0	1,110	0
RE939	Other Receipts	(79,510)	0	0	(1,540)	0	(3,900)	(84,950)
<b>Income Sub Total</b>		<b>(876,230)</b>	<b>0</b>	<b>0</b>	<b>(16,970)</b>	<b>0</b>	<b>(13,320)</b>	<b>(906,520)</b>
<b>Portfolio Total</b>		<b>1,058,030</b>	<b>0</b>	<b>119,340</b>	<b>(8,600)</b>	<b>(10)</b>	<b>106,980</b>	<b>1,281,920</b>

Portfolio: Housing

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

COST CENTRE	COST CENTRE NAME	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
A10211	NORTHGATE ROUGH SLEEPER ACCOM	13,270	0	0	0	0	(11,650)	1,620
A10212	PRIVATE SECTOR SPEECH CALL	(81,530)	0	0	(11,100)	0	0	(92,630)
A10213	HOUSING OPTIONS	481,390	(197,080)	19,130	(1,310)	0	(14,540)	287,590
A10215	STRATEGIC HSG (WAS COMMUNITY)	136,300	0	46,260	(12,890)	0	0	169,670
A10217	SYRIAN VP RESETTLEMENT SCHEME	0	36,900	0	0	0	(36,900)	0
A10219	AFGHAN RESETTLEMENT SCHEME	0	36,890	0	0	0	(36,890)	0
A10220	COLD WEATHER/SWEP SCHEME	0	0	0	0	0	0	0
A10221	COVID/ROUGH SLEEPERS	0	0	0	0	0	0	0
A10223	HOMES FOR UKRAINE	0	168,110	0	0	(4,000)	(164,110)	0
A10224	HOARDING SUPPORT	0	0	0	0	0	20,000	20,000
A10225	BARRATT MANAGED PROPERTIES	0	0	0	(10)	0	0	(10)
A10226	ALEXANDER LODGE	0	0	0	0	0	9,260	9,260
A10227	WELLOW GREEN	0	0	0	0	0	(4,400)	(4,400)
A11607	ENERGY AND HOME SUPPORT	69,430	0	2,190	0	(70)	(50)	71,500
<b>Non Capital Sub Total</b>		<b>618,860</b>	<b>44,820</b>	<b>67,580</b>	<b>(25,310)</b>	<b>(4,070)</b>	<b>(239,280)</b>	<b>462,600</b>
<b>Capital</b>		<b>49,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,620</b>
<b>Portfolio Total</b>		<b>668,480</b>	<b>44,820</b>	<b>67,580</b>	<b>(25,310)</b>	<b>(4,070)</b>	<b>(239,280)</b>	<b>512,220</b>

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

Code	Description	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
RE111	Salaries And Wages	756,270	33,530	50,140	(1,210)	(4,070)	13,640	848,300
RE112	Other Salaries/Wages Payments	0	0	0	0	0	0	0
RE113	National Insurance	80,530	4,510	6,480	0	0	1,300	92,820
RE114	Superannuation	148,150	6,780	10,960	0	0	2,550	168,440
<b>Employees Sub Total</b>		<b>984,950</b>	<b>44,820</b>	<b>67,580</b>	<b>(1,210)</b>	<b>(4,070)</b>	<b>17,490</b>	<b>1,109,560</b>
RE211	Repairs And Maintenance	0	0	0	3,800	0	76,400	80,200
RE212	Energy Costs	36,750	0	0	0	0	23,250	60,000
RE213	Rent	4,160	0	0	0	0	0	4,160
RE215	Water Services	13,450	(330)	0	0	0	13,120	26,240
RE216	Fixtures And Fitting	5,670	330	0	0	0	5,000	11,000
RE217	Cleaning And Domestic	12,980	(1,000)	0	0	0	(3,980)	8,000
RE219	Contribution To Funds	0	0	0	0	0	40,000	40,000
RE315	Car Allowances	4,210	0	0	700	0	(20)	4,890
RE411	Equipment And Furniture	7,210	0	0	0	0	0	7,210
RE441	General Office Expenses	520	0	0	0	0	(20)	500
RE451	Contractual	0	0	0	0	0	60,000	60,000
RE452	Other Services	5,260	0	0	0	0	0	5,260
RE461	Communications And Computing	12,750	0	0	0	0	1,750	14,500
RE471	Staff	1,930	0	0	0	0	(10)	1,920
RE492	Contribs To Funds And Provisions	15,750	0	0	0	0	0	15,750
RE493	Other Professional Services	444,860	45,000	0	15,410	0	(229,540)	275,730
RE612	Other Transfer Payments	133,740	0	0	6,480	0	0	140,220
RE821	Capital Charge	49,620	0	0	0	0	0	49,620
<b>Running Expenses Sub Total</b>		<b>748,860</b>	<b>44,000</b>	<b>0</b>	<b>26,390</b>	<b>0</b>	<b>(14,050)</b>	<b>805,200</b>
RE911	Government Grants	(220,420)	(44,000)	0	0	0	0	(264,420)
RE922	Contributions From Other Las	(310,000)	0	0	0	0	(39,110)	(349,110)
RE928	Recharge Non Gf Accounts	(192,870)	0	0	(14,300)	0	0	(207,170)
RE932	Fees and Charges	(50,000)	0	0	0	0	(10,000)	(60,000)
RE933	Rents	(209,450)	0	0	(31,000)	0	(193,610)	(434,060)
RE939	Other Receipts	(82,590)	0	0	(5,190)	0	0	(87,780)
<b>Income Sub Total</b>		<b>(1,065,330)</b>	<b>(44,000)</b>	<b>0</b>	<b>(50,490)</b>	<b>0</b>	<b>(242,720)</b>	<b>(1,402,540)</b>
<b>Portfolio Total</b>		<b>668,480</b>	<b>44,820</b>	<b>67,580</b>	<b>(25,310)</b>	<b>(4,070)</b>	<b>(239,280)</b>	<b>512,220</b>

Portfolio: Public Protection and Community Relations

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

COST CENTRE	COST CENTRE NAME	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
A10814	LICENSING ADMIN	(34,240)	0	0	(1,100)	0	(6,790)	(42,130)
A10816	COMMUNITY SAFETY	45,140	0	0	10	(4,290)	13,190	54,050
A10823	ANTI-SOCIAL BEHAVIOUR	117,430	0	0	(220)	77,080	32,150	226,440
A10826	DOMESTIC VIOLENCE	38,910	0	1,230	(260)	(11,480)	1,000	29,400
A10899	INSURANCE	244,830	72,420	0	3,910	15,830	64,040	401,030
A11107	DOG CONTROL	12,630	0	0	240	0	4,020	16,890
A11110	NATIONAL ASSISTANCE ACT BURIAL	2,160	0	0	40	0	1,800	4,000
A11122	SAFETY & RISK MANAGEMENT	77,570	510	0	(1,360)	(2,720)	(13,530)	60,470
A11126	CCTV	208,400	18,260	2,550	3,120	0	(6,530)	225,800
A11135	ENV HEALTH & COM PROTECTION	753,550	(753,550)	0	0	0	0	0
A11136	NEIGHBOURHOOD WARDENS	149,480	0	11,760	(480)	0	13,500	174,260
A11138	ENVIRONMENTAL HEALTH	0	436,360	0	0	7,990	600	444,950
A11139	COMMUNITY PROTECTION	0	298,930	19,220	(960)	0	(18,050)	299,140
A11579	NEWARK TOWN CYCLE RACES	25,750	0	0	4,250	0	0	30,000
A11583	HEALTH & COMMUNITY RELATIONS	557,840	(44,820)	15,070	0	50	(1,000)	527,140
A11922	COMMISSIONING CONTRIBUTIONS	137,310	0	0	0	0	0	137,310
A11923	EMERGENCY PLANNING	62,150	0	(780)	70	0	1,830	63,270
A11932	COMMUNITY LOTTERY	0	0	0	0	0	0	0
A11940	COMMUNITY GRANT SCHEME	102,250	0	0	0	0	0	102,250
<b>Non Capital Sub Total</b>		<b>2,501,160</b>	<b>28,110</b>	<b>49,050</b>	<b>7,260</b>	<b>82,460</b>	<b>86,230</b>	<b>2,754,270</b>
<b>Capital</b>		<b>56,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>56,750</b>
<b>Portfolio Total</b>		<b>2,557,910</b>	<b>28,110</b>	<b>49,050</b>	<b>7,260</b>	<b>82,460</b>	<b>86,230</b>	<b>2,811,020</b>



2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

Code	Description	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
RE111	Salaries And Wages	1,558,430	(37,450)	37,880	(1,700)	96,350	19,040	1,672,550
RE112	Other Salaries/Wages Payments	0	0	0	0	0	0	0
RE113	National Insurance	172,370	(2,050)	4,390	0	11,880	1,300	187,890
RE114	Superannuation	309,560	(5,320)	6,780	0	18,230	3,380	332,630
<b>Employees Sub Total</b>		<b>2,040,360</b>	<b>(44,820)</b>	<b>49,050</b>	<b>(1,700)</b>	<b>126,460</b>	<b>23,720</b>	<b>2,193,070</b>
RE219	Contribution To Funds	14,000	20,280	0	0	0	500	34,780
RE315	Car Allowances	24,780	(1,640)	0	130	0	1,350	24,620
RE411	Equipment And Furniture	4,170	360	0	50	0	3,980	8,560
RE412	Materials	2,700	0	0	50	0	300	3,050
RE431	Clothing And Uniforms	1,740	150	0	20	0	3,000	4,910
RE441	General Office Expenses	5,690	1,080	0	40	0	1,500	8,310
RE451	Contractual	98,770	0	0	5,450	0	(2,680)	101,540
RE452	Other Services	39,450	(4,660)	0	220	0	1,250	36,260
RE461	Communications And Computing	6,770	3,680	0	80	0	5,240	15,770
RE471	Staff	2,000	(210)	0	0	0	0	1,790
RE481	Grants	146,270	0	0	170	0	(1,130)	145,310
RE482	Subscriptions	3,450	(100)	0	70	0	0	3,420
RE491	Insurance	216,410	72,480	0	3,900	0	134,910	427,700
RE492	Contribs To Funds And Provisions	195,220	(20,280)	0	3,790	0	12,720	191,450
RE493	Other Professional Services	224,070	(4,210)	0	200	0	(1,620)	218,440
RE821	Capital Charge	56,750	0	0	0	0	0	56,750
<b>Running Expenses Sub Total</b>		<b>1,042,240</b>	<b>66,930</b>	<b>0</b>	<b>14,170</b>	<b>0</b>	<b>159,320</b>	<b>1,282,660</b>
RE922	Contributions From Other Las	(24,670)	0	0	(480)	0	4,480	(20,670)
RE928	Recharge Non Gf Accounts	(172,370)	6,000	0	(3,160)	(44,000)	(31,310)	(244,840)
RE931	Sales	(124,260)	0	0	(330)	0	1,220	(123,370)
RE932	Fees and Charges	(152,870)	(19,210)	0	(830)	0	(73,540)	(246,450)
RE933	Rents	(29,300)	0	0	0	0	0	(29,300)
RE939	Other Receipts	(21,220)	19,210	0	(410)	0	2,340	(80)
<b>Income Sub Total</b>		<b>(524,690)</b>	<b>6,000</b>	<b>0</b>	<b>(5,210)</b>	<b>(44,000)</b>	<b>(96,810)</b>	<b>(664,710)</b>
<b>Portfolio Total</b>		<b>2,557,910</b>	<b>28,110</b>	<b>49,050</b>	<b>7,260</b>	<b>82,460</b>	<b>86,230</b>	<b>2,811,020</b>

## Portfolio: Strategy, Performance and Finance

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

COST CENTRE	COST CENTRE NAME	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
A10104	GILSTRAP INTERPRETATION CENTR	5,860	16,760	0	90	0	5,800	28,510
A10601	ELECTORAL REGISTRATION	114,510	98,260	4,150	1,360	0	60	218,340
A10801	HRA SYSTEM SOFTWARE	0	0	0	0	0	0	0
A10802	ICT	904,850	(6,700)	48,360	(33,910)	0	(57,370)	855,230
A10803	INTERNAL AUDIT	83,840	0	0	(430)	0	310	83,720
A10804	PAYMENTS & RECEIPTS	(6,350)	6,700	0	(130)	0	(12,940)	(12,720)
A10805	INCOME SECTION	121,210	0	4,140	(260)	0	(1,800)	123,290
A10806	BANK CHARGES	148,660	0	0	2,890	0	0	151,550
A10809	CUSTOMER SERVICES	550,140	0	70,710	(3,490)	26,310	128,530	772,200
A10810	COMMUNICATIONS	341,210	0	11,050	1,910	0	180	354,350
A10812	HUMAN RESOURCES	270,280	5,500	15,250	(3,720)	46,880	22,380	356,570
A10818	COMMITTEE SECTION	297,990	(98,260)	5,390	(2,800)	0	(4,680)	197,640
A10819	LEGAL SECTION	260,850	0	6,170	3,330	0	19,970	290,320
A10832	CENTRAL TELEPHONES	140,010	0	0	1,920	0	1,680	143,610
A10833	CENTRAL POSTAGES	46,220	0	0	2,100	0	3,900	52,220
A10834	SOUTHWELL LIBRARY SERVICE	0	0	0	0	0	0	0
A10841	CENTRAL PERSONNEL EXPENSES	115,130	(5,500)	0	(100)	0	0	109,530
A10842	OTHER EMPLOYEE EXPENSES	25,220	0	0	450	0	64,420	90,090
A10845	INFORMATION GOVERNANCE	89,610	0	2,420	(150)	0	0	91,880
A10864	SENIOR LEADERSHIP TEAM	881,950	37,470	16,300	(660)	0	23,820	958,880
A10865	CORPORATE ASSET DEVELOPMENT	124,190	0	3,330	(170)	0	214,200	341,550
A10895	FINANCIAL SERVICES	494,290	0	19,420	1,903	0	(14,897)	500,710
A10896	TRANSFORMATION	340,700	0	14,880	(810)	0	10,610	365,380
A10897	PROCUREMENT	38,800	0	0	750	0	0	39,550
A10898	ADMINISTRATION SERVICES	351,580	0	26,610	(7,110)	0	(28,400)	342,680
A10904	REVENUES	15,380	0	31,390	7,430	0	13,050	67,250
A10905	RENT ALLOWANCES	(115,860)	0	0	3,380	0	79,260	(33,220)
A10906	COUNCIL TAX BENEFITS	0	0	0	0	0	0	0
A10907	RENT REBATES	(33,440)	0	0	970	0	(1,120)	(33,590)
A10908	HOUSING BENEFIT ADMIN	86,180	0	15,570	9,910	0	(1,290)	110,370
A10910	DISCRETIONARY HOUSING PAYMENTS	0	0	0	0	0	0	0
A10911	BUSINESS RATES PROPERTY UNIT	12,170	0	3,150	(3,570)	0	(4,600)	7,150
A11574	SHERWOOD YOUTH HOSTEL	(18,720)	0	0	50	0	(280)	(18,950)
A11810	NEWARK BEACON	(71,530)	(48,610)	0	16,060	0	112,710	8,630
A11813	SUTTON ON TRENT WORKSHOPS	(33,860)	0	0	(460)	0	(9,400)	(43,720)
A11814	CREWE CLOSE BLIDWORTH WORKSHOP	(49,270)	0	0	(2,380)	0	(6,510)	(58,160)
A11815	BOUGHTON WORKSHOPS	(40,120)	0	0	(1,480)	0	(15,430)	(57,030)
A11816	CHURCH FARM WORKSHOPS	(20,440)	0	0	690	0	(12,150)	(31,900)
A11817	BILSTHORPE WORKSHOPS	(45,290)	0	0	(1,710)	0	(9,550)	(56,550)
A11818	BURMA ROAD WORKSHOPS	(16,150)	0	0	(390)	0	(3,880)	(20,420)
A11819	JUBILEE BRIDGE	10,090	0	0	(120)	0	(1,090)	8,880
A11821	CLIPSTONE WORKSHOPS	(44,990)	0	0	(1,000)	0	(650)	(46,640)
A11822	BOUGHTON ADVANCE FACTORY	(48,810)	0	0	(970)	0	(1,510)	(51,290)
A11823	CLIPSTONE ADVANCED FACTORIES	(44,900)	0	0	(970)	0	(170)	(46,040)
A11824	SHERWOOD FOREST CRAFT CENTRE	(5,210)	0	0	1,880	0	(10,870)	(14,200)
A11826	CLIPSTONE HOLDING CENTRE	(34,470)	0	0	0	0	53,550	19,080
A11828	LEACH WAY BLIDWORTH ADV	(35,640)	0	0	(1,300)	0	(9,290)	(46,230)
A11831	CASTLE HOUSE	209,300	0	5,610	28,690	(77,630)	48,120	214,090
A11832	OLLERTON HALL	0	0	0	0	0	0	0
A11833	HAYSIDE COTTAGE LOWFIELD LANE	0	0	0	0	0	0	0
A11834	ACTIVE4TODAY - PROPERTY	4,010	0	0	1,150	0	(5,160)	0
A11835	BUTTERMARKET	(98,950)	0	330	5,500	0	(2,720)	(95,840)
A11836	GATEWAY LODGE	(8,470)	0	0	(180)	0	(2,580)	(11,230)
A11837	FARRAR CLOSE	(53,080)	0	0	4,050	0	65,900	16,870
A11838	BEAUMOND CROSS	(62,680)	0	0	5,030	0	(4,730)	(62,380)
A11839	OLLERTON OFFICE	21,480	0	0	(730)	0	(15,750)	5,000
A11840	HAWTONVILLE OFFICE	0	0	0	0	0	0	0
A11841	CORPORATE PROPERTY	499,760	48,610	7,320	1,128	0	12,350	569,170
A11842	DEVELOPMENT COSTS	0	0	0	0	0	100,000	100,000
A11845	LAND AT SOUTH CLIFTON	0	0	0	0	0	0	0
A11846	VICAR WATER PROPERTY	49,400	(14,870)	0	240	0	16,570	51,340
A11847	LINCOLN ROAD PROPERTY	21,600	0	0	0	0	(15,450)	6,150
A11848	SCONCE & DEVON PROPERTY	53,260	(9,850)	0	470	0	19,110	62,990
A11849	BRUNEL DRIVE DEPOT PROPERTY	156,720	17,930	0	2,550	0	38,960	216,160

A11850	TOM MANN PAVILION PROPERTY	13,970	0	0	0	0	(12,470)	1,500
A11855	NEWARK CASTLE PROPERTY	105,460	0	0	0	0	4,270	109,730
A11856	NCWM PROPERTY	130,510	0	0	(180)	0	6,210	136,540
A11857	PALACE THEATRE PROPERTY	58,350	0	0	820	0	131,360	190,530
A11858	RESOURCE CENTRE PROPERTY	94,380	(14,880)	0	(590)	0	(47,350)	31,560
A11861	COMPLIANCE SERVICING	0	0	0	0	0	206,535	206,540
A11886	32 STODMAN STREET	6,220	0	0	0	0	(6,220)	0
A11887	ASI. RESOURCES	0	0	0	0	0	(15,830)	(15,830)
A11888	ACTIVE 4 TODAY - NON-RECHARGEABLE	0	0	0	0	0	44,690	44,690
A11901	MEMBERS EXPENSES	340,040	0	0	16,820	26,640	8,130	391,630
A11902	CIVIC EXPENSES	22,990	0	0	90	0	(10,000)	13,080
A11911	OTHER FINANCIAL TRANSACTIONS	0	0	0	0	0	0	0
A11921	GRANTS AND CONCESSIONS	416,920	0	0	3,830	0	0	420,750
A11930	CORONAVIRUS COSTS - FPC	0	0	0	0	0	0	0
A11933	TEST & TRACE SUPPORT ADMIN	0	0	0	0	0	0	0
A12001	PARKING SERVICES ADMIN	215,260	0	6,130	(209)	0	(1)	221,180
A12011	SURFACE CAR PARKS NEWARK	(509,190)	0	0	4,130	0	41,660	(463,400)
A12012	SURFACE CAR PARKS SOUTHWELL	0	0	0	0	0	0	0
A12014	NEWARK LORRY PARK	(508,180)	0	0	17,437	0	18,483	(472,260)
A12015	SURFACE CAR PARKS - LOWDHAM	0	0	0	0	0	0	0
A12016	SURFACE CAR PARKS BOWBRIDGE RD	(100,000)	0	0	0	0	0	(100,000)
A12019	SURFACE CAR PARK OLLERTON	8,960	0	0	800	0	0	9,760
A12221	NEWARK LIVESTOCK MARKET	0	0	0	0	0	0	0
A12301	ELECTION EXPENSES	40,700	0	0	0	0	0	40,700
A12401	OTHER PROPERTIES & WSHOP VOIDS	21,410	(280)	0	1,410	0	15,400	37,940
A12520	CORPORATE MANAGEMENT	131,250	(37,470)	0	1,390	0	16,180	111,350
A12530	NON DISTRIBUTED COSTS	194,410	0	0	9,720	0	0	204,130
A15002	CREW LANE DEPOT	(17,250)	0	0	0	(410)	210	(17,450)
A15013	A4T ICT RECHARGES	0	0	0	0	0	0	0
A15028	COMBINED SERVICE COSTS	156,000	0	0	3,080	0	22,300	181,380
A15029	CORPORATE PRINTERS	20,200	0	0	(60)	0	1,570	21,710
<b>Non Capital Sub Total</b>		<b>6,840,630</b>	<b>(5,190)</b>	<b>317,680</b>	<b>95,370</b>	<b>21,790</b>	<b>1,226,300</b>	<b>8,496,580</b>
<b>Capital</b>		<b>91,340</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,016,570</b>	<b>1,107,910</b>
<b>Portfolio Total</b>		<b>6,931,970</b>	<b>(5,190)</b>	<b>317,680</b>	<b>95,370</b>	<b>21,790</b>	<b>2,242,870</b>	<b>9,604,490</b>

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

Code	Description	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
RE111	Salaries And Wages	6,104,030	161,040	241,610	(24,079)	55,290	170,853	6,708,740
RE112	Other Salaries/Wages Payments	20,000	0	680	50	0	360	21,090
RE113	National Insurance	668,120	16,070	34,740	40	6,810	28,240	754,020
RE114	Superannuation	1,407,910	30,140	40,650	10,360	11,090	26,800	1,526,950
RE115	Other Employers Contributions	34,450	1,850		690	0	0	36,990
<b>Employees Sub Total</b>		<b>8,234,510</b>	<b>209,100</b>	<b>317,680</b>	<b>(12,939)</b>	<b>73,190</b>	<b>226,253</b>	<b>9,047,790</b>
RE211	Repairs And Maintenance	637,640	116,840	0	11,310	(30)	236,755	1,002,520
RE212	Energy Costs	464,730	0	0	8,990	0	235,950	709,670
RE213	Rent	438,520	0	0	5,840	0	(310)	444,050
RE214	Rates	514,610	0	0	8,520	0	0	523,130
RE215	Water Services	151,080	0	0	486	0	3,365	154,930
RE217	Cleaning And Domestic	10,250	0	0	50	0	10,900	21,200
RE219	Contribution To Funds	334,880	6,830	0	2,090	0	148,910	492,710
RE311	Transport	0	0	0	0	0	0	0
RE315	Car Allowances	42,660	0	0	0	0	(6,160)	36,500
RE411	Equipment And Furniture	177,500	6,600	0	3,020	0	880	188,000
RE412	Materials	6,310	0	0	110	0	0	6,420
RE421	Catering	45,200	0	0	362	0	3,778	49,340
RE431	Clothing And Uniforms	7,250	0	0	10	0	(2,410)	4,850
RE441	General Office Expenses	188,440	0	0	3,850	0	19,070	211,360
RE451	Contractual	706,760	(109,860)	0	8,690	20	84,600	690,210
RE452	Other Services	347,800	4,840	0	2,370	0	144,430	499,440
RE461	Communications And Computing	1,478,590	(13,830)	0	(11,040)	0	2,470	1,456,190
RE471	Staff	17,950	0	0	180	0	(200)	17,930
RE472	Members	324,190	0	0	16,440	26,640	(4,570)	362,700
RE473	Chairman	7,990	0	0	70	0	0	8,060
RE481	Grants	416,920	0	0	3,830	0	0	420,750
RE482	Subscriptions	63,730	540	0	(109)	0	309	64,470
RE491	Insurance	0	0	0	0	0	0	0
RE492	Contribs To Funds And Provisions	0	0	0	0	0	0	0
RE493	Other Professional Services	201,540	1,000	0	540	0	34,750	237,830
RE497	Discounts	0	0	0	0	18,740	38,410	57,150
RE611	Housing Benefits	19,208,180	0	0	(559,470)	0	0	18,648,710
RE821	Capital Charge	91,340	0	0	0	0	(1,016,570)	1,107,910
<b>Running Expenses Sub Total</b>		<b>25,884,060</b>	<b>12,960</b>	<b>0</b>	<b>(493,862)</b>	<b>45,370</b>	<b>(65,643)</b>	<b>27,416,030</b>
RE911	Government Grants	(19,463,460)	0	0	566,900	0	0	(18,896,560)
RE922	Contributions From Other Las	(180,480)	0	0	0	0	0	(180,480)
RE928	Recharge Non Gf Accounts	(2,988,140)	(175,160)	0	(12,580)	(77,630)	(110,660)	(3,364,170)
RE931	Sales	(42,740)	0	0	(890)	0	(8,410)	(52,040)
RE932	Fees and Charges	(2,285,750)	332,840	0	21,260	(10)	(273,490)	(2,205,150)
RE933	Rents	(1,951,430)	(384,930)	0	19,950	(19,130)	366,590	(1,968,950)
RE939	Other Receipts	(274,600)	0	0	7,530	0	75,090	(191,980)
<b>Income Sub Total</b>		<b>(27,186,600)</b>	<b>(227,250)</b>	<b>0</b>	<b>602,170</b>	<b>(96,770)</b>	<b>49,120</b>	<b>(26,859,330)</b>
<b>Portfolio Total</b>		<b>6,931,970</b>	<b>(5,190)</b>	<b>317,680</b>	<b>95,370</b>	<b>21,790</b>	<b>209,730</b>	<b>9,604,490</b>

## Portfolio: Sustainable Development and Regeneration

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

COST CENTRE	COST CENTRE NAME	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
A10813	LAND CHARGES	(37,320)	0	500	10	0	18,050	(18,760)
A11578	TOWN CENTRE MANAGEMENT	84,490	0	2,060	410	0	56,450	143,410
A11601	GROWTH TECHNICAL SUPPORT	208,770	0	4,110	90	0	310	213,280
A11604	DEVELOPMENT MANAGEMENT	369,040	(55,060)	0	330	39,170	(12,130)	341,350
A11605	PLANNING POLICY	353,440	0	7,640	(380)	0	(90)	360,610
A11606	BUILDING CONTROL	112,492	0	0	0	0	2,158	114,650
A11610	LOCAL DEVELOPMENT FRAMEWORK	54,000	0	0	0	0	6,000	60,000
A11611	COMMUNITY INFRASTRUCTURE LEVY	(4,500)	0	2,060	(2,060)	0	4,500	0
A11614	HIGH STREET HAZ	200	0	0	0	0	4,040	4,240
A11615	TREE SERVICES	53,540	0	2,760	(140)	0	290	56,450
A11616	TRAVELLER SITE & DEVELOPMENT	0	0	0	0	0	0	0
A11617	BIODIVERSITY AND ECOLOGY	0	55,060	5,730	(3,040)	0	(150)	57,600
A11731	STREET NAMING	27,760	0	640	(30)	0	(570)	27,800
A11851	ECONOMIC GROWTH	357,150	0	11,760	(620)	0	(1,080)	367,210
A11852	TOWNS FUND REVENUE	0	0	0	0	0	0	0
A12506	GROWTH INVESTMENT FUND	0	0	0	0	0	0	0
C54070	TOWNS FUND	0	0	1,230	0	123,440	(124,670)	0
C54078	SHARED PROSPERITY FUND	0	0	2,590	(2,590)	0	0	0
	<b>Non Capital Sub Total</b>	<b>1,579,062</b>	<b>0</b>	<b>41,080</b>	<b>(8,020)</b>	<b>162,610</b>	<b>(46,892)</b>	<b>1,727,840</b>
	<b>Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,480</b>	<b>6,480</b>
	<b>Portfolio Total</b>	<b>1,579,062</b>	<b>0</b>	<b>41,080</b>	<b>(8,020)</b>	<b>162,610</b>	<b>(40,412)</b>	<b>1,734,320</b>

2024/25 General Fund Revenue Base Budget approved by Full Council in March 2023 compared to current 2024/25 Draft Budget (February 2024)

Code	Description	2024/25 EST SET IN MARCH	2024-25 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2024-25 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2024/25 BASE BUDGET
RE111	Salaries And Wages	1,826,540	0	31,820	(4,640)	195,330	24,310	2,073,360
RE112	Other Salaries/Wages Payments	0	0	0	0	0	0	0
RE113	National Insurance	206,740	0	4,392	(0)	23,238	2,630	237,000
RE114	Superannuation	362,290	0	4,868	0	36,382	4,360	407,900
<b>Employees Sub Total</b>		<b>2,395,570</b>	<b>0</b>	<b>41,080</b>	<b>(4,640)</b>	<b>254,950</b>	<b>31,300</b>	<b>2,718,260</b>
RE211	Repairs And Maintenance	0	0	0	0	0	0	0
RE214	Rates	60	0	0	10	0	0	70
RE219	Contribution To Funds	5,150	0	0	260	0	0	5,410
RE315	Car Allowances	12,960	0	0	0	0	2,000	14,960
RE411	Equipment And Furniture	50	0	0	0	0	0	50
RE412	Materials	15,000	0	0	0	0	0	15,000
RE431	Clothing And Uniforms	500	0	0	0	0	560	1,060
RE441	General Office Expenses	82,270	0	0	0	0	0	82,270
RE451	Contractual	140,512	0	0	70	0	3,288	143,870
RE452	Other Services	177,790	70,750	0	510	0	127,500	376,550
RE461	Communications And Computing	11,610	0	0	30	0	11,410	23,050
RE471	Staff	9,160	0	0	0	0	1,300	10,460
RE481	Grants	0	0	0	0	0	2,000	2,000
RE482	Subscriptions	7,710	0	0	320	0	810	8,840
RE492	Contribs To Funds And Provisions	26,110	0	0	0	0	200,000	226,110
RE493	Other Professional Services	175,850	(70,750)	0	0	0	4,860	109,960
RE821	Capital Charge	0	0	0	0	0	(6,480)	6,480
<b>Running Expenses Sub Total</b>		<b>664,732</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>0</b>	<b>347,248</b>	<b>1,026,140</b>
RE911	Government Grants	(191,610)	0	0	(2,590)	0	(420,870)	(615,070)
RE928	Recharge Non Gf Accounts	(50,760)	0	0	0	0	(1,120)	(51,880)
RE931	Sales	(1,010)	0	0	0	0	600	(410)
RE932	Fees and Charges	(1,187,250)	0	0	(1,990)	(92,340)	(1,040)	(1,282,620)
RE939	Other Receipts	(50,610)	0	0	0	0	(9,490)	(60,100)
<b>Income Sub Total</b>		<b>(1,481,240)</b>	<b>0</b>	<b>0</b>	<b>(4,580)</b>	<b>(92,340)</b>	<b>(431,920)</b>	<b>(2,010,080)</b>
<b>Portfolio Total</b>		<b>1,579,062</b>	<b>0</b>	<b>41,080</b>	<b>(8,020)</b>	<b>162,610</b>	<b>(53,372)</b>	<b>1,734,320</b>

**PART A - PLANNING STATUTORY CHARGES**

**List of Statutory and Discretionary Fees and Charges**

In addition to the statutory planning fees listed below, developments may also be liable to pay a Community Infrastructure Levy (CIL) charge – please see Part B - Planning Discretionary Charges.

Payment can be made by debit or credit card using either our on-line service at <https://www.newark-sherwooddc.gov.uk/paymentstotheCouncil/> (available 24 hours a day, 365 days a year), by BACS (please email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk) to inform payment has been made, including application reference (if known), amount and site address) or by telephoning us on 01636 650000. Please note, we no longer accept payments by cheque.

Further details of all the above is available on our website at <https://www.newark-sherwooddc.gov.uk/paymentstotheCouncil>

Please note that should a planning application be withdrawn after submission and prior to confirmation of it being a valid application, an administrative fee will be charged as set out in Part B - Discretionary Charges - the "Invalid Planning Application and Pre Application Advice Charges" Section. Should an application be withdrawn after confirmation is provided of it being valid, there is no refund of the application fee.

Statutory planning fees		
Category of development	2023/24 Charge	2024/25 Charge
<b>I. Operations</b>		
1. The erection of dwellinghouses (other than development in category 6)	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area does not exceed 2.5 hectares, <b>£462</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area exceeds 2.5 hectares, <b>£11,432</b>; and an additional <b>£138</b> for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of <b>£150,000</b>.</p> <p>(1A) Where the application is for permission in principle <b>£402</b> for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area is less than 0.5 hectare, <b>£578</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area is at least 0.5 hectare but does not exceed 2.5 hectares, <b>£624</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>c) the site area exceeds 2.5 hectares, <b>£15,433</b>; and additional <b>£186</b> for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of <b>£202,500</b>.</p> <p>(2) Where the application is for permission in principle <b>£503</b> for each 0.1ha of the site area.</p>
	<p>(2) in other cases:</p> <p>a) where the number of dwellinghouses to be created by the development is 50 or fewer, <b>£462</b> for each dwellinghouse;</p>	<p>(3) in other cases:</p> <p>a) where the number of dwellinghouses to be created by the development is less than 10, <b>£578</b> for each dwellinghouse;</p>



	<p>b) where the number of dwellinghouses to be created by the development exceeds 50, <b>£22,859</b>; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£300,000</b>.</p>	<p>b) where the number of dwellinghouses to be created by the development is 10 or more but not more than 50, <b>£578</b> for each dwellinghouse;</p> <p>c) where the number of dwellinghouses to be created by the development exceeds 50, <b>£30,860</b>; and an additional <b>£186</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£405,000</b>.</p>
	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area does not exceed 2.5 hectares, <b>£462</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area exceeds 2.5 hectares, <b>£11,432</b>; and an additional <b>£138</b> for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of <b>£150,000</b>.</p> <p>(1A) Where the application is for permission in principle <b>£402</b> for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area is less than 1 hectare, <b>£578</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area is at least 1 hectare but does not exceed 2.5 hectares, <b>£624</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>c) the site area exceeds 2.5 hectares, <b>£15,433</b>; and an additional <b>£186</b> for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of <b>£202,500</b>.</p> <p>(2) Where the application is for permission in principle <b>£503</b> for each 0.1ha (or part thereof) of the site area.</p>

2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7).

<p>(2) in other cases:</p> <p>a) where no floor space (as measured to the outside wall) is to be created by the development, <b>£234</b>;</p> <p>b) where the area of gross floor space to be created by the development does not exceed 40 square metres, <b>£234</b>;</p> <p>c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, <b>£462</b>;</p> <p>d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, <b>£462</b> for each 75 square metres (or part thereof) of that area;</p> <p>e) where the area of gross floor space to be created by the development exceeds 3750 square metres, <b>£22,859</b>; and an additional <b>£138</b> for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of <b>£300,000</b>.</p>	<p>(3) in other cases:</p> <p>a) where no floor space* is to be created by the development, <b>£293</b>;</p> <p>b) where the area of gross floor space to be created by the development does not exceed 40 square metres, <b>£293</b>;</p> <p>c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but is less than 1000 square metres, <b>£578</b>; for each 75 square metres (or part thereof);</p> <p>d) where the area of the gross floor space to be created by the development is at least 1000 square metres but does not exceed 3750 square metres, <b>£624</b> for each 75 square metres (or part thereof)</p> <p>e) where the area of gross floor space to be created by the development exceeds 3750 square metres, <b>£30,680</b>; and an additional <b>£186</b> for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of <b>£405,000</b>.</p>
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\* Please note "floor Space" is measured to the outside wall.

	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area does not exceed 2.5 hectares, <b>£462</b> each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) the site area exceeds 2.5 hectares, <b>£11,432</b>; and an additional <b>£138</b> for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of <b>£150,000</b>.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area is less than 1 hectare, <b>£578</b> each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) the site area is at least 1 hectare but does not exceed 2.5 hectares, <b>£624</b>; for each 0.1 hectare (or part thereof) of the site area</p> <p>(c) the site area exceeds 2.5 hectares, <b>£15,433</b>; and an additional <b>£186</b> for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of <b>£202,500</b>.</p>
	<p>(1A) where the application is for permission in principle <b>£402</b> for each 0.1ha of the site area.</p>	<p>(2) where the application is for permission in principle <b>£503</b> for each 0.1ha (or part thereof) of the site area.</p>

3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).

<p>(2) in other cases:</p> <p>(a) where the area of gross floor space to be created by the development does not exceed 465 square metres, <b>£96</b>;</p> <p>(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, <b>£462</b>;</p> <p>(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, <b>£462</b> for the first 540 square metres, and an additional <b>£462</b> for each 75 square metres (or part thereof) in excess of 540 square metres; and</p> <p>(d) where the area of gross floor space to be created by the development exceeds 4215 square metres, <b>£22,859</b>; and an additional <b>£138</b> for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of <b>£300,000</b>.</p>	<p>(3) in any other case:</p> <p>(a) where the area of gross floor space to be created by the development does not exceed 465 square metres, <b>£120</b>;</p> <p>(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, <b>£578</b>;</p> <p>(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but is less than 1000 square metres, <b>£578</b> and an additional <b>£578</b> for each 75 square metres (or part thereof) in excess of 540 square metres;</p> <p>(d) where the area of gross floor space to be created by the development is at least 1000 square metres but does not exceed 4215 square metres, <b>£624</b> and an additional <b>£624</b> for each 75 square metres (or part thereof) in excess of 1000 square metres;</p> <p>(e) where the area of gross floor space to be created by the development is at least 4215 square metres, <b>£30,860</b> and an additional <b>£186</b> for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum total of <b>£405,000</b>.</p>
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4. The erection of glasshouses on land used for the purposes of agriculture.	<p>(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, <b>£96</b>;</p> <p>(2) where the area of gross floor space to be created by the development exceeds 465 square metres, <b>£2,580</b>.</p>	<p>(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, <b>£120</b>;</p> <p>(2) where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres, <b>£3225</b>.</p> <p>(3) where the area of gross floor space to be created by the development is 1000 square metres or more, <b>£3483</b>.</p>
5. The erection, alteration or replacement of plant or machinery.	<p>(1) Where the site area does not exceed 5 hectares, <b>£462</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) Where the site area exceeds 5 hectares, <b>£22,859</b>; and an additional <b>£138</b> for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of <b>£300,000</b>.</p>	<p>(1) Where the site area does not exceed 5 hectares, <b>£578</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) Where the site area is at least 1 hectare but does not exceed 5 hectares, <b>£624</b>; for each 0.1 hectare (or part thereof) of the site area.</p> <p>(3) Where the site area exceeds 5 hectares, <b>£30,860</b>; and an additional <b>£186</b> for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of <b>£405,500</b>.</p>
6. The enlargement, improvement or other alteration of existing dwelling houses.	<p>(1) Where the application relates to one dwellinghouse, <b>£206</b>;</p> <p>(2) Where the application relates to two or more dwellinghouses, <b>£407</b>.</p>	<p>(1) Where the application relates to a single dwellinghouse, <b>£258</b>;</p> <p>(2) Where the application relates to two or more dwellinghouses, <b>£509</b>.</p>
7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.	<b>£206</b>	<b>£258</b>
8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	<b>£234</b>	<b>£293</b>

<p>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, <b>£508</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 7.5 hectares, <b>£38,070</b>; and an additional <b>£151</b> for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of <b>£300,000</b>.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, <b>£686</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 7.5 hectares, <b>£51,395</b>; and an additional <b>£204</b> for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of <b>£405,500</b>.</p>
<p>10. The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.</p>	<p>(a) does not exceed 15 hectares, <b>£257</b> for each 0.1 hectare of the site area,</p> <p>(b) exceeds 15 hectares, <b>£38,520</b>; and an additional <b>£151</b> for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b>.</p>	<p>(1) Where the site area does not exceed 15 hectares, <b>£347</b> for each 0.1 hectare (or part thereof) of the site area,</p> <p>(2) Where the site area exceeds 15 hectares, <b>£52,002</b>; and an additional <b>£204</b> for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of <b>£105,000</b>.</p>
<p>11. The carrying out of any operations not coming within any of the above categories.</p>	<p>1. In the case of operations for the winning and working of minerals:</p> <p>(a) where the site area does not exceed 15 hectares, <b>£234</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) where the site area exceeds 15 hectares, <b>£34,934</b>; and an additional <b>£138</b> for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b>;</p> <p>2. In any other case, <b>£234</b> for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of <b>£2,028</b>.</p>	<p>1. In the case of operations for the winning and working of minerals:</p> <p>(a) where the site area does not exceed 15 hectares, <b>£316</b> for each 0.1 hectare (or part thereof) of the site;</p> <p>(b) where the site area exceeds 15 hectares, <b>£47,161</b>; and an additional <b>£186</b> for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of <b>£105,300</b>;</p> <p>2. In any other case, <b>£293</b> for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of <b>£2,535</b>.</p>

II. Uses of Land		
<p>12. The change of use of a building to use as one or more separate dwellinghouses.</p>	<p>1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:</p> <p>(a) where the change of use is to use as 50 or fewer dwellinghouses, <b>£462</b> for each additional dwellinghouse;</p> <p>(b) where the change of use is to use as more than 50 dwellinghouses, <b>£22,859</b>; and an additional <b>£138</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£300,000</b>;</p>	<p>1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:</p> <p>(a) where the change of use is fewer than 10 dwellinghouses, <b>£578</b> for each additional dwellinghouse;</p> <p>(b) where the change of use at least 10 but no more than 50 dwellinghouses, <b>£624</b>; for each additional dwellinghouse;</p> <p>(c) where the change of use is to use more than 50 dwellinghouses, <b>£30,860</b>; and an additional <b>£186</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£405,000</b>;</p>
	<p>(2) in all other cases:</p> <p>(a) where the change of use is to use as 50 or fewer dwellinghouses, <b>£462</b> for each dwellinghouse;</p> <p>(b) where the change of use is to use as more than 50 dwellinghouses, <b>£22,859</b>; and an additional <b>£138</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£300,000</b>.</p>	<p>(2) in all other cases:</p> <p>(a) where the change of use is to use as 10 dwellinghouses, <b>£578</b> for each dwellinghouse;</p> <p>(b) where the change of use is to use at least 10 dwellinghouses but no more than 50 dwellinghouses, <b>£624</b> for each dwellinghouse;</p> <p>(c) where the change of use is to use as more than 50 dwellinghouses, <b>£30,860</b>; and an additional <b>£186</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£405,000</b>.</p>

<p>13. The use of land for:</p> <p>a) the disposal of refuse or waste materials;</p> <p>b) the deposit of material remaining after minerals have been extracted from land; or</p> <p>c) the storage of minerals in the open.</p>	<p>(1) Where the site area does not exceed 15 hectares, <b>£234</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 15 hectares, <b>£34,934</b>; and an additional <b>£138</b> for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b>.</p>	<p>(1) Where the site area does not exceed 15 hectares, <b>£316</b> for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 15 hectares, <b>£47,161</b>; and an additional <b>£186</b> for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of <b>£105,300</b>.</p>
<p>14. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).</p>	<p>£462</p>	<p><b>£578</b></p>
<p><b>III. Scale of Fees in Respect of Applications for Consent to Display Advertisements</b></p>		
<p>1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters:</p> <p>a) the nature of the business or other activity carried on the premises;</p> <p>b) the goods sold or the services provided on the premises; or</p> <p>c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.</p>	<p><b>£132</b></p>	<p><b>£165</b></p>
<p>2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.</p>	<p><b>£132</b></p>	<p><b>£165</b></p>
<p>3. All other advertisements.</p>	<p><b>£462</b></p>	<p><b>£578</b></p>



<b>Lawful Development Certificate (LDC)</b>		
LDC – Section 191(1)(a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out.	Same as Full for that use or operation	Same as Full for that use or operation
LDC – Section 191(1) (c) application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed	<b>£234</b>	<b>£293</b>
LDC – Section 192(1)(a) or (b) application for a certificate to state that a proposed use or development would be lawful.	Half the normal planning fee if submitting a new application for that use or operation.	Half the normal planning fee if submitting a new application for that use or operation.
<b>Prior Approval (under Permitted Development)</b>		
Construction of new dwellinghouses (Classes ZA,AA,AB,AC,AD and A of Part 20) : Fewer than 10 (as specified in the written statement)	<b>£334</b> for each dwellinghouse	<b>£418</b> for each dwellinghouse
Construction of new dwellinghouses (Classes ZA,AA,AB,AC,AD and A of Part 20): At least 10 dwellinghouses but no more than 50 (as specified in the written statement)	<b>£334</b> for each dwellinghouse	<b>£451</b> for each dwellinghouse
Construction of new dwellinghouses (Classes ZA,AA,AB,AC,AD and A of Part 20): More than 50 dwellinghouses (as specified in the written statement)	<b>£16,525 + £100</b> for each dwellinghouse in excess of 50 Maximum fee of <b>£300,000</b>	<b>£22,309</b> and an additional <b>£135</b> for each dwellinghouse in excess of 50 subject to a maximum fee of <b>£405,000</b>
Additional storeys on a home (Class AA of Part 1)	<b>£96</b>	<b>£120</b>
Enlargement of a dwellinghouse (which exceeds the limits in paragraph A.1(f) of Part 1 Class A of Schedule 2 (Class A of Part 1)	<b>£96</b>	<b>£120</b>
Agricultural and Forestry buildings & operations (Class A of Part 16)	<b>£96</b>	<b>£120</b>
Demolition of buildings (Class B of Part 11)	<b>£96</b>	<b>£120</b>
Communications (Class A of Part 16)	<b>£462</b>	<b>£578</b>
Amusement arcade or centre or casino to dwellinghouse (Class N Part 3)		<b>£120</b> ; or <b>£258</b> if it includes building operations in connection with the change of use
Commercial, business and service or betting office or pay day loan shop to mixed use (Class G of Part 3)		<b>£120</b>
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School (Class S of Part 3)	<b>£96</b>	<b>£120</b>
Agricultural buildings to a flexible commercial use (Class R of Part 3)		<b>£120</b>
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class 3) (Class Q of Part 3)		<b>£120</b> ; or <b>£258</b> if it includes building operations in connection with the change of use

Commercial, business and service uses (Class E of Schedule 2) to dwellinghouses (Class MA of Part 3)		<b>£125</b> for each proposed dwellinghouse
Launderette, betting office, pay day loan shop, hot food takeaway or mixed use of a dwelling with any of these uses to a dwellinghouse (Class M of Part 3)		<b>£120</b> ; or <b>£258</b> if it includes building operations in connection with the change of use
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3) (Class N of Part 3)		<b>£120</b> ; or <b>£258</b> if it includes building operations in connection with the change of use
Moveable structures for historic visitor attractions and listed pubs, restaurants etc. (Class BB of Part 4)		<b>£120</b>
Solar in a conservation area on a flat roof (Class A of Part 14)		<b>£120</b>
Solar in a conservation area when stand-alone nearer to highway than dwellinghouse or block of flats (Class B of Part 14) or non-domestic premises (Class K of Part 14)		<b>£120</b>

Solar canopy on non-domestic off street parking (Class OA of Part 14)		<b>£120</b>
Temporary state-funded school on previously vacant commercial land (Class CA of Part 4)		<b>£120</b>
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop (Class M of Part 7)		<b>£120</b>
Erection, extension or alteration of a university building (Class M of Part 7)		<b>£120</b>
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use (Class E of Part 4)		<b>£120</b>
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings (Class J(c) of Part 14)		<b>£120</b>

<p>Temporary recreational campsites (Class BC of Part 4)</p>		<p style="text-align: right;"><b>£120</b></p>
<p>Change of use from hotel, residential institutions, secure residential institutions or commercial, business or service (Class E of Schedule 2) to state funded school (Class T of Part 3)</p>		<p style="text-align: right;"><b>£120</b></p>

<b>Reserved Matters</b>		
Application for approval of reserved matters following outline approval	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is <b>£462</b>	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is <b>£578</b>
<b>Approval/variation/discharge of condition</b>		
Application for removal or variation of a condition following grant of planning permission	<b>£234</b>	<b>£293</b>
Request to discharge one or more planning conditions or for confirmation of compliance with one or more planning conditions. No charge is made for the following:- <ul style="list-style-type: none"> <li>• Requests relating to Listed Building Consent</li> <li>• Requests relating to Tree Works Consent</li> </ul>	<b>£34</b> per request for Householder otherwise <b>£116</b> per request	<b>£43</b> per request for Householder otherwise <b>£145</b> per request
<b>Application for a non-material amendment following a grant of planning permission or permission in principle</b>		
Applications in respect of householder developments	<b>£34</b>	<b>£43</b>
Applications in respect of other developments	<b>£234</b>	<b>£293</b>
<b>Hazardous substances consents</b>		
For proposals involving the presence of a substance in excess of twice the controlled quantity	<b>£400</b>	<b>£400</b>
For applications where no one substance exceeds twice the controlled quantity	<b>£250</b>	<b>£250</b>
An application for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land	<b>£200</b>	<b>£200</b>
<b>Certificates of Appropriate Alternative Development</b>		
Applications in respect of certificates of appropriate alternative development	<b>£234</b>	<b>£293</b>

Concessions	
Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable	
Application types where no current fee is required:	
<ul style="list-style-type: none"> <li>Listed Building Consent</li> <li>Planning applications for relevant demolition in a Conservation Area</li> <li>Works to Trees covered by a Tree Preservation Order or in a Conservation Area</li> <li>Hedgerow removal notice</li> </ul>	
<b>Exemptions from payment (removed from legislation but remain valid as per below)</b>	An application that is the first and only revision of a previous application of the same type, for development of the same character or description, on the same site (or part of that site), by the same applicant where it will be received by the Local Authority within 12 months of:
<ul style="list-style-type: none"> <li>the Local Authority receiving the previous application if it was withdrawn; or</li> <li>the previous application being granted or refused; or</li> <li>the determination period of the previous application expiring, where that application was validated, not determined, and then appealed on the grounds of non-determination.</li> </ul>	
and, in all cases, where that relevant 12-month period started no later than 5th December 2023.	
An application that is the first and only revision of a previous application, for display advertisement(s) of the same description, on the same site(s) or part(s) of the site(s), by the same applicant, where it will be received by the Local Authority within 12 months of:	
<ul style="list-style-type: none"> <li>the Local Authority receiving the previous application if it was withdrawn; or</li> <li>the previous application being refused;</li> </ul>	
and, in all cases, where that relevant 12-month period started no later than 5th December 2023	
<b>Exemptions from payment</b>	
An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:	
<ul style="list-style-type: none"> <li>Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or</li> <li>Facilities designed to secure that person's greater safety, health or comfort.</li> </ul>	
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.	
If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the Town and Country Planning Act 1990 (as amended).	
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.	
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question.	
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area	

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings, or land as the prior approval application (for larger home extensions, additional storeys on a home, or change of uses).
<b>Reductions to payments and fees for cross boundary applications</b>
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings, then the fee is <b>£578</b> .
If the application is being made on behalf of a parish or community council, then the fee is 50% (with the exception of submissions for discharge of conditions where the full fee is payable).
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%.
In respect of reserved matters, you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is <b>£578</b> .
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%.
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.
<b>Fees for cross boundary applications</b>
Where an application cross one or more local or district planning authorities.
<ul style="list-style-type: none"> <li>• The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless</li> <li>• The 'total' fee (the sum total of each separately calculated fee for each part of the development within each authority's boundary) is smaller. In which case this 'total' fee is the fee due</li> </ul>
In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary.

**PART B - PLANNING DISCRETIONARY CHARGES**

Newark and Sherwood’s Planning Development and Planning Policy business units produce a variety of documents, many of which can be obtained free of charge, however on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

**Submission of Applications by Email or Paper**

Most application forms are available via the Planning Portal find and download paper forms website. Only forms which are not available through the Planning Portal should be submitted by email or paper. Where an application can be submitted electronically but the applicant/agent chooses to not submit through the Planning Portal, an administrative charge will be levied.

Please note that applications submitted by email or paper take longer to process than those submitted via the Portal.

**Fast Track Applications**

The Council is trialling a Fast Track service for the administration and consideration of a number of applications. Note that the Fast Track Service will not affect the consideration of your application. The Fast Track service is available on the following application types and will be trialled for up to 6-months:

- advertisements;
- proposed lawful development certificates (LDC); and
- householder prior approvals.

This service guarantees you a decision notice in writing within a maximum of 5 working days of the conclusion of the statutory 21-day consultation period [where applicable and subject to bank holiday requirements] and subject to any referral of the application to Planning Committee. Referral will [likely] have the effect of delaying the determination of the application.

Each request will be individually assessed, and confirmation will be provided as to whether we can offer you the Fast Track service before we consider your application. We reserve the right to refuse requests subject to resources and availability.

Requests for the Fast Track service should be made prior to submitting the application, however if an application has already been submitted and you wish to opt for the Fast Track service, we will need to review at what stage the application is and confirm availability with the allocated officer.

Each request must include the following details: OR STATED AS PART OF THE DESCRIPTION AT THE TIME OF SUBMISSION. PLEASE NOTE THIS DESCRIPTION WILL BE REMOVED PRIOR TO NOTIFICATION AND CONSULTATION

- name, address, phone number and email address of applicant/agent
- site address and preferably site location plan identifying the site
- description of proposals
- clearly identify that the request is for the Fast Track service

Once a Fast Track service request has been accepted and the confirmation has been sent, the applicant or agent has 5 working days to submit the application and make the payment.

Please allow at least 24 hours for us to review service availability.

You should email the service at [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk) for the Fast Track service before submitting the application.

**Fast track services and costs**

The charges for fast-tracking these application types are:

Application Type	Fee (incl. VAT)
Major	£120
Non-Major	£75

Fast Track charges are payable in addition to the application fees payable under the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended).

Fast Track payments can only be made once we have received an application and should be received at the time of registration of the application.

All payments must be made by debit or credit card using our on-line service at <https://www.newark-sherwooddc.gov.uk/payments-to-the-council/> (available 24 hours a day, 365 days a year).



#### Pre Application Advice

##### Why Apply?

The pre-application phase of development management is part of a positive and proactive planning process. Engagement prior to a planning application being formally submitted can be critically important and should provide the applicant and the Council with the opportunity to gain a clear understanding of the objectives of and any constraints on development.

It also provides an opportunity for wider engagement, where appropriate, with other stakeholders, including the local community, which can deliver better outcomes for all parties.

We provide a comprehensive pre-application advice service. In order to provide a high quality and efficient service, which includes amongst other things consultation with key stakeholders, a service fee is required. Pre-application advice will:

- Identify and assess the prospective application against Council policies and standards;
- Where requested, arrange to attend a meeting with the prospective applicant (normally at the Council Offices);
- Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability; and
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

##### Qualification

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to formal public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

**Processing of Planning Applications Submitted After Advice Sought**

If you have any queries regarding our pre-application advice service please visit our website <https://www.newark-sherwooddc.gov.uk/pre-applicationadvice/> or contact us by email at [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk) or telephone 01636 650000.

The pre-application fees set out below do not include the cost of providing advice in relation to biodiversity net gain which, if required as part of either a development proposal or a landowner wishing to propose to use land for the sale of off-site biodiversity units within the District. These costs are set out below under 'Biodiversity Net Gain'.

*Unless otherwise stated, the fees for this service are fixed and will include the following (charges are inclusive of VAT). Terms and conditions. Standard fees must be paid on submission of the request for advice.*

Development Category	2023/24 Charge	2024/25 Charge
<p><b>CATEGORY A - PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL</b> New floor-space or change of use of 10,000 square metres or more (except where the proposal would provide 100 or more dwellings) or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of <b>£1,650</b> - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>	<p>Fixed charge of <b>£1,730</b> - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>
<p><b>CATEGORY B – LARGE SCALE MAJOR DEVELOPMENT</b> Residential development of 100 or more or other major developments where the site area is 4 hectares or more.</p>	<p><b>£2,055</b></p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>	<p><b>£2,160</b></p> <p>This will cover a site visit, up to 3 no. 1 hour meetings with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>
<p><b>CATEGORY C – MAJOR DEVELOPMENT</b> Residential development of between 50 and 99 dwellings (inclusive) dwellings or other major developments where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p><b>£1,555</b></p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p><b>£1,635</b></p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>
<p><b>CATEGORY D – SMALL SCALE MAJOR DEVELOPMENT</b> Residential development of between 11 and 49 dwellings (inclusive) dwellings or other major developments where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p><b>£1,050</b></p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p><b>£1,100</b></p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>

<p><b>CATEGORY E – SMALL SCALE OTHER DEVELOPMENT</b>                  Examples include:                  Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.</p>	<p><b>£620</b>                   This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p><b>£650</b>                   This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p><b>CATEGORY F – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</b>                  Examples include:                  1 new dwelling. New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories).</p>	<p><b>£220</b>                   This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p><b>£230</b>                   This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p><b>CATEGORY G – WIND TURBINES</b></p>	<p><b>£1,370</b>                   This will cover a site visit, 2 hour meeting with the case officer and one letter.                   For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>	<p><b>£1,440</b>                   This will cover a site visit, and up to 2 1 hour meetings with the case officer and one letter.                   For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development.</p>
<p><b>CATEGORY H – HOUSEHOLDER APPLICATIONS</b>                  Works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair or thermal upgrading advice (unless part of a redevelopment proposal – see pre-application categories above), or if the building is identified as heritage at risk (e.g. if on a recognised heritage at risk register and/or in a Conservation Area at risk and the proposals would demonstrably contribute to reducing or removing heritage at risk).</p>	<p><b>£70</b>                   This will cover a site visit by the case officer and one letter.</p>	<p><b>£74</b>                   This will cover a site visit by the case officer and one letter.</p>
<p><b>CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES OR REQUIRES A FEE TO BE AGREED WITH THE BUSINESS MANAGER - PLANNING DEVELOPMENT</b></p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>
<p><b>CATEGORY J - ADVICE ON PROPOSALS FOR WORKS TO TREES PROTECTED BY A TREE PRESERVATION ORDER OR WITHIN A CONSERVATION AREA</b></p>	<p><b>£80</b></p>	<p><b>£85</b></p>
<p><b>CATEGORY K - FOLLOW-UP ADVICE</b>                  This is based on an amendment to the scheme in an attempt to make it acceptable but does not include complete alterations to developments that require e.g. reconsultation(s).</p>	<p>Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.</p>	<p>Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.</p>

<p><b>CATEGORY L - ANNUAL FEE FOR PRE-APPLICATION ADVICE FOR MAJOR LANDOWNERS</b></p>	<p>£4,720</p>	<p>£5,000</p> <p>This will cover up to 4 meetings per annum with an Officer and provide advice on day-to-day operational proposals associated with the land holding. Site visits will be undertaken throughout the year as required by the proposals being discussed. Written advice will be provided as required following the meetings. Excluded from this fee would be matters such as development proposals of land for major housing developments which would be subject to the fees in the schedule above.</p>
<p><b>CATEGORY M - PRE-APPLICATION PROPOSALS PRESENTED BY THE APPLICANT/DEVELOPER PRIOR TO SUBMISSION OF A PLANNING APPLICATION OR APPLICATIONS PRESENTED PRIOR TO DETERMINATION</b> A few applications each year due to their scale and/or complex issues, for example, benefit from involving the community and Councillors. The case officer for these types of application will recommend to the developer/applicant that consultation is undertaken via a Developer Consultation Forum.  The fee is in addition to the fee levels above.</p>	<p>£535 unless a Planning Performance Agreement has been entered into and includes this cost.</p>	<p>£560 unless a Planning Performance Agreement has been entered into and includes this cost.</p>
<p><b>CATEGORY N - EMPTY PROPERTIES (DWELLINGHOUSES)</b> Available, at the discretion of the Council, to empty property owners who are working with the Council to bring their property back into habitable use.</p>	<p>NIL</p>	<p>NIL</p>
<p><b>CATEGORY O - VARIATIONS OR MODIFICATIONS TO A SECTION 106 PLANNING OBLIGATION</b> Applicable when the variation or modification is not required following submission of a new planning application, i.e. those variations/modifications sought independently by a developer.</p>	<p>£110</p>	<p>£115</p>
<p><b>CATEGORY P – Listed Buildings and Conservation Areas</b> For all proposals falling outside of Category H – Householder proposals.  Development that requires listed building consent and/or planning permission for proposals that might affect the setting of a listed building and/or a conservation area or other type of recognised heritage asset.  A fee DOES NOT apply to Listed Building projects comprising maintenance and repair advice unless part of a redevelopment proposal (see pre-application categories above), or if the building represents heritage at risk (e.g. if on a recognised heritage at risk register and/or is located within a Conservation Area at risk) and the proposals would demonstrably contribute to reducing or removing heritage at risk.</p>	<p>For explicit enabling development or heritage cross-subsidy projects, a meeting/consultation of no more than 1 hour will be provided free of charge.  Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below.  For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>	<p>For explicit enabling development or heritage cross-subsidy projects, a meeting/consultation of no more than 1 hour will be provided free of charge.  Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below.  For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>

<p><b>CATEGORY Q – Advice regarding Conditions on Applications Requiring Approval</b></p> <p>Conditions can often be attached to decision notices requiring further information to be submitted either prior to the commencement of development or during the construction of the development for approval by the Local Planning Authority. The Council is able to offer advice and clarification on what needs to be submitted in order for the condition to be considered favourably reducing the risk of the formal submission being refused. The rate charged will be dependent upon (a) the number of conditions; (b) the complexity of conditions; and (c) whether external advice [that is charged to the Council] is required.</p> <p>Please contact either the planning officer who dealt with your application to establish the cost for this service and/or email <a href="mailto:planning@newark-sherwooddc.gov.uk">planning@newark-sherwooddc.gov.uk</a>. You will be provided with the necessary information on how to pay for this service.</p>		<p>Based on the equivalent hourly rate (or part thereof) of the relevant officer dealing with the enquiry. Hourly rates are set out on the next page.</p>
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**Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned, less 5% or £5 administration cost, whichever is the greater.**

Role	2023/24 Charge	2024/25 Charge per hour
Business Manager	£130	£137
Senior Planner / Planning Technical Support Manager/Ecologist	£90	£65
Tree/Landscape Officer	£83	£87
Conservation/Planning Officer	£77	£95
Infrastructure & Section 106 Officer	£74	£78
Trainee Planning Officer	£65	£68
Support Officer	£43	£45

Additional service	2023/24 Charge	2024/25 Charge
Confirmation that Permitted Development rights have not been removed  Not all properties benefit from permitted development (PD) rights. PD rights may have been removed by condition either in the original permission or any subsequent permissions or due to a property being in a designated area for example covered by an Article 4 Direction. The planning history and constraints/designations of the site will be checked and a response provided within 10 working days.	Householder development £43 incl. VAT	Householder development £45 incl. VAT
Confirmation that a planning Enforcement Notice has been complied with (including Listed Building, Breach of Condition etc.)  Enforcement Notices are issued with requirements that must be undertaken as well as timescales for compliance. Should confirmation be required that these requirements have been met, a history check and/or site visit will be undertaken. A response will be provided within 10 working days.	£125	£131
Storage of Advertisements removed from Land following failure to comply with the Advertisement Regulations. This fee is chargeable for any advertisement that is removed from Land by the Council and stored overnight. This charge is the fee payable per advertisement per night. Further information is provided within the Council's adopted Planning Enforcement Plan.	£20	£21

**Invalid Planning Application and Pre Application Advice Charges**

Applicants and Agents are encouraged to read the Validation guidance document which we have published on the Council's website <https://www.newark-sherwooddc.gov.uk/validationchecklists/> prior to submitting planning applications, as minor changes can happen between major revisions of the guidance. In order to reduce the costs associated with administering planning applications and pre-application advice we encourage quality submissions. The service has implemented a charge to recover the costs of handling invalid submissions, due to a high number of invalid applications being handled by the authority which are returned to customers. Following the first validation check, should an applicant or agent withdraw or fail to provide missing information within the relevant timescales as set out in the invalid letter, the service will mark the submission as closed and return any fees, less the cost shown below: (process cost-recovery):

- 10% of the fee, subject to a minimum of £210 for Major Developments\*;
  - 10% of the fee, subject to a minimum of £52 for Minor Developments\*;
  - 10% of the fee, subject to a minimum of £26 for Other Developments (includes Householders and those applications which do not fall within the major, minor or other categories)\*.
  - 5% of the fee, subject to a minimum of £26 for pre-application advice
- \*Applications submitted as a variation of condition will be subject to 10% of the fee

The major, minor and other categories of developments are those as set out within the Government's classification of development types (<https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2>). What constitutes a major development is set out within the *Town and Country Planning (Development Management Procedure) (England) Order 2015 - Search (bing.com)*.

**Fees for monitoring of planning obligations**

We carefully monitor all Legal Agreements in a transparent manner to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area.

Where schemes have been closely monitored the community contributions expected from the development have been secured. Additionally, the transaction stages become easier when confirmation has been sought that compliance has been made with the obligations.

The fees for monitoring of planning obligations are:

Obligations	2023/24 Charge	Criteria	Fee (inclusive of VAT)
Financial Obligations	£370	per obligation	390
Physical Obligation		per obligation	575
Biodiversity Net Gain	£1,350 per agreement	>10 ha	£3,420
		more than 5 and up to 10 ha	£3,325
		More than 1 and up to 5 ha	£3,040
		<1 ha	£2,945

Legal Agreements / S106 Planning Obligations	2023/24 Charge	2024/25 Charge
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property	£75	£80
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property where conformation requires background request.	£75 + £75 per hour for every additional hour spent on the research.	£80 + £80 per hour for every additional hour spent on the research.
Request for confirmation of compliance with a legal agreement associated with a planning permission through submission of details to demonstrate compliance where this is not specified in the legal agreement.	£100	£105
Request for confirmation of compliance with S106 Agreements through submission of details to comply or for subsequent requests to confirm requirements have been met.	£150	£157

**Biodiversity Net Gain**

Where development requires biodiversity net gain to be provided, the Council is able to provide advice to developers as part of pre-application engagement. Additionally, landowners looking to advance their land for off-site biodiversity units may wish to seek advice from the Council. The following charges will apply to such requests.

Services Provided		Fee (Inclusive of VAT)
Sites greater than 20 ha	This would cover a site visit, review of any available information (i.e., baseline habitats and condition assessments, proposed draft BNG strategy) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development)	Fixed charge of <b>£2,000*</b>
Sites more than 10 and up to 20 ha	This would cover a site visit, review of BNG documentation (e.g. ., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development)	Fixed charge of <b>£1,700</b>
Sites more than 5 and up to 10 ha	This would cover a site visit, review of BNG documentation (e.g. ., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development)	Fixed charge of <b>£1,450</b>
Sites <5ha	This would cover a site visit, review of BNG documentation (e.g. ., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to two 1-hour meetings with the Biodiversity and Ecology Lead Officer.	Fixed charge of <b>£1,150</b>



<b>HABITAT BANKS. (Providers of off-site biodiversity units)</b>  This would cover a site visit, review of any available information (i.e., baseline habitats and condition assessments, proposed habitats, outline management proposals) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer.  *Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development):	>20 ha	<b>£2,000.00*</b>
	more than 10 and up to 20 ha	<b>£1,700.00</b>
	more than 5 and up to 10 ha	<b>£1,450.00</b>
	<5 ha	<b>£1,150.00</b>

**Community Infrastructure Levy (CIL)**

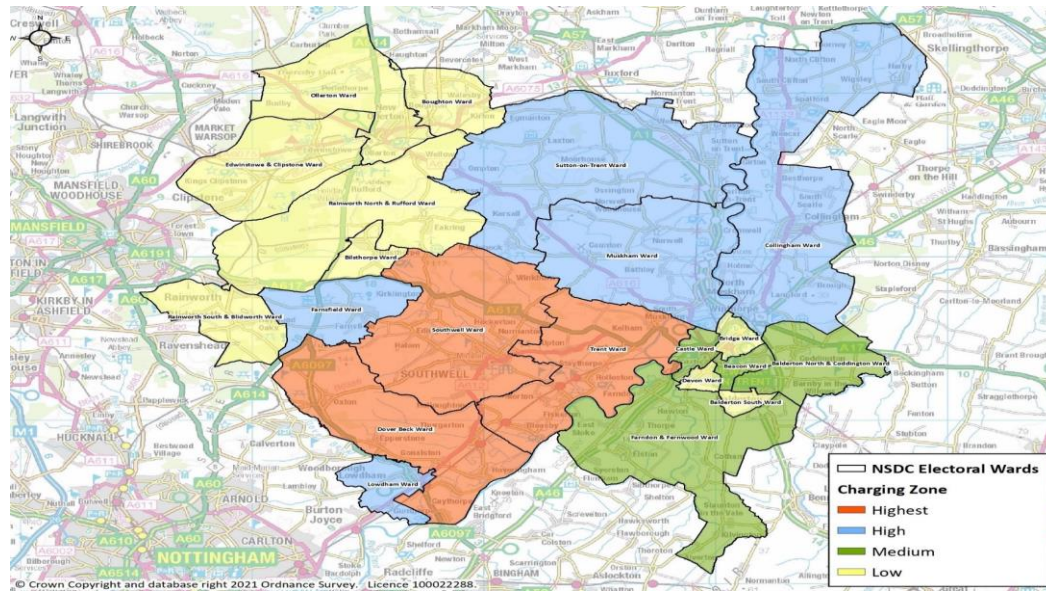
Development which creates new floorspace may be liable to pay CIL. This relates to full and reserved matters planning applications and Certificates of Lawfulness. This also includes development permitted by way of general consent (development which does not require submission of a planning application).

CIL is charged in pounds per square metre on net additional increase in internal floor space for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

It is the responsibility of the applicant to ensure that they comply with the CIL Regulations, including understanding how the CIL Regulations apply to a specific development proposal and submitting all relevant information. Further information, including our CIL Charging Schedule can be found on our website at <https://www.newark-sherwooddc.gov.uk/cil/>

Development Type	Cost per Square Metre	
	2023/24 Charge	2024/25 Charge
<b>Commercial</b>		
Non-residential uses (except retail)	£0	£0
Retail (A1-A5)	£100	£100
<b>Residential</b>		
Apartments (All Zones)	£0	£0
Housing Low Zone 1	£0	£0
Housing Medium Zone 2	£45	£45
Housing High Zone 3	£70	£70
Housing Very High Zone 4	£100	£100

Community Infrastructure Levy Zones - Residential



Policy Documents

Electronic pdf based documents can normally be obtained free from our website.

Document name	2023/24 Charge	2024/25 Charge (inclusive of VAT)
Amended Core Strategy (Adopted March 2019)	£15	£15
Allocations & Development Management DPD	£15	£15
Policies Map (also known as the Proposals Map)	£22	£22
Supplementary Planning Documents and Statement of Community Involvement	No Charge	No Charge

**PART C - LAND CHARGES**

**Types of searches**

**Form LLC1**

Form LLC1 consists of a search of the local land charges register and reveals if there are any outstanding charges such as financial ones where money is owed to the council when work has been carried out on the property or land.

It will also tell you if, for example, the property is a listed building, in a conservation or smoke control zone, conditional planning applications as well as if any trees on the property are protected by tree preservation orders.

**We joined the digital Local Land Charges service managed by HM Land Registry (HMLR) in October 2021 and that service now provides LLC1 search responses. You can access HMLR new digital service through your portal account, Business Gateway or on GOV.UK.**

**Form CON29 and CON290**

Form Con29 is a questionnaire and contains a series of standard questions covering information from various council departments. It contains Part 1 standard questions, known as Con29(R) revealing any road proposals or schemes, compulsory purchase orders, enforcement actions, building regulations or planning applications and formal/informal notices.

Con290 contains a series of further, optional questions and may be submitted as stand alone or with Con29. As with CON29, the questions cover various information from various council departments, including for example Houses in Multiple Occupation, Noise Abatement and Hazardous Substance Consents.

Most searches consist of both LLC1 and Con29, often referred to as a full search.

Type of Search Act or Order	Type of Search Relevant Act or Order	2023/24 Charge	2024/25 Charge (inc VAT)
CON29 Residential Searches	<i>Local Land Charges Act 1975</i>	<b>£112</b> incl. VAT	<b>£127</b>
CON29 Commercial Searches	<i>Local Land Charges Act 1975</i>	<b>£148</b> incl. VAT	<b>£164</b>
Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)	<i>Form CON290 Enquiry 22 Common Lands &amp; Village Greens Q22 (Q22.1 to Q22.3) - includes NSDC fee plus NCC recharge</i>	<b>£50</b> incl. VAT	<b>£60</b>

<p>CON29 O - optional questions (excludes requests for Q22)</p> <p>There is no charge for answering Q21 as we simply advise of the organisation(s) you should contact for further details</p>	<p><i>Form CON29O cost for each question (Enquiries Q4 to Q21). There is no charge for answering Q21 as we simply advise of the organisation/s you should contact for further details.</i></p>	<p><b>£14</b> incl. VAT</p>	<p><b>£15</b></p>
<p>Solicitor's Individual Questions</p>	<p><i>Local Land Charges Act 1975</i></p>	<p><b>£25</b> incl. VAT</p>	<p><b>£26.50</b></p>
<p>Additional Parcels - CON29 (additional cost to CON29 Commercial and Residential Search)</p>	<p><i>Local Land Charges Act 1975</i></p>	<p><b>£13</b> incl. VAT</p>	<p><b>£14</b></p>
<p>Light Obstruction Notice – Registration Fee</p>	<p><i>Rights of Light Act 1959</i></p>	<p><b>£95</b> incl. VAT</p>	<p><b>£100</b></p>
<p>Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations <b>excluding</b> Q22 (Q22.1 to Q22.3).</p>		<p><b>£71.00</b></p>	<p><b>£80</b></p>
<p>Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations <b>including</b> Q22 (Q22.1 to Q22.3)</p>		<p><b>£114</b></p>	<p><b>£140</b></p>
<p>Charge for withdrawn request for Q22 (Q22.1 to Q22.3) only - if not issued to external answering organisations</p>		<p><b>New</b></p>	<p><b>£8</b></p>

CON29 Individual Requests	Residential 2023/24 Charge	Commercial 2023/24 Charge (includes VAT)	Residential 2024/25 Charge	Commercial 2024/25 Charge (includes VAT)
1.1 a-i	£19.97	£33.14	£21.00	£35.00
1.1 j-l	£13.67	£21.86	£14.50	£23.00
1.2	£9.39	£9.39	£10.00	£10.00
3.1	£3.02	£3.02	£3.50	£3.50
3.3	£3.97	£6.24	£4.50	£6.50
3.7	£3.97	£6.24	£4.50	£6.50
3.8	£3.02	£3.02	£3.50	£3.50
3.9	£3.02	£3.02	£3.50	£3.50
3.1	£11.59	£11.59	£13.00	£13.00
3.11	£3.02	£3.02	£3.50	£3.50
3.12	£6.11	£8.82	£6.50	£9.50
3.13	£3.97	£6.24	£4.50	£6.50
3.14	£3.97	£6.24	£4.50	£6.50
3.15	£7.18	£8.69	£7.50	£9.00

Notes:

1. The service is unable to provide a refund if a request for Q22 (Q22.1 to Q22.3) only has been issued to external answering organisations to complete.
2. Copy of documents - please refer to 'Part E - Departmental Service Charges'.
3. Should the search extent area exceed 2 square kilometres, additional charges may be incurred. The service will inform customers at the time of receipt and no further works will be undertaken until confirmation of additional charge agreed.

**PART D - STREET NAMING & NUMBERING**

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approve street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received after the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street.

***(Charges are not subject to VAT)***

<b>Service</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	<b>£33</b>	<b>£34.50</b>
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	<b>£97</b> admin fee plus <b>£33</b> per plot* requiring renumbering/naming	<b>£102</b> admin fee plus <b>£35</b> per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	<b>£97</b> admin fee plus <b>£33</b> per property for up to 10 properties <b>£16</b> for every additional property thereafter	<b>£102</b> admin fee plus <b>£35</b> per property for up to 10 properties <b>£17</b> for every additional property thereafter
Rename or numbering of street including notification	<b>£97</b> admin fee plus <b>£33</b> per property for up to 10 properties affected by change <b>£16</b> for every additional property thereafter affected by change	<b>£102</b> admin fee plus <b>£35</b> per property for up to 10 properties affected by change <b>£17</b> for every additional property thereafter affected by change
Resubmission of renaming or numbering of street including notification following objection	<b>£0</b>	<b>No Charge</b>
Providing written confirmation of a single postal address	<b>£27</b>	<b>£28.50</b>

\*Includes naming of a building and all affected properties (e.g. block of flats)

***Terms and Conditions:***

1. All requests must be completed on the appropriate form which is available on our website at <https://www.newark-sherwooddc.gov.uk/streetname/> or from Customer Services.
2. All fees must be paid prior to notification and/or written confirmation being issued.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.
6. All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Council's Street Naming and Numbering Guidance and Policy
7. Any queries or complaints should be directed through the Corporate Customer Feedback Procedure.

**PART E - DEPARTMENTAL SERVICE CHARGES**

The charges listed below are based on cost recovery only. Therefore, if a matter subsequently transpires to be particularly complex and time consuming, the Council reserves the right to request additional payment based on an hourly charge as set out in Part B- Discretionary Charges. The charge will be dependent on the qualification of the officer undertaking the task. We recommend, where possible, that we provide these documents electronically rather than hard copy. **Electronic copies will be available free of charge via our website.**

<b>Copying Charges</b>		
<b>All costs are without VAT - The sum payable will therefore subject to the addition of VAT</b>		
<b>Service</b>	<b>Fee 2023/24 Charge</b>	<b>Fee 2024/25 Charge</b>
Copy of a Planning Decision notice 2003 onwards	<b>£10</b>	<b>£11</b>
Copy of a Planning Decision notice prior to 2003	<b>£25</b>	<b>£26</b>
Copies of TPOs, Enforcement Notices and Legal Agreements	<b>£10</b>	<b>£11</b>
<b>Copies of any other documents</b>		
Black and white copy (A4)	<b>£0.10 - With a minimum charge of £5.00</b>	<b>£0.15 - With a minimum charge of £5.00</b>
Black and white copy (A3)	<b>£0.20 - With a minimum charge of £5.00</b>	<b>£0.25 - With a minimum charge of £5.00</b>
Black and white copy (A2)	<b>£1.00 - With a minimum charge of £5.00</b>	<b>£1.10 - With a minimum charge of £5.00</b>
Black and white copy (A1)	<b>£2.00 - With a minimum charge of £5.00</b>	<b>£2.25 - With a minimum charge of £5.00</b>
Black and white copy (A0)	<b>£4.00 - With a minimum charge of £5.00</b>	<b>£4.25 - With a minimum charge of £5.00</b>
Colour copying (A4)	<b>£0.20 - With a minimum charge of £5.00</b>	<b>£0.25 - With a minimum charge of £5.00</b>
Colour copying (A3)	<b>£0.40 - With a minimum charge of £5.00</b>	<b>£0.50 -- With a minimum charge of £5.00</b>
Colour copying (A2 and larger)	<b>We do not have the facilities to provide colour copies at A2 or larger.</b>	<b>We do not have the facilities to provide colour copies at A2 or larger.</b>



We aim to provide a response within 10 working days unless a large number of documents are requested or require extracting. In these cases, where the information is likely to take over one hour to provide, the Council will only provide the information by post. The information will be sent within 20 working days of a request. Post and packaging will be charged at cost. The requestor will be informed of a charge before an officer undertakes any of the above and payment must be received before the information can be provided to them.

We will also work with you to look at other ways of providing the information so that the request falls below the appropriate limit (and can therefore be provided free of charge) and where possible, in the case of publications, many are published on our website for you to download or available in a format to email. This approach means that we can be transparent and as consistent as possible in the way we handle requests for information and subsequent copying and how and when we charge

This document has aimed to provide clear and transparent cost for undertaking certain aspects of work that are received by the Planning Development and Planning Policy teams most frequently. However, there will be instances where requests are made for work on an ad-hoc basis or, for example, pre-application advice is needed on a bespoke basis. In such instances, the following fee structure will be used. If more than one officer is required to respond to the enquiry, the time for each officer will need to be paid.

If you would like any further information, please contact us:

- Email: [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk)
- Telephone: 01636 650000
- Website: <https://www.newark-sherwooddc.gov.uk/contactus/>

**HERITAGE & CULTURE***(The charges below are subject to VAT)*

	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
<b>Theatre Hire:</b>		
<b><u>With Stage &amp; Dressing Rooms as Equipped</u></b>		
<b><u>Full Theatre: 602 Seats</u></b>		
Per day with one performance - week days Commercial Hire	<b>£1,908</b> (£1,590 + VAT)	<b>£1,908</b> (£1,590 + VAT)
Per day with one performance - weekends Commercial Hire	<b>£2,544</b> (£2,120 + VAT)	<b>£2,544</b> (£2,120 + VAT)
Per day with two performances - weekdays Commercial Hire	<b>£3,498</b> (£2,915 + VAT)	<b>£3,498</b> (£2,915 + VAT)
Per day with two performances - weekends Commercial Hire	<b>£4140</b> (£3,450 + VAT)	<b>£4140</b> (£3,450 + VAT)
Week Hire: Monday-Saturday	<b>£11,772</b> (£9,810 + VAT)	<b>£11,772</b> (£9,810 + VAT)

<b>Non-Profit Making/Charity/Local</b>		
<b>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</b>		
<b>Current Stalls - only hirers to be phased into new pricing structure over two years</b>		
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.		
Per day with one performance - weekdays Non Profit Making/Charity/Voluntary	<b>£1,284</b> (£1,070 + VAT)	<b>£1,284</b> (£1,070 + VAT)
Per day with one performance - weekends Non Profit Making/Charity/Voluntary	<b>£1,896</b> (£1,580 + VAT)	<b>£1,896</b> (£1,580 + VAT)
Per day with two performances - weekdays Non Profit Making/Charity/Voluntary	<b>£1,956</b> (£1,630 + VAT)	<b>£1,956</b> (£1,630 + VAT)
Per day with two performances - weekends Non Profit Making/Charity/Voluntary	<b>£2,568</b> (£2,140 + VAT)	<b>£2,568</b> (£2,140 + VAT)
<b>Conference: Full Theatre</b> (Staffing, technical equipment and catering costs on application)	<b>£2,568</b> (£2,140 + VAT)	<b>£2,568</b> (£2,140 + VAT)

<b>Theatre Hire : Supplementary Charges Per Hour</b> <b>(not including staffing)</b>		
Technical/Dress:		
Commercial Hires	<b>£97.80</b> (£81.50 + VAT)	<b>£97.80</b> (£81.50 + VAT)
Non Profit Making/Charity/Voluntary	<b>£80.40</b> (£67.00 + VAT)	<b>£80.40</b> (£67.00 + VAT)
General Rehearsals: (No lights)		
Commercial Hires	<b>£82.80</b> (£69.00 + VAT)	<b>£82.80</b> (£69.00 + VAT)
Non Profit Making/Charity/Voluntary	<b>£67.80</b> (£56.50 + VAT)	<b>£67.80</b> (£56.50 + VAT)
Get In/Fit Up/Get Out		
Commercial Hires	<b>£28.20</b> (£23.50 + VAT)	<b>£28.20</b> (£23.50 + VAT)
Non Profit Making/Charity/Voluntary	<b>£24.00</b> (£20.00 + VAT)	<b>£24.00</b> (£20.00 + VAT)

<b>Staffing Recharges: per hour</b>		
Technical Manager - weekdays*	<b>£42.00</b> (£35.00 + VAT)	<b>£42.00</b> (£35.00 + VAT)
Technical Manager - weekends**	<b>£48.00</b> (£40.00 + VAT)	<b>£48.00</b> (£40.00 + VAT)
Technical Officer - weekdays*	<b>£32.40</b> (£27.00 + VAT)	<b>£32.40</b> (£27.00 + VAT)
Technical Officer - weekends**	<b>£37.20</b> (£31.00 + VAT)	<b>£37.20</b> (£31.00 + VAT)
Technical Assistant - weekdays*	<b>£22.80</b> (£19.00 + VAT)	<b>£22.80</b> (£19.00 + VAT)
Technical Assistant - weekends**	<b>£27.60</b> (£23.00 + VAT)	<b>£27.60</b> (£23.00 + VAT)
* Plus 20% on all rates for hours worked between 23:30 and 06:00 hours		
** Plus 20% on all rates for hours worked between 23:30 and 06:00 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 23:30 and 06:00 hours		
<b>Ticket Handling Fee</b>		
Per Ticket - applicable to all professional productions	<b>£1.50</b> (£1.25 + VAT)	<b>£2.00</b> (£1.67 + VAT)
Per Ticket - applicable to all amateur productions, dependent on overall ticket price	<b>50p - £1.50</b> (41.67p - £1.25 + VAT)	<b>50p - £2.00</b> (41.67p - £1.67 + VAT)
<b>Palace Membership Scheme</b> <i>(Charges not subject to VAT)</i>		
Single membership	<b>£11.00</b>	<b>£11.00</b>
Couple's membership	<b>£18.50</b>	<b>£18.50</b>
Junior membership	<b>£8.00</b>	<b>£8.00</b>
Family membership	<b>£30.00</b>	<b>£30.00</b>

<b>National Civil War Centre – Newark Museum</b>			
<b>Proposed Ticket Types</b>	<b>Notes</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
<b>Day Tickets</b>			
Adult	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness	<b>£8.00</b>	<b>£8.00</b>
Concession		<b>£7.00</b>	<b>£7.00</b>
Children 5-16		<b>£4.00</b>	<b>N/A (using new price type)</b>
Children under 5		<b>Free</b>	<b>Free</b>
<b>NEW:</b> Young Person (age 5-24)		<b>N/A</b>	<b>£4.00</b>
Family (up to 5)		<b>£20.00</b>	<b>£20.00</b>
Annual Pass - Adult		<b>£15.95</b>	<b>£15.95</b>
Annual Pass - Concession		<b>£13.95</b>	<b>£13.95</b>
Annual Pass - Children		<b>£7.95</b>	<b>£7.95</b>

<b>Groups</b>			
Group Visit (10 or more paying)	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market	10% discount	10% discount
After-hours Evening Guided Visit: Minimum of 15 persons, must be booked at least four weeks in advance	90 min visit between the hours of 5pm and 9pm.	<b>£15/head</b> <b>£2 discount for all partner organisations (EH, Art Fund, etc.)</b>	<b>£15/head</b> <b>£2 discount for all partner organisations (EH, Art Fund, etc.)</b>
Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.		<b>£5/head, min 10, max per session 20</b>	<b>£5/head, min 10, max per session 20</b>
Volunteer-led Town/Civil War Tour		<b>£5 adult, £3 child</b>	<b>£5 adult, £3 child</b>
Commercial: Town Tour	All to NSDC	<b>£6/head</b>	<b>£6/head</b>
Commercial: Castle Tour	£4 to go to the castle, £2 to NCWC	<b>£6/head</b>	<b>N/A</b>
Commercial: Church Tour	£4 to go to the church, £2 to NCWC	<b>£6/head</b>	<b>N/A</b>
Coach Parking @ Lorry Park	FOC	FOC	N/A

Miscellaneous Charges

(Charges subject to VAT, unless otherwise stated)

	Notes	2023/24 Charge	2024/25 Charge
After Dinner speaking	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers	£198 plus travel expenses (£165 + VAT)	£198 plus travel expenses (£165 + VAT)
Room Hire	<p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p>		



<p><b>Community Space</b></p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p><u>Community Hire:</u> From <b>£0/hr</b> (limited hours)</p> <p><u>Charity:</u> From <b>£24/hr</b> (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From <b>£30/hr</b> (£25 + VAT)</p> <p><u>Event Rate:</u> <b>£44.40 - £62.40/hr</b> (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From <b>£0/hr</b> (limited hours)</p> <p><u>Charity:</u> From <b>£24/hr</b> (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From <b>£30/hr</b> (£25 + VAT)</p> <p><u>Event Rate:</u> <b>£44.40 - £62.40/hr</b> (£37 - £52 + VAT)</p>
<p>Byron Room</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.</p>	<p><u>Community Hire:</u> From <b>£0/hr</b> (limited hours)</p> <p><u>Charity:</u> From <b>£24/hr</b> (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From <b>£30/hr</b> (£25 + VAT)</p> <p><u>Event Rate:</u> <b>£44.40 - £62.40/hr</b> (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From <b>£0/hr</b> (limited hours)</p> <p><u>Charity:</u> From <b>£24/hr</b> (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From <b>£30/hr</b> (£25 + VAT)</p> <p><u>Event Rate:</u> <b>£44.40 - £62.40/hr</b> (£37 - £52 + VAT)</p>
<p><b>Workshop</b> <i>(Charges are not subject to VAT)</i></p>	<p>Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required.</p>	<p><b>£15.50 - £25</b></p>	<p><b>£15.50 - £25</b></p>

<p><b>Tudor Hall</b></p>	<p>New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client’s needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p><u>Hourly rate:</u>  <b>£102</b>, max 3 hr hire                  (£85 + VAT)</p> <p><u>Day rate for meetings:</u>                  Charity/Community <b>£474</b>                  (£395 + VAT)</p> <p>Corporate <b>£714</b>                  (£595 + VAT)</p> <p><u>Event rate:</u>  <b>£954 - £1,560</b>                  (£795 - £1,300 + VAT)</p>	<p><u>Hourly rate:</u>  <b>£102</b>, max 3 hr hire                  (£85 + VAT)</p> <p><u>Day rate for meetings:</u>                  Charity/Community <b>£474</b>                  (£395 + VAT)</p> <p>Corporate <b>£714</b>                  (£595 + VAT)</p> <p><u>Event rate:</u>  <b>£954 - £1,560</b>                  (£795 - £1,300 + VAT)</p>
<p><b>Hire a costumed performer</b></p>		<p><b>£110</b>/evening</p>	<p><b>N/A</b></p>

Hire Location	Additional Information	2023/24 Charge	2024/25 Charge
In Hours – Guided tours	Occupancy: Max. 25 people	£6/head, minimum 15, max 25	£6/head, minimum 15, max 25
Workshops	To be paid in advance when booking	Price by request	Price by request
Photocopying		£1 A4 £1.50 A3	£1 A4 £1.50 A3
Scan Orders	This price includes VAT. Postage is extra.	£7.50 £8.50 £11.00	£7.50 £8.50 £11.00
Microfiche Copies		£20.00 plus £10.00 admin	£20.00 plus £10.00 admin
Own Camera	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£10.00 – reflects time processing charges	£10.00 – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£16.00 – reflects time processing charges	£16.00 – reflects time processing charges

<p>Publication</p>	<p>There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.</p> <p>Cost per image is based on one use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): <b>£150.00</b> - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: <b>£25.00</b> - per image</p> <p>Corporate Products (annual reports, TV): <b>£150.00</b> - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): <b>£150.00</b> - per image</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): <b>£150.00</b> - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: <b>£25.00</b> - per image</p> <p>Corporate Products (annual reports, TV): <b>£150.00</b> - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): <b>£150.00</b> - per image</p>
<p>Long Term Archaeological Storage at Museum Resource Centre</p>	<p>Cost is based on English Heritage Calculations. One off fees.</p>	<p><b>£250</b> per box</p>	<p><b>£250</b> per box</p>

Other Income (Charges are inclusive of VAT)	Additional Information	2023/24 Charge	2024/25 Charge
Loans Box Fines	Late return of boxes	£16.50	£16.50
Out of District Schools Travel Expenses	Flat fee	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.
Discovery box – Cost per hire	Loan period is 2 weeks – fines for late returns	£25 per box for two weeks	£25 per box for two weeks
Education programme at NCWC	<p>To be paid on day of visit by cash/cheque/card or by invoice</p> <p>Option to build bespoke package on request, price according to resource allocation and timescales.</p> <p>KS5, HE and FE students to reflect bespoke nature of events and level of expertise required.</p>	<p><u>KS1-KS3 students</u> One facilitated activity, one self-led activity: £4.50 per head - Half day (2 - 2.5 hr) visit</p> <p>One facilitated activity, two self-led activities: £7 per head - Full day visit</p> <p>Two facilitated activities, one self-led activity: £6.00 per head for half day visit</p> <p><u>KS5, FE and HE</u> £8 per head full day visit</p>	<p><u>KS1-KS3 students</u> Two facilitated activities £4.50 per head - Half day (2 - 2.5 hr) visit</p> <p>Three facilitated activities £7 per head - Full day visit</p> <p>Four Facilitated activities £8 per head -Full day visit</p> <p><u>KS5, FE and HE</u> £7-8 per head full day visit</p>

**NEWARK CASTLE**

*(Charges are inclusive of VAT where applicable)*

Purpose		2023/24 Charge	2024/25 Charge
Guided Tours	Adult	<b>£6.00</b>	<b>£6.00</b>
	Senior	<b>£5.00</b>	<b>£5.00</b>
	Child	<b>£3.00</b>	<b>£3.00</b>
	Family	<b>£16.00</b>	<b>£16.00</b>
	Private, Out of Hours, Subject Specialist Tours (per person)	<b>£10 - £15</b>	<b>N/A</b>
	Ghost Tour Commercial Hire	* see events below	<b>N/A</b>
Hire of Gardens	Charity	<b>£250</b> plus staffing, security and other ancillary charges	<b>£212.50-£425.00</b> per day depending on staffing levels required
Hire of Gardens	Commercial	<b>£830</b> per day	<b>£850</b> per day
Hire of Castle	For Events	<b>£50 - £110</b> per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)	<b>£50 - £110</b> per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)

Hire of Gardens for weddings <i>Additional charges may apply for equipment hire where necessary</i>	Bandstand <b>October - March</b>	£500 (Mon - Thurs) £550 (Fri & Sun) £600 (Sat)	£550 (Mon - Thurs) £600 (Fri & Sun) £650 (Sat)
	Bandstand <b>April - September</b>	£550 (Mon - Thurs) £600 (Fri & Sun) £650 (Sat)	£600 (Mon - Thurs) £650 (Fri & Sun) £750 (Sat)
	Undercroft <b>October - March</b>	£600.00 (Mon - Thurs) £658 (Fri & Sun) £715.00 (Sat)	£700.00 (Mon - Thurs) £758 (Fri & Sun) £815.00 (Sat)
	Undercroft <b>April - September</b>	£658.00 (Mon - Thurs) £715.00 (Fri & Sun) £775.00 (Sat)	£758.00 (Mon - Thurs) £815.00 (Fri & Sun) £875.00 (Sat)
Education programme <i>(prices will be uplifted dependant on development of professional service and associated resources)</i>	Half day visit per head	£3.25 - £5.00	£3.25 - £5.00
	Full day visit per head	£4.50 - £7.50	£4.50 - £7.50
<b>Charity/Local</b>			
<b>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</b>			
<b>Current Stalls - only hirers to be phased into new pricing structure over two years</b>			
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.			
Use of Castle for commercial photography/filming		£0.00	£0.00
Use of Castle Gardens for wedding photographs - professional photographers only		£0.00	£0.00

**GAMBLING ACT 2005 (STATUTORY)***(Charges are inclusive of VAT where applicable)*

Permit		2023/24 Charge	2024/25 Charge
<b>Family Entertainment Centre</b>	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
<b>Prize Gaming Permits</b>	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
<b>Gaming Machines in Alcohol Licensed Premises</b>	Notification of up to 2 machines	£50.00	£50.00
	Gaming machine permit for more than 2 - existing operator	£100.00	£100.00
	Gaming machine permit for more than 2 - new operator	£150.00	£150.00
	Variation (number of category)	£100.00	£100.00
	Transfer	£25.00	£25.00
	Annual fee	£50.00	£50.00
	Change of name	£25.00	£25.00
	Copy of permit	£15.00	£15.00
<b>Club Gaming and Club Machine Permits</b>	Existing Operators (transition)	£100.00	£100.00
	New Application	£200.00	£200.00
	Renewal	£200.00	£200.00
	Variation	£100.00	£100.00
	Annual Fee	£50.00	£50.00
	Copy of Permit	£15.00	£15.00
<b>Temporary use notice</b>		£100.00	£100.00
<b>Small society Lottery</b>	Exempt Lotteries – Registration Fee	£40.00	£40.00
	Exempt Lotteries – Annual Fee	£20.00	£20.00



**GAMBLING ACT 2005 (DISCRETIONARY)**

These fees are set at the discretion of the local Authority within a framework on minimum and maximums set in statutory regulations

*(Charges are inclusive of VAT where applicable)*

Activity	Application type	2023/24 Charge	2024/25 Charge
<b>BINGO</b>	New application	£1,260.00	£1,260.00
	Application for reinstatement of licence	£840.00	£880.00
	Application for provisional statement	£1,260.00	£1,320.00
	Application to convert provisional statement	£680.00	£710.00
	Application to Vary licence	£1,050.00	£1,100.00
	Application to transfer licence	£160.00	£170.00
	Notification of Change	£65.00	£50.00
	Copy of Licence	£60.00	£30.00
	Annual Fee	£540.00	£570.00
<b>ADULT GAMING CENTRE</b>	New application	£1,260.00	£1,000.00
	Application for reinstatement of licence	£840.00	£880.00
	Application for provisional statement	£1,260.00	£1,260.00
	Application to convert provisional statement	£680.00	£710.00
	Application to Vary licence	£1,050.00	£1,000.00
	Application to transfer licence	£160.00	£170.00
	Notification of Change	£65.00	£50.00
	Copy of Licence	£65.00	£30.00
<b>ADULT GAMING CENTRE</b>	Annual Fee	£540.00	£570.00
<b>FAMILY ENTERTAINMENT CENTRE</b>	New application	£950.00	£1,000.00
	Application for reinstatement of licence	£500.00	£530.00
	Application for provisional statement	£1,200.00	£1,260.00
	Application to convert provisional statement	£650.00	£680.00
	Application to Vary licence	£830.00	£870.00
	Application to transfer licence	£100.00	£110.00
	Notification of Change	£60.00	£50.00
	Copy of Licence	£50.00	£30.00
	Annual Fee	£540.00	£570.00

<b>BETTING PREMISES (excl. tracks)</b>	New application	<b>£1,000.00</b>	<b>£1,050.00</b>
	Application for reinstatement of licence	<b>£800.00</b>	<b>£840.00</b>
	Application for provisional statement	<b>£1,200.00</b>	<b>£1,260.00</b>
	Application to convert provisional statement	<b>£650.00</b>	<b>£680.00</b>
	Application to Vary licence	<b>£1,100.00</b>	<b>£1,000.00</b>
	Application to transfer licence	<b>£150.00</b>	<b>£160.00</b>
	Notification of Change	<b>£60.00</b>	<b>£50.00</b>
	Copy of Licence	<b>£50.00</b>	<b>£30.00</b>
<b>BETTING ON TRACK</b>	Annual Fee	<b>£540.00</b>	<b>£570.00</b>
	New application	<b>£1,000.00</b>	<b>£1,050.00</b>
	Application for reinstatement of licence	<b>£800.00</b>	<b>£840.00</b>
<b>BETTING ON TRACK</b>	Application for provisional statement	<b>£1,200.00</b>	<b>£1,260.00</b>
	Application to convert provisional statement	<b>£650.00</b>	<b>£680.00</b>
	Application to Vary licence	<b>£1,100.00</b>	<b>£1,160.00</b>
	Application to transfer licence	<b>£150.00</b>	<b>£160.00</b>
	Notification of Change	<b>£60.00</b>	<b>£50.00</b>
	Copy of Licence	<b>£50.00</b>	<b>£30.00</b>
	Annual Fee	<b>£540.00</b>	<b>£570.00</b>

**LICENSING***(Charges are inclusive of VAT where applicable)*

Relevant Act or Order*		Duration	2023/24 Charge	2024/25 Charge
1. Hypnotism - Grant	Ref 001	Occasional for specific dates	£85.00	£90.00
2. Sex Establishment - Grant/Renewal	Ref 002	Up to 1 year	£3,600.00	£3,780.00
3. Vehicle Licences				
(a) Hackney Carriage	Ref 003	Annual	£235.00	£250.00
(b) Private Hire Vehicle	Ref 003	Annual	£185.00	£190.00
(c) Ambulance Vehicles	Ref 003	Annual	£125.00	£130.00
(d) Hackney Carriage/Private Hire Drivers	Ref 003	3 years or lesser depending on circumstances. Renewal	£150.00 renewal	£160.00
		New applicants	£230.00 new applicants	£240.00
(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	Per Year	£55.00	£60.00
(f) Ambulance Drivers	Ref 003	3 years or lesser depending on circumstances. Renewal	£120 renewal	£130.00
		New applicants	£100 new applicants	£110.00
(g) Ambulance Drivers over 65	Ref 003	Annual	£40.00	£40.00
(h) Private Hire Operators	Ref 003	5 years *		
(i) Basic			£365.00	£380.00
(ii) plus per vehicle			£35.00	£40.00
(i) Ambulance Operators	Ref 003	5 years *		
(i) Basic			£365.00	£380.00
(ii) plus per vehicle Plates			£35.00	£40.00
(j) Knowledge Test	Ref 003	One-off	£45.00	£45.00
(k) Drivers Test	Ref 003	One-off	£45.00	N/A
(l) Replacement Badge	Ref 003	One-off	£25.00	£30.00

(m) Replacement Plate	Ref 003		<b>£50.00</b>	<b>£50.00</b>
(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	One-off	<b>£55.00</b>	<b>£60.00</b>
(o) Temporary Plate/Transfer of Plate (including Plates and magnetic roundals)	Ref 003	One-off	<b>£85.00</b>	<b>£90.00</b>
(p) Temporary Plate/Transfer of Plate (including Plates and stick on roundals)	Ref 003	One-off	<b>£75.00</b>	<b>£80.00</b>
(q) Temporary & Permanent Magnetic Roundels	Ref 003	One-off	<b>£15.00</b>	<b>£20.00</b>
(r) Additional stick on Roundels	Ref 003	One-off	<b>£10.00</b>	<b>£10.00</b>
4. Vehicle test				
(a) Without MOT		Biannual (once every six months)	<b>£50.00</b>	<b>£52.50</b>
(b) With MOT			<b>£60.00</b>	<b>£63.00</b>

**LICENSING ACT 2003 (STATUTORY)**

*(Charges below are not subject to VAT)*

<b>Type of licence</b>	<b>Comments</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Premises licence - Application	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Annual Fee	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - additional fee for large events	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - Full Variation	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - Minor Variation		<b>£89.00</b>	<b>£90.00</b>
Personal Licence		<b>£37.00</b>	<b>£40.00</b>
Temporary event Notice		<b>£21.00</b>	<b>£20.00</b>

**ENVIRONMENTAL HEALTH**

*(Charges are inclusive of VAT where applicable)*

Type of licence	Relevant act	Notes	Duration	2023/24 Charge	2024/25 Charge
1. Animal Boarding Establishments	Ref 004	The fees have been calculated on a full cost recovery basis	Annual		
Initial				<b>£250</b>	<b>£260</b>
Renewal				<b>£250</b>	<b>£260</b>
2. Home Boarding	Ref 004	The fees has been amended to now charge for each application at the full price when related to a franchise	Annual	<b>£200</b>	<b>£210</b>
Renewal				<b>£200</b>	<b>£210</b>
Dog Day Care		Domestic House based Compliance & Inspection Fee	Annual	<b>£175</b> <b>£55</b>	<b>£180</b> <b>£60</b>
Renewal				<b>£220</b>	<b>£230</b>
3. Dangerous Wild Animals	Ref 005	The fees have been calculated on a full cost recovery basis + VET FEES	Annual	<b>£250 + Vet Fees</b>	<b>£260</b>
4. Dog Breeding	Ref 006	The fees have been calculated on a full cost recovery basis	Annual		
Initial				<b>£220</b>	<b>£230</b>
Renewal		Compliance & Inspection Fee		<b>£220</b> <b>£110</b>	<b>£230</b> <b>£120</b>
5. Riding Establishments	Ref 007	The fees have been calculated on a full cost recovery basis	Annual		
Initial				<b>£220</b>	<b>£230</b>
Renewal		Compliance & Inspection Fee		<b>£220</b> <b>£110</b>	<b>£230</b> <b>£120</b>
6. Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi-permanent tattooing	Ref 002	The fees have been calculated on a full cost recovery basis	Annual		
Person				<b>£135</b>	<b>£140</b>

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Premises		Where the premises already hold a licence the charge is £125 per additional treatment		£125	£130
7. Massage & Special Treatment	Ref 008	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£200	£210
Renewal				£160	£170
No massage (just sunbeds)				£175	£180
Renewal				£135	£140
8. Lasers:	Ref 008	The fees have been calculated on a full cost recovery basis	Annual		
New				£540	£570
Renewal				£200	£210
Transfer				£245	£260
9. Zoos	Ref 009	The fees have been calculated on a full cost recovery basis			
Initial Inspection			First licence valid for 4 years	£560	£590
Renewal			Renewal valid for 6 years	£430	£450
Periodic 3 year inspection				£415	£440
Transfer				£210	£220
10. Pet Shops Pet Animals Act 1951	Ref 010	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£200	£210
Renewal				£200	£210
		Compliance & Inspection Fee		£90	£90
11. Re-rating of Animal licence establishment	Ref 010	New Fee	Annual	£190	£200

12. Transfer of Animal licence establishment	Ref 010	New Fee	Annual	<b>£190</b>	<b>£200</b>
13. Variation of Animal licence establishment	Ref 010	New Fee	Annual	<b>£80</b>	<b>£80</b>
14. High Hedges	Ref 011	The fees have been calculated on a full cost recovery basis. Prices include VAT	One Off		
1st stage				<b>£250</b>	<b>£260</b>
2nd stage				<b>£420</b>	<b>£440</b>
15. Licence Application for House in Multiple Occupation	Ref 012	The fees have been calculated on a full cost recovery basis	One off		
Single application				<b>£750</b>	<b>£790</b>
Multiple applications at same time				<b>£570</b>	<b>£600</b>
Variation of licence				<b>£55</b>	<b>£60</b>
16. Scrap Metal Dealer	Ref 013	The fees have been calculated on a full cost recovery basis	Three years		
Site Licence				<b>£390</b>	<b>£410</b>
Collectors Licence				<b>£165</b>	<b>£170</b>
17. Mobile Homes Act 2014	Ref 014	To reflect the variation in the cost of processing the application depending on the size of the site.			
Application fee				<b>£400</b>	<b>£420</b>
Plus, per additional unit		Depends on total number of pitches		<b>£10</b>	<b>£10</b>
Annual Fee		per pitch		<b>£10</b>	<b>£10</b>
Transfer/amendment of licence				<b>£180</b>	<b>£190</b>
Depositing Site rules				<b>£150</b>	<b>£160</b>
Fit and Proper person application fee		New fee with effect from 01/04/2022		<b>£300</b>	<b>£320</b>



**CERTIFICATES, AUTHORISATION AND REGISTER COPIES**

<b>TYPE</b>	<b>Notes</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Health & Purity Certificate		£40.00	£40.00
Foot & Mouth Health Certificate		N/A	N/A
Condemnation Certificate		£280.00	£290.00
<b>Environmental Site Reports</b>	<i>Prices include VAT</i>		
Home Buyer Version		£140.00	£150.00
Detailed version		£400.00	£420.00
Housing immigration check		£150.00	£160.00

**PRIVATE WATER SUPPLIES**

<b>Activity</b>	<b>Notes</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Risk Assessment	Guidance on fees is provided by the Drinking Water Inspectorate	Hourly rate x time spent	Hourly rate x time spent
Sampling		£60.00	£60.00
Investigation		Hourly rate	Hourly rate
Domestic Supplies (Reg 10)		£25.00	£30.00
Check Monitoring (Commercial supplies)	plus analysis costs	£50.00	£50.00
Audit Monitoring (Commercial supplies)	plus analysis costs	£50.00	£50.00

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**\*Relevant act/ Order References**

Ref 001 - *Hypnotism Act 1952*

Ref 002 - *Local Government (Miscellaneous Provisions) Act 1982*

Ref 003 - *Local Government (Miscellaneous Provisions) Act 1976*

Ref 004 - *Animal Boarding Establishments Act 1963*

Ref 005 - *Dangerous Wild Animals 1976*

Ref 006 - *Dog Breeding and Sale of Dogs (Welfare) Act 1999*

Ref 007 - *Riding Establishments Acts 1964 and amended 1970*

Ref 008 - *Nottinghamshire County Council Act 1985*

Ref 009 - *Zoos Licensing Act 1981*

Ref 010 - *Pet Animal Act 1951*

Ref 011 - *Anti-social Behaviour Act 2003*

Ref 012 - *Housing Act 2004*

Ref 013 - *Scrap Metal Dealers Act 2013*

**DOG WARDEN***(Prices are not subject to VAT)*

<b>STRAY DOGS:</b>	<b>Duration</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
This includes Government fee, Local Authority charge, and kennelling costs.  Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	1 Day	<b>£83.00</b>	<b>£83.00</b>
	2 Days	<b>£91.00</b>	<b>£91.00</b>
	3 Days	<b>£99.00</b>	<b>£99.00</b>
	4 days	<b>£107.00</b>	<b>£107.00</b>
	5 Days	<b>£115.00</b>	<b>£115.00</b>
	6 Days	<b>£123.00</b>	<b>£123.00</b>
	7 Days	<b>£131.00</b>	<b>£131.00</b>

NOTE: No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities shows that these figures are slightly above average.

**WASTE & RECYCLING**

A 10% DISCOUNT IS GIVEN FOR EACH ADDITIONAL BIN PER SITE PER COLLECTION

*(Prices include VAT where applicable)*

<b>Trade Waste, Recycling and Garden Bins</b>					
We have set figures for these services and have used a disposal cost provided by Nottinghamshire County Council (disposal authority).					
<b>REFUSE</b>					
<b>Bin Size</b>	<b>2023/24 Collection Charge</b>	<b>2023/24 Disposal Charge</b>	<b>2024/25 Collection Charge</b>	<b>2024/25 Disposal Charge</b>	
140L	£2.50	£1.65	£2.65	£1.80	
240L	£3.15	£2.83	£3.30	£3.10	
360L	£3.95	£4.24	£4.15	£4.60	
660L	£5.90	£7.78	£6.20	£8.40	
1100L	£8.80	£12.96	£9.25	£14.00	
Pre-Paid Sacks	£2.00	£0.71	£2.10	£0.80	
Clinical	£2.50	£9.00	£2.65	£10.00	
<b>RECYCLING</b>					
<b>Bin Size</b>	<b>2023/24 Collection Charge</b>	<b>2023/24 Disposal Charge</b>	<b>2024/25 Collection Charge</b>	<b>2024/25 Disposal Charge</b>	
140L	£2.50	£0.41	£2.65	£0.45	
240L	£3.15	£0.70	£3.30	£0.75	
360L	£3.95	£1.05	£4.15	£1.15	
660L	£5.90	£1.93	£6.20	£2.10	
1100L	£8.80	£3.22	£9.25	£3.50	
Pre-Paid Sacks	N/A	N/A	N/A	N/A	
Clinical	N/A	N/A	N/A	N/A	
<b>Trade Waste contract charges</b>					
	<b>2023/24 Charge</b>		<b>2024/25 Charge</b>		
Alteration Fee	£44.00		£46.00		
Lockable Bin	N/A		N/A		
Access Fee (Maximum)	5 – 10% of total cost dependent on site		5 – 10% of total cost dependent on site		

Domestic Garden Bins		
	2023/24 Charge	2024/25 Charge
Price per bin	£35.00	£37.00
Cost of bin for new properties		
Bin Size	2023/24 Charge	2024/25 Charge
140L	£34.00	£36.00
240L	£34.00	£36.00
360L	£50.00	£52.50
660L	£310.00	£325.50
1100L	£330.00	£346.50
Developers delivery charge (per load)	£70.00	£73.50
Bulky Waste Charges		
	2023/24 Charge	2024/25 Charge
Domestic Bulky Waste		
First Item	£13.00	£14.00
Subsequent item	£7.00	£7.50
Electrical Items		
First Item	£13.00	£14.00
Subsequent item	£7.00	£7.50
Large Items which are not covered by the above charges, per hour	£70.00	£74.00
Commercial Fridges		
	2023/24 Charge	2024/25 Charge
Per Unit	£105.00	£110.25
Collection and Transport	£108.00	£113.40
Cleansing Services Hours		
	2023/24 Charge	2024/25 Charge
1 hour	£70.00	£73.50
1.5 hours	£105.00	£110.00
2 hours	£140.00	£147.00
3 hours	£210.00	£220.50
4 hours	£280.00	£294.00
5 hours	£350.00	£367.50

<b>Emptying bins (cost per empty of bin)</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Litter bins	<b>£1.10</b>	<b>£1.20</b>
Dog Bins	<b>£2.20</b>	<b>£2.30</b>
<b>Vehicle Workshop Services</b>		
<b>Vehicle Workshop Services</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
MOT's	<b>£45.00</b>	<b>£45.00</b>
Air Conditioning re-gas	<b>£60.00</b>	<b>£65.00</b>
External Servicing of vehicles, per hour	<b>£45.00</b>	<b>£45.00</b>

NOTE: The Business Manager has an element of flexibility to adjust the fees and charges to respond to customer and market demands. This is at the discretion of the Business Manager, who will be mindful that costs must be covered.

NOTE: The HSE is changing the regulations on the collection of some bulky items which means we have to significantly change the way in which we collect it. This is still in the planning phase but may result in significant increases on the collection costs which may have to be passed onto the customers.

**PARKS & AMENITIES**

*(Charges are inclusive of VAT where applicable)*

Facility	Purpose	2023/24 Charge	2024/25 Charge	
Parks & Playing Fields	Football Season (13 matches or more)*	Seniors	£510.00	£535.50
		Juniors	£286.00	£300.00
		Mini Soccer	£153.00	£160.00
	Football Pitch (per match)*	Seniors	£52.00	£55.00
		Juniors	£32.00	£34.00
		Mini Soccer	£22.00	£23.00
	Hire of Park	Commercial use	N/A	N/A
		Charities, per day (can be waived by SLT)	£100.00	£105.00
	Circuses		N/A	N/A
	Funfairs	Large Fair	N/A	N/A
		Small Fair	N/A	N/A
	Sponsorship	Bedding Displays, per year	£816.00	£856.80
	Forest School Sessions	Ranger-led, per session	£10.00	£10.50
		Self-led, per person	£3.00	£3.00
	Outdoor Fitness Camps		N/A	N/A
	Commercial fitness & skills sessions inc. football training	Weekly, per session	£25.00	£26.25
		Annual	£300.00	£315.00
	Events	Ticketed + 15% of Ticket Sales	£100.00	£105.00
		Non-ticketed	£400.00	£420.00
	School sessions	Ranger-led: annual	£100.00	£105.00
Ranger-led: one-off		£25.00	£26.25	
Schools-led: annual		£40.00	£42.00	
Schools-led: one-off		£10.00	£10.50	
Hire of Football Changing Rooms*	Without showers	£11.00	£11.55	
	With showers	£15.00	£15.75	
Memorial Rose and Plaque		N/A	£200.00	

\*charges for where a current agreement doesn't exist

**PUBLIC CONVENIENCES**

<b>Public Convenience</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Gilstrap Centre	20p	20p



**CAR PARKS**

*(Car Park charges are all inclusive of VAT)*

<b>Newark Car Parks</b>	<b>Duration</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
<b>INNER TOWN</b> London Road Balderton Gate Town Wharf Appletongate	30 minutes	£0.50	£0.50
	1 hour	£1.00	£1.00
	2 hours	£1.50	£1.50
	2-3 hours	£2.50	£2.50
	3-4 hours	£4.50	£4.50
	Over 4 hours	£7.50	£7.50
	After 6pm (Evening Charge)	£1.00	£1.00
	<b>OUTER TOWN</b> Riverside (former Tolney Lane) Riverside Arena Castle House	1 hour	£1.00
2 hours		£1.50	£1.50
2-4 hours		£2.00	£2.00
4-5 hours		£3.00	£3.00
5 hours and above		£3.50	£3.50
<b>Dedicated Motorcycle Bay</b> <b>Newark:</b> London Road Balderton Gate Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market	Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice  Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.		
<b>LORRY PARKING</b>			
Lorry Parking - Fixed Charge		£20.50	£22.00
Lorry Parking (with meal voucher)		£23.50	£25.00
Coaches - (with meal voucher)		£5.00	£5.00

<b>SEASON TICKETS</b>			
INNER TOWN (Newark) (limited issue)	Per month	<b>£90.00</b>	<b>£90.00</b>
	Per quarter	<b>£200.00</b>	<b>£200.00</b>
	Per year (7 days per week)	<b>£740.00</b>	<b>£740.00</b>
OUTER TOWN (Newark) (limited issue)	Per month	<b>£60.00</b>	<b>£60.00</b>
	Per quarter	<b>£130.00</b>	<b>£130.00</b>
	Per year (Monday - Friday only)	<b>£370.00</b>	<b>£370.00</b>
	Per year (7 days per week)	<b>£470.00</b>	<b>£470.00</b>
<b>CONTRACT CAR PARK RATES</b>			
Barnby Gate	Per quarter	<b>£220.00</b>	<b>£220.00</b>
	Per annum	<b>£840.00</b>	<b>£840.00</b>
The Palace	Per annum	<b>£680.00</b>	<b>£680.00</b>
Pelham Street	Per annum	<b>£580.00</b>	<b>£580.00</b>
Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.			

- \*Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply

**CASTLE HOUSE - CIVIC SUITE HIRE & PARTNERS' DESK USAGE***(Prices are exclusive of VAT)*

<b>No Webcasting</b>			
<b>Room</b>	<b>Duration</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
G2	Hourly charge	<b>£16.00</b>	<b>£16.00</b>
G3	Hourly charge	<b>£16.00</b>	<b>£16.00</b>
Civic 1	Hourly charge	<b>£26.00</b>	<b>£26.00</b>
Civic 2	Hourly charge	<b>£26.00</b>	<b>£26.00</b>
Civic 3	Hourly charge	<b>£16.00</b>	<b>£16.00</b>
Civic 4	Hourly charge	<b>£16.00</b>	<b>£16.00</b>
Civic 1 + 2	Hourly charge	<b>£42.00</b>	<b>£42.00</b>
Civic 3 + 4	Hourly charge	<b>£26.00</b>	<b>£26.00</b>
Civic 2+3+4	Hourly charge	<b>£42.00</b>	<b>£42.00</b>
Civic 1+2+3+4	Hourly charge	<b>£68.00</b>	<b>£68.00</b>
Desk Charge	Per Desk	<b>Various</b>	<b>Various</b>

**NEWARK BEACON***(Prices are inclusive of VAT)*

Room	Seating Capacity	Duration	2023/24 Charge	2024/25 Charge
Cafferata Suite	Maximum capacity 70 (theatre style)	Full day	<b>£264.00</b>	<b>£264.00</b>
		Half day	<b>£164.40</b>	<b>£164.40</b>
		Hourly rate	<b>£44.40</b>	<b>£44.40</b>
Trent Suite	Maximum capacity 10	Full day	<b>N/A</b>	<b>N/A</b>
		Half day	<b>N/A</b>	<b>N/A</b>
		Hourly rate	<b>N/A</b>	<b>N/A</b>
Gresham	Maximum 20 (10 during COVID-19)	Full day	<b>£139.20</b>	<b>£139.20</b>
		Half day	<b>£87.60</b>	<b>£87.60</b>
		Hourly rate	<b>£25.20</b>	<b>£25.20</b>
Friary	Maximum 16 (8 during COVID-19)	Full day	<b>£139.20</b>	<b>£139.20</b>
		Half day	<b>£87.60</b>	<b>£87.60</b>
		Hourly rate	<b>£25.20</b>	<b>£25.20</b>
11C (or other office depending on occupancy)	Maximum 4 (2 during COVID-19)	Full day	<b>£87.60</b>	<b>£87.60</b>
		Half day	<b>£32.40</b>	<b>£32.40</b>
		Hourly rate	<b>£13.20</b>	<b>£13.20</b>

Discounts may be applied to approved charitable organisations or where a package of bookings are made together at the discretion of the Senior Leadership Team, with final approval by the Section 151 Officer

**NON-PAYMENT OF COUNCIL TAX/NNDR**

<b>Council Tax</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Summons	<b>£80</b>	<b>£80</b>
Liability Order	With summons	With summons

<b>NNDR</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Summons	<b>£100</b>	<b>£100</b>
Liability Order	With summons	With summons

The level of costs to have to be justified to the court and there is case law against raising to a level that is deemed excessive.

**LEGAL****EXTERNAL LEGAL FEES AND CHARGES,****INCLUDING LITIGATION COST RECOVERY**

These recovery and charge out rates will apply in all cases 2024.

Unless itemised in the table below or otherwise agreed in advance, all other external or third party work, excepting those areas where there are charging prohibitions or protocols in force, will be charged on an hourly basis at the rates given below. Internal charging rates differ. In cases where the internal charging rate is to be applied please speak to the Assistant Director Legal and Democratic Services for details and approval.

<b>Designation</b>	<b>Hourly rate</b>
Assistant Director	£150
Principal Legal Officer	£120
Senior legal officer	£100
Trainee Solicitor/Legal Officer	£80
Apprentice/Admin	£70

<b>OTHER CONVEYANCING TRANSACTIONS</b>	
	<b>2024/2025 Charge</b>
Sale of land and/or property	£750-£1,000
Purchase of land and/or property	£1,000-£1250
Routine Leases	£350 (+ costs for any additional drafting/amendments)
Routine Lease renewals	£300 (+ costs for any additional drafting/amendments)
Routine Licences	£250 (+ costs for any additional drafting/amendments)
Routine Licence renewals	£200 (+ costs for any additional drafting/amendments)
Bespoke and site specific leases/licences/renewals	Case by case basis on hourly rates, fee estimate at outset and an undertaking of a minimum of £1000
Residential Lease Extensions	£750
Lease Extension + Land Registry Applications	£1,000
Transfer Consents – complies with restriction	£100
Right of First Refusal – Compliance Certificate	£100
Letter of Postponement - Admin	£100
Letter of Postponement	£75

<b>OTHER CONVEYANCING TRANSACTIONS</b>	
	<b>2024/2025 Charge</b>
Removal of restrictions and Land Charges	£100
Submission of application to Land Registry	£100
Execution of DS1	£75
RTB Notice of Assignment/Charge	£10 each

**PLANNING MATTERS**

	<b>2024/25 Charge</b>
S106 agreements	£2,000+ subject to complexity
Unilateral Undertaking	£1,000
Deeds of Variation/Modification	£1,000+ subject to complexity
S.278 Agreements	Hourly rate
S.38 Agreements	Hourly rate
Stopping up/diversion orders ( non-contentious only )	£1,200 plus costs
Land Transfers/POS Adoptions	£1,200+ subject to complexity

**All prices are subject to consideration depending on the complexity of the matter and the individual circumstances of the case as agreed by the Principal Legal Officer or Assistant Director Legal and Democratic Services.**

**INFORMATION REQUESTS**

	<b>2024/25 Charge</b>
CCTV Requests from third parties for legal purposes	£50
FOI Requests (where compliance exceeds £450)	£25 per hour
Costs of Communicating the information (only charged when estimated total cost exceeds £5)	Charged in line with disbursements (see below)

**DISBURSEMENTS**

All disbursements will be charged for in the usual way and will include ( but are not limited to ) :- Land Registry fees, search fees, counsel’s fees, enquiry agents and process’ servers fees, expert’s fees, advertising costs, court fees, photocopying charges\*.

\*Copying charges for third parties (unless bound by statutory provision) are discretionary dependent upon the number of pages copied and whether any large or complex plans are included.

As a guide – each A4 sheet will incur a copy charge of 0.10 pence. Other sizes or specialised requests will vary.

Time spent in identifying and locating files and deed packets from Archiving Services, establishing terrier number references, and any correspondence and telephone calls will be charged at the hourly rate detailed above dependent upon the level of case holder.

Information sent via CDR / DVDR will be charged at £3 per disc.

Postage charges for all items will be at the prevailing Royal Mail rate based on the weight of the item posted.

<p>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</p>		<p>(1) Where the site area does not exceed 7.5 hectares, <b>£508</b> for each 0.1 hectare (or part thereof) of the site area;                  (2) where the site area exceeds 7.5 hectares, <b>£38,070</b>; and an additional <b>£151</b> for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of <b>£300,000</b>.</p>
<p>10. A The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.</p>		<p>Where the site area:                  (a) does not exceed 15 hectares, <b>£257</b> for each 0.1 hectare of the site area,                  (b) exceeds 15 hectares, <b>£38,520</b>; and an additional <b>£151</b> for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b>.</p>
<p>11. The carrying out of any operations not coming within any of the above categories.</p>		<p>1. In the case of operations for the winning and working of minerals:                  (a) where the site area does not exceed 15 hectares, <b>£234</b> for each 0.1 hectare (or part thereof) of the site area;                  (b) where the site area exceeds 15 hectares, <b>£34,934</b>; and an additional <b>£138</b> for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b>;                  2. In any other case, <b>£234</b> for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of <b>£2,028</b>.</p>



II. Uses of Land		
1. The change of use of a building to use as one or more separate dwellinghouses.		1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses: (a) where the change of use is to use as 50 or fewer dwellinghouses, <b>£462</b> for each additional dwellinghouse;  (b) where the change of use is to use as more than 50 dwellinghouses, <b>£22,859</b> ; and an additional <b>£138</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£300,000</b> ;
		(2) in all other cases:
		(a) where the change of use is to use as 50 or fewer dwellinghouses, <b>£462</b> for each dwellinghouse;
		(b) where the change of use is to use as more than 50 dwellinghouses, <b>£22,859</b> ; and an additional <b>£138</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£300,000</b> .
2. The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open.		(1) Where the site area does not exceed 15 hectares, <b>£234</b> for each 0.1 hectare (or part thereof) of the site area;  (2) where the site area exceeds 15 hectares, <b>£34,934</b> ; and an additional <b>£138</b> for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b> .
3. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).		<b>£462</b>
III. Scale of Fees in Respect of Applications for Consent to Display Advertisements		
1. Advertisements displayed externally on business a) the nature of the business or other activity carried on the premises; b) the goods sold or the services provided on the premises; or c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.		<b>£132</b>
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.		<b>£132</b>
3. All other advertisements.		<b>£462</b>

<b>Lawful development certificate (LDC)</b>		
LDC – Section 191(1)(a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of		Same as Full for that use or operation
LDC – Section 191(1) (c) application for a certificate to establish that it was lawful not to comply with a particular		<b>£234</b>
LDC – Section 192(1)(a) or (b) application for a certificate to state that a proposed use or development would be lawful.		Half the normal planning fee if submitting a new application for that use or operation.
<b>Prior approval</b>		
Construction of new dwellinghouses: 50 dwellinghouses or fewer		<b>£334</b> for each dwellinghouse
Construction of new dwellinghouses: More than 50 dwellinghouses		<b>£16,525 + £100</b> for each dwellinghouse in excess of 50 Maximum fee of <b>£300,000</b>
Additional storeys on a home		<b>£96</b>
Enlargement of a dwellinghouse (which exceeds the limits in paragraph A.1(f) of Part 1 Class A of Schedule 2		<b>£96</b>
Agricultural and Forestry buildings & operations		<b>£96</b>
Demolition of buildings		<b>£96</b>
Communications (previously referred to as 'Telecommunications Code Systems Operators')		<b>£462</b>
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		<b>£96</b>
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		<b>£96</b>
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		<b>£96</b>
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)		<b>£96</b>

Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		<b>£96</b>
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		<b>£96; or</b> <b>£206</b> if it includes building operations in connection with the change of use
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use		<b>£96; or</b>
		<b>£206</b> if it includes building operations in connection with the change of use
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		<b>£96</b>
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		<b>£96; or</b>
		<b>£206</b> if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis		<b>£96; or</b>
		<b>£206</b> if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		<b>£96</b>
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		<b>£96</b>
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		<b>£96</b>
Erection, extension or alteration of a university building		<b>£96</b>
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		<b>£96</b>
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		<b>£96</b>
<b>Reserved matters</b>		
Application for approval of reserved matters following outline approval		In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is <b>£462</b>

<b>Approval/variation/discharge of condition</b>		
Application for removal or variation of a condition following grant of planning permission		<b>£234</b>
Request to discharge one or more planning conditions or for confirmation of compliance with one or more planning conditions. No charge is made for the following:- <ul style="list-style-type: none"> <li>• Requests relating to Listed Building Consent</li> <li>• Requests relating to Tree Works Consent</li> </ul>		<b>£34</b> per request for Householder otherwise <b>£116</b> per request
<b>Application for a non-material amendment following a grant of planning permission or permission in principle</b>		
Applications in respect of householder developments		<b>£34</b>
Applications in respect of other developments		<b>£234</b>
<b>Hazardous substances consents</b>		
For proposals involving the presence of a substance in excess of twice the controlled quantity		<b>£400</b>
For applications where no one substance exceeds twice the controlled quantity		<b>£250</b>
An application for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land		<b>£200</b>
<b>Certificates of Appropriate Alternative Development</b>		
Applications in respect of certificates of appropriate alternative development		<b>£234</b>

<b>Concessions</b>	
Exemptions from payment: Details of when exemptions apply are set out within The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (England) Regulations (as amended) ( <a href="https://www.legislation.gov.uk/ukxi/2012/2920/contents/made">https://www.legislation.gov.uk/ukxi/2012/2920/contents/made</a> ). Additionally, exemptions for other types of application are detailed below.	
For alterations, extensions, etc. to a dwelling house , where the alteration is for the benefit of a registered disabled person	
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted	
Listed Building Consent	
Planning applications for demolition of unlisted buildings within conservation areas.	
Works to Trees covered by a Tree Preservation Order or in a Conservation Area	
Hedgerow Removal	
<p>If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn, or the date of decision if granted or refused and NOT a duplicate application made by the same applicant within 28 days then a “free-go” exemption may be available. Applicants cannot benefit from more than one free-go per application site. This table (<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/574500/When_are_applications_eligible_for_a_free_go_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/574500/When_are_applications_eligible_for_a_free_go_.pdf</a>) sets out the type of application which can benefit from a “free go” and the conditions and requirements to be eligible.</p> <p>An application for a “free-go” needs to be received by 5pm no the working day it expires (e.g. if a decision notice is dated 12 March 2020 the “free-go” can be submitted up to and including 5pm on 12 March 2021).</p>	

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
There is no fee for a prior approval application where a planning application for the same site is submitted at the same time by or on behalf of the same person
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person.
An application for a “free-go” needs to be received by 5pm on the working day it expires (e.g. if a decision notice is dated on the 12 March 2020 the “free-go” can be submitted up to and including 5pm on 12 March 2021).
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area
If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
‘Second application’ exemption for applications for prior approval under Part 20 Construction of up to 2 storeys to create new flats on the topmost residential storey of a building which is an existing purpose-built, detached block of flats which are made by the same applicant, in respect of the same character or description of development on the same site or part of the same site and within 12 months of a determination of an earlier application (where a fee has previously been paid) under Part 20 or, in the case of an earlier application under Part 20 which was withdrawn, the date when that application was received by the local planning authority.
<b>Reductions to payments</b>
If the application is being made on behalf of a non-profit making sports club, society or other organisation for making a material change of use or works for playing fields not involving buildings then the fee is <b>£462</b>
If the application is being made on behalf of a parish or community council then the fee is 50% of the application fee (with the exception of submissions for discharge of conditions where the full fee is payable).
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, the fee shall be: (a) the highest of the amounts calculated for each of the alternative proposals, plus (b) an amount equal to the sum of all the alternative proposal added together (excluding that calculated under (a)) divided by 2.
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is <b>£462</b> .
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is <b>50%</b> of the fee due if a full planning application were submitted.
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.
Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (this does not apply if residential (dwellings) are proposed).

**TEMPORARY ACCOMMODATION**

These charges are in relation to Northgate, Newark; Alexander Lodge, Newark; and Wellow Green, Ollerton.

<b>Charge</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
Wellow Green Hostel Service Charge	<b>£34.73</b> per week	<b>£37.40</b> per week
Wellow Green Hostel Support Charge (non-Housing Benefit (HB))	<b>£4.75</b> per week	<b>£5.12</b> per week
Northgate Hostel Service Charge	<b>£113.27</b> per week	<b>£121.99</b> per week
Northgate Support Charge and Ineligible Services (non-Housing Benefit (HB))	<b>£17.77</b> per week	<b>£19.14</b> per week
Alexander Lodge Service Charge - proposed charge for when services opens 2023/24	<b>£136.01</b> per week	<b>£146.48</b> per week
Alexander Lodge Support Charge and Ineligible Services (non-Housing Benefit (HB)) - proposed charge for when services opens 2023/24	<b>£17.38</b> per week	<b>£18.72</b> per week

**PRIVATE SECTOR CARELINE SERVICE**

<b>Product</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
<b>Lifeline</b> - Provision of a dispersed alarm, pendant. - 24 hours a day 365 days a year monitoring of lifeline. - Provision of advice and or contact of next of kin or emergency service if required on receipt of call	<b>£4.50</b> per week	<b>£5.50 per week</b> (current customers) <b>£6.00</b> per week (new customers)
Lifeline installation fee	<b>£15.00</b> one-off	<b>£15.00</b> one-off
Lifeline installation fee out of district.	<b>£25.00</b> one-off	<b>£25.00</b> one-off
Digital Provision	<b>£1.00</b> per week	<b>N/A</b>
Keysafe	<b>40.00</b> one-off	<b>£40.00</b> one-off

<b>Product</b>	<b>2023/24 Charge</b>	<b>2024/25 Charge</b>
<b>Sensor monitoring</b> To receive this service tenants must also subscribe to the lifeline service.  The sensors available are: i. Additional sensor ii. Smoke alarms iii. Carbon monoxide alarms iv. Flood alerts v. Bed sensors vi. Panic alarms vii. Fall detectors	<b>£1.50</b> for two to five sensors, per week	<b>£1.50</b> for two to five sensors, per week
Sensor monitoring installation fee (per visit)	<b>£0.00</b>	<b>£0.00</b>

Product	2023/24 Charge	2024/25 Charge
<p><b>Welfare calls</b> To receive this service tenants must also subscribe to the lifeline service.</p> <ul style="list-style-type: none"> <li>- 5 x 5 minute calls per week made to the customer on agreed days between the hours of 7am and 7pm within a mutually agreed 1 hour time slot.</li> <li>- Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required.</li> </ul>	<p><b>£4.50</b> per week</p>	<p><b>£4.50</b> per week</p>
<p><b>Welfare calls</b> To receive this service tenants must also subscribe to the lifeline service.</p> <ul style="list-style-type: none"> <li>- 5 x 5 minute calls per week made to the customer on agreed days between the hours of 7am and 7pm within a mutually agreed 1 hour time slot.</li> <li>- Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required.</li> </ul>	<p><b>£4.50</b> per week</p>	<p><b>£4.50</b> per week</p>





Report to: Cabinet Meeting - 20 February 2024  
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance  
 Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive  
 Lead Officer: Jenna Norton, Senior Accountant, Financial Services, Ext. 5327

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	Capital Programme Budget 2024/25 to 2027/28
<b>Purpose of Report</b>	In accordance with the Financial Regulations 6.2.3, Cabinet is required to consider the Capital Programme and recommend to the Council the final Programme for approval. This report details the proposed capital schemes over the medium term, together with the available resources to finance this.
<b>Recommendations</b>	It is recommended that Cabinet recommend to full Council on 7 March 2024 the General Fund schemes set out at <b>Appendix A</b> to the report and the Housing Services schemes set out at <b>Appendix B</b> to the report as committed expenditure in the Capital Programme for 2024/25 to 2027/28.
<b>Alternative Options Considered</b>	If the Council did not have a Capital Programme, this would result in not being able to deliver the schemes and not achieve the objectives in the Community Plan.
<b>Reason for Recommendations</b>	To enable the Capital Programme to be considered by Cabinet in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

## 1.0 Background

- 1.1 The Capital Strategy was approved by Council on 8 March 2023. It contains the Capital Appraisal form template and the prioritisation criteria, which is in two stages. The schemes need to meet the criteria in stage 1, to progress to stage 2.
- 1.2 Capital Appraisal forms were circulated to all Business Managers during summer 2023 to enable bids for new Capital schemes. Completed forms were scored in conjunction with the prioritisation criteria. The Council’s Senior Leadership Team (SLT) considered the results of this exercise and the proposed Capital Programme included within this report, contain those schemes that were agreed to be appropriate for consideration by Cabinet.

## 2.0 Capital Expenditure – General Fund

2.1 The Council intends to spend £64.401m in general fund capital expenditure from 2024/25 to 2027/28.

2.2 The major schemes in this programme are:

<b>Scheme Name</b>	<b>Summary of Proposed Financing</b>
Southwell Leisure Centre New Pool	Borrowing
Yorke Drive Regeneration and Community Facility	Borrowing plus external grant
Provision of 3G Pitches	Borrowing and Capital Receipts
Vehicles and Plant Replacement	Capital Receipts and Capital Provision
Information Technology Investment	Capital Receipts and Capital Provision
Clipstone Holding Centre Development	Borrowing and Change Management Reserve
Rural Prosperity Fund	Wholly funded by Grant
Former Belvoir Iron Works Acquisition	Wholly funded from Change Management Reserve
A1 Overbridge	Community Infrastructure Levy
Arkwood Developments Regeneration Loan Facility	Borrowing
Castle Gatehouse	£3m contribution from the Towns Fund, the remainder borrowing. Further contribution from HLF to be agreed and budget updated once Full business case is approved.
32 Stodman Street – Towns Fund	£2.2m Town Fund, £284k One Public Estate, £400k Shared Prosperity Fund with the remainder supplemented Reserves and borrowing
Newark Gateway / SISLOG – Towns Fund	Towns Fund Grant of £4.2m, full funding package will be added once Full Business Case is approved.

2.3 A number of new schemes have been added to the Capital Programme as part of the budget process. The total over the period of 2024/25 to 2027/28 of £8.014m in General Fund. Details of which can be found labelled 'New' at Appendix A and are summarised below:

<b>Scheme Name</b>	<b>Summary of Proposed Financing</b>
Southwell Leisure Centre New Pool	Borrowing
Provision of 3G Pitches	Borrowing and Capital Receipts
Dukeries Changing Places	Borrowing
Castle – Condition Works Phase 2	Contribution from R&R

2.4 The impacts of all borrowing has been included in the Treasury Management Strategy and the Medium Term Financial Plan. Details of individual schemes are shown in **Appendix A.**

**3.0 Capital Expenditure – Housing Revenue Account (HRA)**

3.1 The Council intends to spend £84.927m from the HRA from 2024/25 to 2027/28. This is made up of £52.802m on existing property investment and £32.125m on additional Affordable Housing.

3.2 The Housing, Health and Wellbeing directorate will review and update the property investment programme against the records kept for all properties to ensure budget levels are sufficient for works coming up in the medium term.

3.3 Major schemes included in the HRA are:

<b>Scheme Name</b>	<b>Summary of Proposed Financing</b>
Roof Replacements	MRR and borrowing
Heating Renewals	MRR and borrowing
Decarbonisation	Government Grant, MRR and Borrowing
Yorke Drive Estate Regeneration	Borrowing plus external grant
Phases 5 of the Council House Development Programme	Capital Receipts and Borrowing
New Phases 6 of the Council House Development Programme	S106 where appropriate, Capital Receipts and Borrowing

3.4 New schemes added during the budget process total £13.565m in the HRA for the period 2024/25 to 2027/28. Details of which can be found labelled ‘New’ at Appendix B, and are summarised below:

<b>Scheme Name</b>	<b>Summary of Proposed Financing</b>
EPC	MRR and Borrowing
Communal Areas	MRR and Borrowing
Phase 6 New Build Programme	S106 where appropriate, Capital Receipts and Borrowing

3.5 Details of individual schemes are shown in **Appendix B**.

**4.0 Resources Available**

4.1 External Grants and Contributions can provide additional resources to the Capital Programme. Grant funding is subject to a detailed bidding process. Officers continue to liaise with external parties to secure the maximum available inward investment in order to contribute towards the delivery of the capital programme.

4.2 The most significant grants currently forecast over the medium term are from the Towns Fund, Shared and Rural Prosperity Fund’s, Decarbonisation Wave 2.1 and the Better Care Fund (BCF) for Disabled Facilities Grants (DFG’s). In addition to this, grants held from previous years for specific purposes are due to be utilised. For example, the Towns Fund projects, where grant instalments were received during 2022/23 and 2023/24, which is forecast to be utilised over the next financial year.

#### 4.3 Capital Receipts

	<b>General Fund £'m</b>	<b>HRA £'m</b>	<b>1-4-1 £'m</b>	<b>Total £'m</b>
Estimated Balance @ 1 Apr 2024	0.499	0.377	0.020	<b>0.896</b>
Estimated Receipts 2024/25 – 2027/28	5.826	4.810	3.162	<b>13.798</b>
Approved for Financing 2024/25 – 2027/28	5.885	5.181	0.780	<b>11.846</b>
<b>Unallocated Capital Receipts Balance</b>	<b>0.440</b>	<b>0.006</b>	<b>2.402</b>	<b>2.848</b>

4.6 The general fund capital estimated receipts of £5.826m are made up of the sale of the residential properties on Stodman Street and the 50% staged payment for land at Lowfield Lane, due to be sold to Arkwood Developments.

4.7 The HRA capital receipts and 1-4-1 figures above relate to forecast Right to Buy (RTB) sales. The 1-4-1's are restricted for replacement homes and must be used as follows:

- Amount to no more than 40% of the new build scheme cost
- Spent within 5 years of receipt, or returned to Government with interest

Officers continue to monitor the deadlines closely and maximising use where practicable within the new build programme in order to avoid having to pay the remaining balances to Government with interest.

4.8 Where appropriate, the use of existing capital resources is prioritised. Borrowing is utilised for assets with longer asset lives, where the impact of interest and Minimum Revenue Provision (MRP) can be spread over the useful economic life of the asset, whilst minimising the impact on the General Fund. Leasing is also tightly controlled within the revenue budgets for the same reason and is rarely used as the interest rates remain low, therefore borrowing is currently a more attractive means of financing capital expenditure.

Subject to the approval of the proposals outlined in section 2.0 and 3.0 above, the current plan for financing the capital programme is shown below.

#### 5.0 Financing

5.1 Subject to the approval of the proposals outlined in section 3.0 and 4.0 above, the current plan for financing the capital programme is shown below.

##### **General Fund Capital Programme Financing Summary**

<b>General Fund Financing</b>	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>2026/27 £m</b>	<b>2027/28 £m</b>
Borrowing	13.641	15.848	0.800	0.000
Government Grants	4.640	6.860	0.860	0.860
Contributions from Third Parties	0.267	0	0	0

Community Infrastructure Levy	0	2.500	3.000	0
Capital Receipts	0.449	1.862	1.783	1.790
Capital Reserve	0.756	0	0	0
RCCO	5.846	2.639	0	0
<b>Total</b>	<b>25.599</b>	<b>29.709</b>	<b>6.443</b>	<b>2.650</b>

#### **Housing Revenue Account Capital Programme Financing Summary**

<b>HRA</b>	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>2026/27 £m</b>	<b>2027/28 £m</b>
Borrowing	15.000	20.000	10.000	6.499
Government Grants	0.676	0.746	0.518	2.925
Contributions from Third Parties	1.041	0.346	0	0
Capital Receipts	1.218	3.577	0.575	0.591
RCCO	0.655	0	0	0
Revenue Support	7.218	0.868	3.290	9.184
<b>Total</b>	<b>25.808</b>	<b>25.537</b>	<b>14.383</b>	<b>19.199</b>

5.2 At the end of the financial year, once all capital expenditure has been finalised (including accrued expenditure) the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

#### **6.0 Implications**

In writing this report and in putting forward recommendation's officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Capital Strategy 2024/25 report to Audit and Governance on 21 February 2024

CODE	SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2024/25 INC FORECAST FOR 2023/24	2024/25	2025/26	2026/27	2027/28
<b>GENERAL FUND</b>									
<b>BIODIVERSITY AND ENVIRONMENTAL SERVICES</b>									
TF3227	Lowdham Flood Alleviation	140,000	160,000	300,000		300,000			
<b>BIODIVERSITY AND ENVIRONMENTAL SERVICES TOTAL</b>		<b>140,000</b>	<b>160,000</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CLIMATE CHANGE</b>									
New	Castle - Condition Works Phase 2	0	414,000	414,000		414,000			
TB2253	Vehicles & Plant	0	10,435,997	10,435,997	6,177,142	80,400	1,287,285	1,501,040	1,390,130
TB3155	Castle - Condition Works	0	627,000	627,000	560,955	66,045			
TC3136	Climate Change	0	205,200	205,200	36,900	168,300			
<b>CLIMATE CHANGE TOTAL</b>		<b>0</b>	<b>11,682,197</b>	<b>11,682,197</b>	<b>6,774,997</b>	<b>728,745</b>	<b>1,287,285</b>	<b>1,501,040</b>	<b>1,390,130</b>
<b>COMMUNITY SAFETY AND COMMUNITY DEVELOPMENT</b>									
TA3097	Yorke Drive Regeneration and Community Facilities	100,000	3,358,000	3,458,000	79,617	739,677	2,638,706		
TF2000	CCTV Replacement Programme	15,500	189,850	205,350	91,443	105,127	8,780		
<b>COMMUNITY SAFETY AND COMMUNITY DEVELOPMENT TOTAL</b>		<b>115,500</b>	<b>3,547,850</b>	<b>3,663,350</b>	<b>171,060</b>	<b>844,804</b>	<b>2,647,486</b>	<b>0</b>	<b>0</b>
<b>HEALTH, WELLBEING AND LEISURE</b>									
New	Southwell Leisure Centre New Pool		5,500,000	5,500,000		2,200,000	3,300,000		
New	Provision of 3G Pitches	0	2,000,000	2,000,000			800,000	800,000	400,000
New	Dukeries Changing Places	0	100,000	100,000		100,000			
TA1218	Leisure Equipment Purchase	0	784,230	784,230		784,230			
TA1221	SLC Fire Safety Remedial Works	0	740,000	740,000	466,500	273,500			
<b>HEALTH, WELLBEING AND LEISURE TOTAL</b>		<b>0</b>	<b>9,124,230</b>	<b>9,124,230</b>	<b>466,500</b>	<b>3,357,730</b>	<b>4,100,000</b>	<b>800,000</b>	<b>400,000</b>
<b>HERITAGE, CULTURE AND THE ARTS</b>									
TA3053	Museum Improvements	0	770,000	770,000	585,706	184,294			
TA3058	Palace Theatre Fire Alarm Upgrade	0	155,060	155,060		155,060			
TB22	Sherwood Avenue Park - Shared Prosperity Fund	470,395	50,005	520,400		520,400			
<b>HERITAGE, CULTURE AND THE ARTS TOTAL</b>		<b>470,395</b>	<b>975,065</b>	<b>1,445,460</b>	<b>585,706</b>	<b>859,754</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HOUSING</b>									
TF6011	Private Sector Disabled Facilities Grants	3,512,211	700,000	4,212,211	1,412,211	700,000	700,000	700,000	700,000
TF6012	Discretionary DFG	458,208	90,000	548,208	188,208	90,000	90,000	90,000	90,000
TF6807	Warm Homes on Prescription	416,616	70,000	486,616	206,616	70,000	70,000	70,000	70,000

CODE	SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2024/25 INC FORECAST FOR 2023/24	2024/25	2025/26	2026/27	2027/28
<b>HOUSING TOTAL</b>		<b>4,387,035</b>	<b>860,000</b>	<b>5,247,035</b>	<b>1,807,035</b>	<b>860,000</b>	<b>860,000</b>	<b>860,000</b>	<b>860,000</b>
STRATEGY, PERFORMANCE AND FINANCE									
TA3060	Beacon - New Boiler	0	61,525	61,525		61,525			
TA3061	Beacon - LED Lights	0	81,995	81,995		81,995			
TA3286	Information Technology Investment	0	3,957,476	3,957,476	2,148,326	764,850	762,090	282,210	
TC2007	Clipstone Holding Centre Purchase & Works	0	8,413,250	8,413,250	629,801	4,670,069	3,113,380		
TC2009	Former Belvoir Iron Works	0	1,750,000	1,750,000		1,750,000			
TC3156	Jubilee Bridge Works	0	200,000	200,000		200,000			
TE3250	Shared Prosperity Fund	383,173	0	383,173	90,064	293,109			
TE3251	Rural England Prosperity Fund	842,000	0	842,000	396,000	446,000			
TG1003	Housing Regeneration Loan Facility	0	11,408,071	11,408,071	4,000,000	4,000,000	3,408,071		
<b>STRATEGY, PERFORMANCE AND FINANCE TOTAL</b>		<b>1,225,173</b>	<b>25,872,318</b>	<b>27,097,491</b>	<b>7,264,191</b>	<b>12,267,548</b>	<b>7,283,541</b>	<b>282,210</b>	<b>0</b>
SUSTAINABLE ECONOMIC DEVELOPMENT									
TB3154	Castle Gatehouse Project	3,000,000	1,025,151	4,025,151	395,151	1,630,000	2,000,000		
TI1002	A1 Overbridge Improvements	5,600,000	0	5,600,000	100,000		2,500,000	3,000,000	
TT1000	Towns Fund - 32 Stodman Street Regeneration	3,168,000	7,932,000	11,100,000	3,069,345	4,000,000	4,030,655		
TT1005	Towns Fund - Cycle Town	245,900	4,100	250,000	200,000	50,000			
TT1006	Towns Fund - Cultural Heart of Newark	1,500,000	0	1,500,000		500,000	1,000,000		
TT1007	Towns Fund - Newark Gateway / SISCLOG	4,200,000	0	4,200,000		200,000	4,000,000		
<b>SUSTAINABLE ECONOMIC DEVELOPMENT TOTAL</b>		<b>17,713,900</b>	<b>8,961,250</b>	<b>26,675,150</b>	<b>3,764,495</b>	<b>6,380,000</b>	<b>13,530,655</b>	<b>3,000,000</b>	<b>0</b>
<b>TOTAL GENERAL FUND</b>		<b>24,052,003</b>	<b>61,182,910</b>	<b>85,234,913</b>	<b>20,833,984</b>	<b>25,598,581</b>	<b>29,708,967</b>	<b>6,443,250</b>	<b>2,650,130</b>

CODE	SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2024/25 INC FORECAST FOR 2023/24	2024/25	2025/26	2026/27	2027/28
<b>HOUSING REVENUE ACCOUNT</b>									
<b>PROPERTY INVESTMENT PROGRAMME</b>									
S91100	ROOF REPLACEMENTS		7,003,120	7,003,120		1,050,000	2,738,750	1,713,050	1,501,320
<b>S711</b>	<b>ROOF REPLACEMENTS</b>	<b>0</b>	<b>7,003,120</b>	<b>7,003,120</b>		<b>1,050,000</b>	<b>2,738,750</b>	<b>1,713,050</b>	<b>1,501,320</b>
Split Existing	Kitchens		5,442,500	5,442,500		1,365,000	1,203,280	1,427,670	1,446,550
Split Existing	Bathrooms		3,126,490	3,126,490		750,750	758,670	778,810	838,260
<b>S712</b>	<b>KITCHEN &amp; BATHROOM CONVERSIONS</b>	<b>0</b>	<b>8,568,990</b>	<b>8,568,990</b>		<b>2,115,750</b>	<b>1,961,950</b>	<b>2,206,480</b>	<b>2,284,810</b>
S91300	EXTERNAL FABRIC		1,569,540	1,569,540		378,000	389,340	397,130	405,070
<b>S713</b>	<b>EXTERNAL FABRIC</b>	<b>0</b>	<b>1,569,540</b>	<b>1,569,540</b>		<b>378,000</b>	<b>389,340</b>	<b>397,130</b>	<b>405,070</b>
Split Existing	Doors		415,440	415,440		107,100	105,380	59,300	143,660
Split Existing	Windows		169,260	169,260		107,100	9,080	12,240	40,840
<b>S714</b>	<b>DOORS &amp; WINDOWS</b>	<b>0</b>	<b>584,700</b>	<b>584,700</b>		<b>214,200</b>	<b>114,460</b>	<b>71,540</b>	<b>184,500</b>
S91500	OTHER STRUCTURAL		554,680	554,680		157,500	129,780	132,380	135,020
<b>S715</b>	<b>OTHER STRUCTURAL</b>	<b>0</b>	<b>554,680</b>	<b>554,680</b>		<b>157,500</b>	<b>129,780</b>	<b>132,380</b>	<b>135,020</b>
S93100	ELECTRICAL		3,309,310	3,309,310		756,000	973,350	992,820	587,140
<b>S731</b>	<b>ELECTRICAL</b>	<b>0</b>	<b>3,309,310</b>	<b>3,309,310</b>		<b>756,000</b>	<b>973,350</b>	<b>992,820</b>	<b>587,140</b>
S93300	PASSENGER LIFTS		218,000	218,000		52,500	54,080	55,160	56,260
<b>S733</b>	<b>PASSENGER LIFTS</b>	<b>0</b>	<b>218,000</b>	<b>218,000</b>		<b>52,500</b>	<b>54,080</b>	<b>55,160</b>	<b>56,260</b>
S93500	HEATING		5,696,190	5,696,190		1,386,000	1,427,580	1,356,850	1,525,760
<b>S735</b>	<b>HEATING</b>	<b>0</b>	<b>5,696,190</b>	<b>5,696,190</b>		<b>1,386,000</b>	<b>1,427,580</b>	<b>1,356,850</b>	<b>1,525,760</b>
S93622	PV Invertors	0	871,970	871,970		210,000	216,300	220,630	225,040
S93625	Thermal Comfort		210,000	210,000		210,000	0	0	
S93626	Decarbonisation	2,399,051	8,252,665	10,651,716	919,956.00	1,352,470	1,492,470	1,036,940	5,849,880
New	EPC		2,719,300	2,719,300		157,500	837,080	853,820	870,900



CODE	SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2024/25 INC FORECAST FOR 2023/24	2024/25	2025/26	2026/27	2027/28
S736	ENERGY EFFICIENCY	2,399,051	12,053,935	14,452,986		1,929,970	2,545,850	2,111,390	6,945,820
S95100	GARAGES, FOOTPATHS, WALKWAYS		218,000	218,000		52,500	54,080	55,160	56,260
S751	GARAGE FORECOURTS	0	218,000	218,000		52,500	54,080	55,160	56,260
S95200	ENVIRONMENTAL WORKS		2,092,710	2,092,710		504,000	519,120	529,500	540,090
New	Communal Areas		145,800	145,800		10,500	10,820	15,220	109,260
S95400	Void Works		959,160	959,160		231,000	237,930	242,690	247,540
S752	ENVIRONMENTAL WORKS	0	3,197,670	3,197,670		745,500	767,870	787,410	896,890
S97100	ASBESTOS		261,590	261,590		63,000	64,890	66,190	67,510
S771	ASBESTOS	0	261,590	261,590		63,000	64,890	66,190	67,510
S97200	FIRE SAFETY		924,470	924,470		262,500	216,300	220,630	225,040
S772	FIRE SAFETY	0	924,470	924,470		262,500	216,300	220,630	225,040
S97400	DISABLED ADAPTATIONS		2,932,900	2,932,900		945,000	535,450	689,010	763,440
S774	DISABLED ADAPTATIONS	0	2,932,900	2,932,900		945,000	535,450	689,010	763,440
S97500	LEGIONELLA		156,950	156,950		37,800	38,930	39,710	40,510
S775	LEGIONELLA	0	156,950	156,950		37,800	38,930	39,710	40,510
S98100	BUILDING SAFETY		1,350,510	1,350,510		390,020	369,280	293,930	297,280
S781	BUILDING SAFETY	0	1,350,510	1,350,510		390,020	369,280	293,930	297,280
S99100	PROPERTY INVESTMENT CONTINGENCY		240,000	240,000		60,000	60,000	60,000	60,000
S99102	Investment Programme Fees		2,482,490	2,482,490		576,690	605,020	634,810	665,970
S791	UNALLOCATED FUNDING	0	2,722,490	2,722,490		636,690	665,020	694,810	725,970
	<b>SUB TOTAL PROPERTY INVESTMENT</b>	<b>2,399,051</b>	<b>51,323,045</b>	<b>53,722,096</b>	<b>919,956.00</b>	<b>11,172,930</b>	<b>13,046,960</b>	<b>11,883,650</b>	<b>16,698,600</b>
	<b>AFFORDABLE HOUSING</b>								
SA1031	Site Acquisition (Incl RTB)	0	2,310,532	2,310,532	849,970	1,460,562.00			
SA1033	Yorke Drive Estate Regeneration	986,766	16,960,026	17,946,791	2,946,641	5,000,050.20	5,000,050.20	2,500,025	2,500,025.10
SA1080	Phase 5	0	7,100,100	7,100,100	2,791,100	4,309,000.00			

CODE	SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2024/25 INC FORECAST FOR 2023/24	2024/25	2025/26	2026/27	2027/28
New	Phase 6	0	10,700,000	10,700,000		3,210,000.00	7,490,000.00		
SC2000	Careline Analogue to Digital	0	460,540	460,540	140,540	320,000.00			
SC2002	New Housing Management System	0	856,000	856,000	521,000	335,000.00			
<b>SUB TOTAL AFFORDABLE HOUSING</b>		<b>986,766</b>	<b>38,387,198</b>	<b>39,373,964</b>	<b>7,249,251</b>	<b>14,634,612</b>	<b>12,490,050</b>	<b>2,500,025</b>	<b>2,500,025</b>
<b>TOTAL HOUSING REVENUE ACCOUNT</b>		<b>3,385,817</b>	<b>89,710,243</b>	<b>93,096,060</b>	<b>8,169,207</b>	<b>25,807,542</b>	<b>25,537,010</b>	<b>14,383,675</b>	<b>19,198,625</b>



Report to: Cabinet Meeting - 20 February 2024  
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance  
 Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive  
 Lead Officer: Nick Wilson, Business Manager - Financial Services, Ext. 5317

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	2024/25 to 2027/28 Medium Term Financial Plan
<b>Purpose of Report</b>	To present the Council’s Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2024 and 31 March 2028 (2024/25 to 2027/28).
<b>Recommendations</b>	It is recommended that Cabinet recommends to Full Council on 7 March 2024, for approval, the 2024/25 to 2027/28 Medium Term Financial Plan (MTFP).
<b>Alternative Options Considered</b>	Not applicable, the MTFP is an essential element in the Council’s financial framework.
<b>Reason for Recommendations</b>	To provide a framework to support the Council’s future spending plans.

## 1.0 Background

- 1.1 The MTFP (**Appendix A**) aims to provide Members and officers with a clear financial framework for delivering the Council’s Community Plan objectives over the next four financial years.
- 1.2 Updating the Council’s MTFP is an essential pre-requisite to the annual budget setting process for future years.

## 2.0 Proposals

- 2.1 The MTFP shows that the Council is able to set a balanced budget for 2024/25, though will need to reduce expenditure and/or increase income to pay for service delivery in future years.
- 2.2 The Council will need to continually consider how best to manage demand for its services, as well as continually monitor and review how it best delivers each service.

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.

**2024/25 TO 2027/28 MEDIUM TERM FINANCIAL PLAN (MTFP)**

The council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2023 and 31 March 2027 (2023/24 to 2026/27) was approved by Full Council on 8 March 2023.

This document seeks to update the MTFP's assumptions on expenditure, income and financing for the four years between 2024/25 and 2027/28 (2024/28).

The main aims of the MTFP are to:

- a) deliver the council's Community Plan objectives over the life of the relevant Community Plan;
- b) clearly present the council's current predictions of its financial position between 2024/25 and 2027/28; and
- c) enable members to make decisions which ensure the council's future financial sustainability.

The MTFP tries to do this by:

- a) bringing together in one place all known factors which will affect the council's financial position; and
- b) matching how the council plans to spend to deliver its Community Plan objectives with the expected resources available to fund that spend.

**1.1 Financial Projections**

The table below shows high level budget projections for the next four years, assuming annual increases of 2.99% in the rate of average band D council tax (excluding local precepts), together with annual increases in the council tax base based on forecast housing growth.

Table 1

	<b>2024/25 (£m)</b>	<b>2025/26 (£m)</b>	<b>2026/27 (£m)</b>	<b>2027/28 (£m)</b>
Net Service Expenditure (less capital charges)	19.787	20.749	20.718	21.376
Total Other Expenditure	0.092	1.348	2.250	2.250
<b>Total Expenditure</b>	<b>19.879</b>	<b>22.097</b>	<b>22.968</b>	<b>23.626</b>
Business Rates: receivable annually	(9.117)	(9.597)	(9.597)	(9.597)
Business Rates: other adjustments	(0.093)	0.000	0.000	0.000
Council Tax: receivable annually	(8.286)	(8.614)	(8.955)	(9.307)
Council Tax: other adjustments	0.117	0.000	0.000	0.000
Other Grants	(3.294)	(2.597)	(0.407)	(0.353)
Contribution (to) or from Reserves	0.994	0.272	0.278	0.283
<b>Funding Shortfall prior to Mitigations</b>	<b>0.200</b>	<b>1.551</b>	<b>4.277</b>	<b>4.642</b>

**1.2 Financial Landscape**

The government has had plans to reform the local government finance system for a number of years. The government initially intended for these reforms to take effect from 2020/21. It has now delayed these reforms further to 2026/27 at the earliest.

The reforms of the system are principally to increase the proportion of non-domestic rates (NDR) ('business rates') retained locally; and to make fairer the government's annual funding allocations for local authorities.

The impact of the government's decision to delay the reform to the system has been positive on the funding position of Newark and Sherwood District Council. The delay in re-setting the NDR baseline has meant that expected NDR income in 2023/24 to 2025/26 is c£12.3m higher than forecast within the MTFP that was approved on 8 March 2022.

As it is not known how exactly the local government finance system will change or from when these changes will take effect from, the council's current modelling of funding projections for 2026/27 and future years are subject to high levels of volatility.

The scope of reforms is still uncertain which would include the Fair Funding Review, a reset in the baseline for Business Rates Funding and changes to New Homes Bonus.

It is expected, however, that the government's changes to the local government finance system will incorporate transitional arrangements where appropriate, and that changes will be made manageable for individual authorities or classes of authorities.

Officers will closely monitor the government's announcements relating to the local government finance system and assess the implications of these on the council's funding for 2026/27 and future years.

### **1.3 Fair Funding Review**

The government is reviewing how it assesses the relative needs and resources of English local authorities, so that it can distribute funding to councils based on a more robust and up-to-date approach. Its review (the Fair Funding Review) aims to address concerns that the current formula for determining each council's Baseline Funding Level (BFL) is unfair, out of date and overly complex.

The government now plans to use an updated approach to distributing funding to councils expected from 2026/27. Much of the data that Government hold in relation to the current formula relates to 2013/14 and before hence significant work is necessary in order to recalibrate the formulae.

The Fair Funding Review will have an enormous effect on the Council's budget because it will affect the amount of BFL the government will give the council in future years, and thus also the amount of business rates the council can retain. As per the table in section 1.1, business rates are expected to account for a large proportion of the council's total expenditure (excluding capital charges) in each year of the council's MTFP.

### **1.4 Retained Business Rates**

The introduction of the current 50% business rates retention system in 2013/14 has allowed councils which have increased their locally raised business rates income since this time to benefit from the additional income generated.

The government plans to implement a reformed business rates retention system, though for changes not to take place until 2026/27 at the earliest. The reforms aim to:

- give local authorities greater control over the money it raises;
- support local economic growth;
- update the balance of risk (of loss) and reward (for growth) in the system; and
- make the system simpler and income less volatile.

Two main changes have been proposed for the business rates retention system. These are:

- 1) to increase the proportion of business rates retained locally from 50% to 75% or 100%; and
- 2) to reset the Business Rates Baseline (BRB).

The BRB is the government's prediction of how much each council is able to raise locally in business rates.

As the government intends to reform the business rates retention system in a way which is fiscally neutral, councils currently benefitting from growth in locally raised business rates income could see some of this income transferred to councils with reduced Business Rates Baselines.

Nonetheless, the planned increase in proportion of NDR retained locally means that promoting economic growth and inward investment will become ever more crucial to ensuring the council's sustainability going forward.

The council's MTFP accounts for planned reforms to the NDR retention system, though amounts for 2026/27 and future years are subject to higher levels of volatility. These have been modelled with the assistance of Pixel, the Council's external advisors who assist many authorities on national funding.

### **2024/25 Business Rates**

Under the NDR system, businesses pay councils based on the open market rental value of their business property, as estimated by the government's Valuation Office Agency (VOA). The rate payable by small businesses in 2024/25 will be 49.9p per pound (49.9%) of their property's rateable value, and the rate payable by other businesses will be 54.6p (54.6%).

Within the draft LGFS the government have changed the mechanism for the multiplier. Previously all businesses paid the small business multiplier, with those businesses with a rateable value (RV) of over £51,000 then paying an additional supplement (last year an additional 1.3p hence 51.2p in the pound). Within the LGFS government have separated the multipliers in order to inflate them separately. Therefore, being able to increase the charges to businesses occupying premises with an RV of over £51,000 without having to increase charges to businesses occupying premises with an RV less than that. They have chosen to freeze the multiplier at 49.9p for those properties with an RV less than £51,000.

The original legislation set out that the multiplier should increase by CPI for September in each year, but in practice the multiplier has been frozen since 2021/22. It had also not increased by CPI, but RPI, in some of the preceding years.

The government compensates local authorities for their decisions relating to business rates through s31 grants, and hence the Council does not lose out for the decision to freeze the multiplier (and in the previous years applied RPI increases rather than CPI).

The council is budgeting to retain £9.117m of business rates for 2024/25. This includes the £3.986m from the LGFS; additional income, such as local growth above this baseline and from relevant renewable energy projects; and offset by additional expenditure; such as the levy on additional income.

Below are some of the key risks which could affect the amount of business rates income collected and thus retained in future years:

- slower than anticipated local economic growth, or local economic growth at a rate less than the change in Consumer Price Index (CPI) used to determine annual business rates payable;
- successful backdated appeals from businesses regarding the amounts of business rates payable in previous years;
- uncollectable debts which need to be written off; and
- unpredictable increases in the amounts of discretionary reliefs granted to businesses.

Currently, the Council use external consultants Analyse local, who assist the Council with forecasting losses in RV based on future appeals that may come forward. For the 2024/25 financial year £0.400m has been set aside in order to provide for any successful appeals.

If appeals that the council has provided for (set money aside) are unsuccessful or are successful but cost the council less than the amount set aside for these appeals, the council can release the surplus provisions back into the Collection Fund, in order that this may then be re-distributed back to the council and its preceptors. Similarly, where appeals are settled higher than funds set aside, an additional charge would need to be levied from the council and its preceptors in order to fund the deficit arising.

## **1.5 Council Tax**

Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.

An authority's relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council includes the levy that Internal Drainage Boards charge the council. These are the Upper Witham Internal Drainage Board and the Trent Valley Internal Drainage Board.

Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5.00 without holding referenda. For 2018/19 and 2019/20, the core principle was 3%; and for all other years, the core principle was 2%.

The proposed core principle for 2024/25 is 3%. The government's proposed council tax referendum principle for shire district councils therefore permits increases in the council's 2023/24 relevant basic amount of council tax of up to (and including) the greater of 2.99% or £5.00 without holding a referendum.



The council calculates how much annual council tax income it can receive by multiplying the council tax base (CTB) by the average band D council tax rate. The council tax base is the total number of properties equivalent to band D which are liable for council tax after discounts, exemptions and premia.

The council’s MTFP assumes that the 2024/25 CTB will be 1.8% higher than the 2023/24 CTB, and that there will be an increase of 400 band D equivalents in CTB for 2025/26 and subsequent years.

The table below shows the additional income the council would expect to receive over the four years of the MTFP, based on council tax increases of 2.99% in 2024/25, compared to if council tax was frozen at the 2023/24 level during 2024/25 but increased by 2.99% annually thereafter:

Table 2

<b>Effect of council tax changes</b>	<b>2024/25 (£m)</b>	<b>2025/26 (£m)</b>	<b>2026/27 (£m)</b>	<b>2027/28 (£m)</b>	<b>MTFP (£m)</b>
Additional income from 2.99% increase in all years	0.241	0.250	0.260	0.270	<b>1.021</b>

**1.6 New Homes Bonus (NHB)**

New Homes Bonus (NHB) is a government grant paid to councils to incentivise local housing growth, based on the extra council tax income raised from new homes. NHB is paid to councils with growth in their housing stock above 0.4% of their existing council tax base.

The government plans to consult on the future of NHB, with a view to implementing reform in 2025/26.

Details of the government’s final NHB allocations for 2024/25 and the three years previous are in the table below.

Table 3

<b>Year</b>	<b>2021/22 (£m)</b>	<b>2022/23 (£m)</b>	<b>2023/24 (£m)</b>	<b>2024/25 (£m)</b>
<b>Total</b>	1.187	1.573	0.888	0.327

NHB is not ring-fenced, and thus can be used to fund either revenue or capital expenditure. To-date, the council has not needed to budget to use NHB to fund its General Fund revenue expenditure, as budgeted funding from council tax, business rates and other sources has been sufficient.

In previous years, NHB has been used to fund key regeneration projects. This is expected to continue. As capital resources are scarce, the termination of multi-year payments on new NHB allocations will have significant impact on capital resources.

100% of the receipt of NHB has been budgeted to be received and transferred to the Capital Provision in order to fund short-life capital assets.

As per section 1.2, NHB is within scope of the proposed reforms to the local government finance system. As such, councils are not expected to receive NHB in 2025/26 or future years.

**1.7 Income from Fees and Charges**

The council's income from fees and charges for statutory and discretionary services is an essential part of the council's General Fund revenue budget. Section 93 (Power to charge for discretionary services) of the *Local Government Act 2003* requires charges to be set such that taking one financial year with another, the income from charges for a service does not exceed its costs of provision.

Discretionary services are those for which the council has the power, but not duty, to provide; though also include additions or enhancements to statutory services that the council provides above standards legislated for.

The Action Plan to the Commercial Strategy approved at Policy and Finance Committee on 27 January 2022 set the expectation that new areas for charging and understanding price elasticity of demand on existing charges would be reviewed to ensure that discretionary charges are set at the right levels and for the right activities. The council should ensure that fees and charges for discretionary services are set which:

- ensure the maximum revenues possible;
- are allowed by the council's Corporate Fees and Charges Policy; and
- are socially and politically acceptable.

The tables in section 1.10 identifies further fees and charges income as key to bridging the council's funding gap. It is anticipated that new annual income of £0.200m will be generated by delivering the Commercial Strategy. This may be by stretching existing fees and charges income targets, new income streams, and/or a combination of both. Individual projects which will contribute to this target are described at table 5 in section 1.10 below.

## **1.8 Reserves and Balances**

Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made.

The council has reviewed the adequacy of its useable financial reserves to ensure that these are neither too low (imprudent) or too high (overprudent) based on their purpose and likely use.

Council's generally hold useable reserves for three purposes:

- as a working balance, to mitigate the impact of uneven cash flows;
- as a contingency, to mitigate the impact of unexpected events or emergencies; and
- as earmarked reserves, to pay for known or predicted future requirements.

The council's £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.

**Appendix B** shows the balances which comprised the council's total reserves at the end of 2022/23. It also shows the balances expected to comprise the council's total reserves at the end of 2023/24 to 2027/28.

Over the years, the council's reserves have been used, for reasons such as to: cover the cost of one-off events not budgeted for; and support and improve service delivery. Whilst this principle still exists, the council has set up a Medium Term Financial Plan reserve, in order to mitigate future pressures based on the uncertainty over local government funding. This reserve will be released over the medium-term in order to smooth the impact of anticipated funding reductions arising from changes in the local government funding formula.

Members and officers are required to ensure the council operates as a going concern: that the council will continue to fulfil its functions for the foreseeable future. If this were not the case, for example, because of an imprudent use of council reserves, the council's external auditors would be required to express a going concern opinion (GCO). A GCO would be the external auditor's way of expressing significant doubt on the council's ability to operate longer-term.

### **ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES**

The *Local Government Act 2003* requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves.

The council's total forecast General Fund revenue and capital reserves and fund balance to 31 March 2025 is £34,300,927.

The budget has been prepared in accordance with the budget strategy approved by Cabinet on 11 July 2023. The same strategy has been adopted for the period of the MTFP.

The Section 151 Officer also notes that in the future, all local authorities, and in particular district councils, will face a reduction in core funding from the Government once changes to the current funding regime (in particular New Homes Bonus and Business Rates). The Section 151 Officer is closely monitoring the progress of the Fair Funding Review, the government's departmental multi-year Spending Review and the redesign of the national Business Rates Retention System. The council's current projections within the Medium Term Financial Plan (MTFP) make prudent and robust assumptions around the likely level of funding in light of these government-led reviews.

#### **1.9 Assumptions made within the MTFP**

Finance officers and budget holders have developed detailed budgets for 2024/25 and future years. Officers have used the information available to them (past, present and future), and have made appropriate assumptions where the relevant information has been unavailable to them.

A 5% increase in basic pay has been assumed for 2024/25 and 5% for each subsequent year of the council's MTFP.

If the 2024/25 pay award is agreed at a higher rate than the 5% increase in basic pay assumed, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. Section 1.11 examines this in more detail.

Most non-pay expenditure budgets have been uplifted by 5% in each year of the council's MTFP. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, have been increased in line with contractual obligations.

The council's General Fund revenue budget is charged for the purchase or creation of fixed assets where capital resources are unavailable at the time. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2023/24, which is recommended by the Audit and Governance Committee on 21 February 2024 for approval by Full Council on 7 March 2024.

### Assumptions not made in the MTFP

The Government have recently issued all waste collecting authorities indicative capital transition costs for the introduction of weekly food waste collections. Within Nottinghamshire it has been agreed with Government that this service would not begin until 2027. Currently there have been limited conversations with Government regarding funding of this service, from an on-going revenue and a cyclical capital perspective. Government have indicated that there will be funding available for ongoing revenue costs, albeit there has been no detail to hand as yet. Due to this, there have been no costs for the running of this service accounted for within this MTFP. This will be reviewed further during the year and once further information is available, the MTFP will be revised at that point.

#### 1.10 Proposed strategy for bridging the funding gap

The table below shows the contributions to and from reserves currently projected for each year of the council's MTFP (as described at the table in paragraph 1.1), and the actions currently proposed to mitigate the annual contributions from reserves projected for 2023/24, 2024/25 and 2025/26:

Table 4

	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)
<b>Funding Shortfall prior to Mitigations</b>	<b>0.200</b>	<b>1.551</b>	<b>4.277</b>	<b>4.642</b>
Dividends from Arkwood Developments Ltd	-	(0.500)	(0.650)	(0.650)
Savings from service reviews	-	(0.100)	(0.170)	(0.170)
Savings/efficiencies from making business processes more efficient	-	(0.100)	(0.150)	(0.150)
Increased income from the council becoming more commercial	-	(0.100)	(0.200)	(0.200)
Use of MTFP reserve to offset contributions from reserves in future years	(0.200)	(0.751)	(3.107)	(1.845)
<b>Proposed General Fund Funding Gap</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.627</b>

As per Appendix B the MTFP reserve is expected to have a closing balance at the end of March 2024 of £8.108m. As per table 4 above the proposed utilisation of balances from the MTFP reserve during 2024/25 to 2027/28 will leave a balance of £2.205m at the end of March 2028.

Officers will continue to work with Members to review the inherent deficit and address the longer-term financial sustainability of the authority.

As the Council has received, for a number of years, return funding from the Nottinghamshire Business Rates Pool in relation to the local growth retained (split with Nottinghamshire County Council), a forecast of the additional funding to be generated next financial year has been made of £0.800m. This has now been budgeted for within the main budget, and hence is now not shown in the table above.

Each update to this MTFP will therefore report on progress against each of the headings in the table above, to ensure that each year's budget is balanced.

Since 2010, the council has made significant savings in line with government grant reductions. Though further savings may become harder to identify and deliver, particularly from spend not on employees (as mentioned in section 1.11), it is essential that the council continues to identify areas where spend can be reduced and/or income increased. This is so that the council can continue to operate sustainably longer-term.

The council's total income will need to increase significantly, if it is to continue delivering and improving the services it currently provides and not use its reserves to cover the deficits currently anticipated for 2024/25 and future years.

Councils are severely restricted in how much funding they can raise from council tax increases without holding referenda. As mentioned in sections 1.5, the council can increase council tax in 2023/24 by the greater of 2.99% or £5.00 without holding a referendum. A 1% increase in council tax is equivalent to £80,453 of net expenditure.

The council's Commercial Strategy and Action Plan, approved by Policy and Finance Committee on 27 January 2022, aims to make Newark and Sherwood an *"innovative and entrepreneurial Council that continually achieves positive annual financial contributions; by generating new revenue and delivering cost reductions, through trading and business improvements"*. The council has begun to benefit from the projects which have been completed to date since the Commercial Plan 2017-18 to 2020-21 was approved in October 2017 and expects to increasingly benefit in future years from the implementation of the current strategy. The council's work across the district (externally) and with services council-wide (internally) will be crucial to enabling the council's future sustainability and growth. This is particularly as changes to the local government finance system increase the rewards for councils able to facilitate local economic growth.

At the Cabinet meeting 11 July 2023, an update report was presented, informing Members of progress against the Commercial Plan. The table below updates further progress against those projects identified:

Table 5

Project/Activity	Business Unit Lead	Detail	Expected income (£)	January 2024 Update
Development of Town Centre Brown Field Land	Corporate Property	Corporate property assessed the small areas of land in town centres (brownfield land not utilised) the Council owned to scope if these areas of land could be developed into contract car parking. As a result of this the area of land next to Newark Hospital (Bowbridge Road) was identified for car parking. Planning permission has been granted and the development expected to be completed by February 2024. The residual land has been valued and is being considered for sale to either Arkwood or the council's Housing Revenue Account (HRA) before possibly testing the open market.	£100,000	included in MTFP 23/24 onwards
<a href="#">Development of Clipstone Holdings</a>	Corporate Property	Clipstone holdings site has now been purchased (freehold) to allow the Council to have flexibility of use and development. The site is being cleared and detailed design of the development is now being progressed with the aim of having a green employment park complemented by modern mixed-use sports facilities, education (a land management economy focus) and well-being provision in partnership with the Clipstone Miners Welfare Trust and YMCA. Site clearance is underway and construction work is anticipated to start on site during 2024/25.	£224,000	Included in MTFP £0.112 25/26 full £0.224 26/27 onwards

<p>Industrial Units at Crew Lane, Southwell</p>	<p>Corporate Property</p>	<p>The 6 industrial units on this site have reached end of life and require some investment and 4 of the units are not occupied by tenants as these are not fit for purpose. A feasibility study of the site has been undertaken in order to examine the refurbishment options to modernise the units. This involves utilising the current structures but modernising the units by installing WCs to all plots, small kitchenettes, low-carbon, energy efficient buildings, fire compartmentation works, new door systems and windows. After some market testing, the units will be designed to suit potential new incoming tenants. There is also an opportunity to create a secure external storage area for larger items along the open perimeter of the site. It is anticipated that a report will be brought to Cabinet in March relating to this</p>	<p>£49,615</p>	<p>Not yet reflected within the MTFP</p>
<p>Expand the CCTV Partnership</p>	<p>Public Protection</p>	<p>Public Protection looked to increase the number of partners in the shared CCTV services to deliver savings and shared resilience. The current partners are Newark and Sherwood, Broxtowe, and Ashfield. Rushcliffe has now entered a temporary arrangement to join the CCTV partnership. This will be £7,200 per year for a three-year period. The same resource can be used to cover the additional cameras and the additional of another partner reduces the running costs for all current partners.</p>	<p>£2,400</p>	<p>£2,400 reduction in expenditure reflected in 24/25 budget onwards</p>

The table below shows which areas have the biggest increases in expenditure budgets in each of the last three years of the council's MTFP, compared to the equivalent budget in the year before:

Pressures	Increase in 2025/26 budget, compared to 2024/25 budget (£m)	Increase in 2026/27 budget, compared to 2025/26 budget (£m)	Increase in 2027/28 budget, compared to 2026/27 budget (£m)
Employees	0.901	0.884	1.117
Electricity and gas costs	0.032	0.032	0.025

### 1.11 Risks Associated with the Budget Process

Budgets are only as accurate as the data available at the time they are developed. There are therefore risks that the proposed budgets in the council's MTFP will differ significantly from reality (actual expenditure and income). Some of the factors which could cause adverse variances are:

- higher than expected inflation and/or interest rates;
- the council receiving lower than expected amounts of grant funding and/or other income;
- the future differing significantly from the initial budgets proposed at the time of developing the MTFP;
- volatility of certain budget lines between years;
- underachievement of expected savings and/or efficiencies;
- unforeseen events and emergencies;
- unforeseen insurance costs or legal claims;
- lower than expected business rates growth.

Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made. This section fulfils that requirement.

In considering the council's proposed budget for 2024/25 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £80,453 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £42,532 of net expenditure.

Various assumptions were required to be made when preparing the proposed MTFP budgets. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

#### **Employee costs**

Employee costs form a significant proportion of all district council budgets. Employee costs comprise 50% of the council's proposed controllable service expenditure budget for 2024/25 (total spend, excluding spend on capital costs, internal recharges and Housing Benefit payments).

This makes it less likely to achieve savings solely by reducing non-employee spend. It also means that the council would need to use a greater proportion of its reserves if the costs of future years' pay awards exceed the 5% pay award currently budgeted for 2024/25 and/or the 5% pay awards currently budgeted for subsequent years.



Currently vacancies are expected to amount to around 3.1% of total employee spend to the year end of 2023/24, albeit this is the quarter three forecast and outturn will potentially be different to this. In previous years 5% has been the experience that the Council has seen. With this in mind a forecast of 5% in 2024/25 and all future years.

**Income**

A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets and have considered factors expected to affect future income levels, to ensure the 2024/25 income budgets for services have been set at levels considered achievable. Officers will monitor this closely over the coming year and revised forecasts over the medium term will be updated for the MTFP to be developed for the 2024/25 - 2027/28 years.

Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost around £48,000 in 2024/25.

**Interest rates**

The proposed MTFP budgets include amounts for interest payable and interest receivable. This is because the council expects that it will both borrow money and lend money throughout the four years of the MTFP.

The council anticipates that it will use fixed interest rate loans when borrowing. This is so that the council knows exactly how much its loans will cost over their durations, and as this mitigates against the risk of interest rates and thus costs rising significantly over the loan period. As borrowing would be for longer than four years, the risk of the council being unable to borrow to repay existing debt (refinancing risk) does not apply.

The budgeted amounts have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2024/25 will likely differ from those budgeted.

The impact of a 1% change in interest rate would be insignificant on the council's overall budget.

**Inflation**

Most income budgets and non-pay expenditure budgets have been uplifted by 5%. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, have been increased in line with contractual obligations.

The most recent month for which inflation data was available at the time of writing, December 2023, had a 4.2% increase in inflation (Consumer Prices Index (CPI)) from December 2022.

The small differences anticipated between actual inflation rates and the 5% budgeted for are expected to have insignificant impact on the council's budget.

### **1.12 Capital Investment Programme and Funding**

The overall proposed General Fund Capital Programme for the period from 2024/25 and 2027/28 totals £64.400m. £13.219m is financed by external grant funding for Towns Fund Projects, Shared and Rural Prosperity Funds and Disabled Facilities Grant (DFG's). The DFG funding is received via the Better Care Fund (BCF) and is subject to an annual bidding process.

Other external financing in the form of contributions from external partners amounts to £0.220m. £0.170 of S106 funding towards the plans to reinvigorate Sherwood Avenue Park, along with a contribution from Newark Town Council. A project made possible by Shared Prosperity Grant.

Council internal capital resources employed amount to £15.126m, which relates to the Council's contribution to the acquisition of the former Belvoir Iron Works, the redevelopment of Clipstone Holding Centre, Yorke Drive Pavilion, the remaining remedial works required at Southwell Leisure Centre and replacing parts of the Council's refuse fleet and other equipment.

In 2025/26 to 2026/27 Community Infrastructure Levy receipts will be used to finance the cost of £5.5m to improve the A1 overbridge at Fernwood. This bridge is part of the highways mitigation work to deliver the expansion of Fernwood.

Borrowing is the balancing figure for the capital expenditure at £30.289m. This type of financing attracts a charge to revenue called the Minimum Revenue Provision (MRP) calculated using the asset life method as approved by Council within the Treasury Management Strategy each year. The current method approved is the asset life method. This apportions notional borrowing incurred over the life of the asset, which is in line with the timeline for receiving economic benefits generated by the asset.

	Actual Balance at 31st March 2023	Estimated Balance at 31st March 2024	Estimated Balance at 31st March 2025	Estimated Balance at 31st March 2026	Estimated Balance at 31st March 2027	Estimated Balance at 31st March 2028
<b>General Fund Revenue Reserves</b>						
<b>Council Funds</b>						
MTFP Reserve	(6,191,528)	(8,107,988)	(7,907,988)	(7,156,988)	(4,049,988)	(2,204,988)
Collection Fund Budget	(1,074,310)	0	0	0	0	0
<b>Total Budget Funding Reserves</b>	<b>(7,265,838)</b>	<b>(8,107,988)</b>	<b>(7,907,988)</b>	<b>(7,156,988)</b>	<b>(4,049,988)</b>	<b>(2,204,988)</b>
Election Expenses Fund	(46,224)	(127,198)	(167,898)	(210,638)	(255,518)	(255,518)
Insurance Fund Excesses & Self Insured	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
ICT & Digital Services	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)
Repairs And Renewals Fund	(2,413,828)	(2,234,198)	(1,934,198)	(1,934,198)	(1,934,198)	(1,934,198)
Domestic Homicide Review	(10,000)	(9,700)	(9,700)	(9,700)	(9,700)	(9,700)
Training Provision	(281,300)	(271,300)	(271,300)	(271,300)	(271,300)	(271,300)
Planning Costs Fund	(201,140)	(119,940)	(119,940)	(119,940)	(119,940)	(119,940)
Growth And Prosperity Fund	(127,366)	(127,366)	(127,366)	(127,366)	(127,366)	(127,366)
CSG/Enforcement Reserve	(30,910)	(76,610)	(76,610)	(76,610)	(76,610)	(76,610)
Management Carry Forwards	(1,207,890)	0	0	0	0	0
Flood Defence Reserve	(250,000)	(50,000)	(20,000)	(20,000)	(20,000)	(20,000)
NNDR Volatility Reserve	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Community Initiative Fund	(100,888)	(110,888)	(110,888)	(110,888)	(110,888)	(110,888)
Asset Maintenance Fund	(500,000)	(217,040)	(17,040)	(17,040)	(17,040)	(17,040)
Capital Project Feasibility Fund	(321,608)	(98,120)	(258,120)	(258,120)	(258,120)	(258,120)
Community Engagement	(79,441)	(17,825)	(17,825)	(17,825)	(17,825)	(17,825)
Theatre Centenary Legacy	(14,339)	(14,339)	(14,339)	(14,339)	(14,339)	(14,339)
Commercial Plan Invest to Save	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Workforce Development Reserve	(200,000)	(146,971)	(146,971)	(146,971)	(146,971)	(146,971)
Capital Financing Provison	(517,750)	(193,097)	(16,683)	(16,683)	(16,683)	(16,683)
<b>Total Earmarked for Known Pressures</b>	<b>(7,187,684)</b>	<b>(4,699,592)</b>	<b>(4,193,878)</b>	<b>(4,236,618)</b>	<b>(4,281,498)</b>	<b>(4,281,498)</b>
Building Control Surplus	(83,912)	(83,912)	(83,912)	(83,912)	(83,912)	(83,912)
Museum Purchases Fund	(45,784)	(45,784)	(45,784)	(45,784)	(45,784)	(45,784)
Community Safety Fund	(123,219)	(122,219)	(122,219)	(122,219)	(122,219)	(122,219)
Homelessness Fund	(480,542)	(608,870)	(863,290)	(863,290)	(863,290)	(863,290)
Revenue Grants Unapplied	(869,636)	(692,492)	(692,492)	(692,492)	(692,492)	(692,492)
Energy & Home Support Reserve	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)
Community Lottery Fund	(12,063)	(9,063)	(9,063)	(9,063)	(9,063)	(9,063)
Homes for Ukraine Fund	(319,538)	(345,256)	(345,256)	(345,256)	(345,256)	(345,256)
Mansfield Crematorium	(159,360)	(159,360)	(159,360)	(159,360)	(159,360)	(159,360)
<b>Total Ring Fenced Reserves</b>	<b>(2,197,225)</b>	<b>(2,170,127)</b>	<b>(2,424,547)</b>	<b>(2,424,547)</b>	<b>(2,424,547)</b>	<b>(2,424,547)</b>
Change Management/Capital Fund	(14,171,531)	(8,749,078)	(3,850,271)	(1,211,562)	(1,211,562)	(1,211,562)
General Fund Working Balance	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
<b>Total Un-ringfenced Reserves</b>	<b>(15,671,531)</b>	<b>(10,249,078)</b>	<b>(5,350,271)</b>	<b>(2,711,562)</b>	<b>(2,711,562)</b>	<b>(2,711,562)</b>
<b>Total General Fund Revenue Reserves</b>	<b>(32,322,278)</b>	<b>(25,226,785)</b>	<b>(19,876,684)</b>	<b>(16,529,715)</b>	<b>(13,467,595)</b>	<b>(11,622,595)</b>
General Fund Capital Receipts	0	(320,238)	(89,787)	(1,737,722)	(472)	(472)
GF Grants & Contributions Unapplied	(14,047,491)	(12,853,097)	(14,334,457)	(13,218,757)	(11,428,757)	(10,568,757)
<b>Total Capital Reserves</b>	<b>(14,047,491)</b>	<b>(13,173,335)</b>	<b>(14,424,244)</b>	<b>(14,956,479)</b>	<b>(11,429,229)</b>	<b>(10,569,229)</b>
<b>Total General Fund Revenue and Capital Reserves</b>	<b>(46,369,769)</b>	<b>(38,400,119)</b>	<b>(34,300,927)</b>	<b>(31,486,193)</b>	<b>(24,896,823)</b>	<b>(22,191,824)</b>



Report to: Cabinet Meeting - 20 February 2024  
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance  
 Director Lead: Deborah Johnson - Customer Services & Organisational Development  
 Lead Officer: Sarah Lawrie, Business Manager - HR & Training, Ext. 5447

Report Summary	
<b>Type of Report</b>	Open Report, Non-Key Decision
<b>Report Title</b>	Pay Policy Statement 2024/25
<b>Purpose of Report</b>	To approve the proposed Pay Policy Statement for 2024/25 which we are required to produce annually in accordance with Section 38 (1) of the Localism Act 2011.
<b>Recommendations</b>	That Cabinet recommend the Pay Policy Statement for 2024/25 to Full Council for approval.
<b>Alternative Options Considered</b>	Not applicable, the publication of the Pay Policy Statement is required by the Localism Act 2011.
<b>Reason for Recommendations</b>	To ensure compliance with Section 38 (1) of the Localism Act 2011.

## 1.0 Background

1.1 In accordance with Section 38 (1) of the Localism Act 2011, Newark and Sherwood District Council along with all other English and Welsh local authorities were required to produce a Pay Policy Statement each financial year commencing April 2012. In complying with the duties in respect of pay accountability the Council must have regard to any guidance issued or approved by the Secretary of State in summary.

## 1.2 Pay Issues – The National Living Wage

The National Employers for local government services (LGS) represent the employers of over 1.5m local government workers in England, Wales and Northern Ireland. The local government workforce is the largest public sector workforce in the country and on average is also the lowest paid. Employees work in all parts of the community delivering vital public services for councils, schools, fire authorities, social care and thousands of other areas.

Since its introduction in 2014, the NLW has proven to be a challenge because of its constant close proximity to the bottom end of the LGS national pay spine, which is used by most councils. This has led to pay increases over the past few years to be bottom loaded at the bottom of the pay spine and has eroded the differentials in pay. For example:

The 2022 and 2023 local government pay awards of a flat rate £1,925 on most pay points on the pay spine meant pay was increased by 21% on the bottom pay point to 8% at the top of the pay spine.

#### 1.4 Recruitment & Retention

Recruitment and retention remains challenging with more jobs than jobseekers, coupled with the cost of living, jobseekers are being choosy and selecting roles that pay more. Many sectors are also experiencing skills shortages. Whilst some of our benefits are generous, we are behind on base pay in the jobs market across a wide range of roles.

#### 1.5 Review of Pay and Market Supplements

Full Council approved the recommendation to review pay and market supplements alongside the 2023/24 Pay Policy Statement. Research has been carried out and a review of a number of elements of Pay & Reward is ongoing.

### **2.0 Proposal and Reasons for Recommendation**

- 2.1 A copy of the full Pay Policy Statement has been appended to this report for review (refer to **Appendix A**). Please note that where the Statement includes links to other policies these will be set up once the document is published on the Council's website.

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **3.1 Financial Implications**

All costs associated with this document have been accounted for in the 2024/25 budget.

#### **3.2 Equality Implications**

Due regard has been given to equality in relation to this document.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.

**NEWARK & SHERWOOD DISTRICT COUNCIL**

**Pay Policy Statement 2024/25**

**1. Introduction**

1.1 This document sets out a Statement of Pay Policy for Newark & Sherwood District Council (the Council) for 2024/24 as required under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation. Pay details within this Statement are shown at rates as of 1 April 2023. At the time of writing, no pay claim for the period of 2024/25 has been received. Once the 1 April 2024/25 pay award has been finalised this Statement will be revised to reflect the new rates.

**2. Objectives of the Policy**

2.1 The objectives of the policy are to ensure:

- transparency in respect of the arrangements for rewarding staff in the organisation and fairness in respect of the reward relationship between the highest and lowest paid; and
- that all decisions on pay and reward for Chief Officers comply with the parameters defined within this Pay Policy Statement.

**3. Policy Statement**

3.1 The Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges;
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- operates within the provisions of Chief Officers pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- operates within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services; and
- is affordable and transparent.

#### **4. Scope of the Policy**

##### **4.1 Individuals Affected**

This policy covers all employees within the organisation including those defined as Chief Officers within Section 2 of the Local Government and Housing Act 1989.

##### **4.2 Council Policies**

4.2.1 This statement sets out the Council's policy with regards 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.

4.2.2 The statement also sets out the Council's policy on:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office or being employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

##### **4.3 Pay Bargaining - the National Context**

4.3.1 The Council is a member of the Local Government Employers Association for national collective bargaining purposes in respect of Chief Executives, Chief Officers, and other employees of the Council. Separate negotiations and agreements are in place for each of these groups. Changes arising from national negotiations linked to remuneration generally take effect from 1 April each year and on occasions when negotiations conclude after this day any amendments to pay become retrospective to 1 April.

4.3.2 In accordance with the terms and conditions of employment for Council employees it is the Council's policy to implement national agreements regarding pay. In circumstances where nil pay is awarded as part of the collective bargaining process the Council will apply the same principle.

##### **4.4 Remuneration of the Council's Lowest Paid Employees**

4.4.1 All posts with the exception of Chief Officers engaged on JNC terms are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme. This scheme was introduced during 2005 following the conclusion of single status negotiations. At the

same time the Council also introduced a new grading structure to establish the link between evaluated posts and the Council's pay scales.

4.4.2 For the purpose of this policy the Council's "lowest paid employees" are defined as those employees on the lowest pay point available for use by the Council for substantive roles as determined through use of the approved job evaluation scheme and grading structure. This does not include grades or pay points set aside as trainee or development scales but relates to the minimum point for a competent employee appointed into a defined role.

4.4.3 In accordance with the current pay scales the lowest substantive point at which a Council officer can be paid is £22,366 for a full-time post. This is in accordance with the nationally approved pay scales which are subject to change in line with the national collective bargaining arrangements as detailed above.

#### 4.6 Pay Multiples

4.6.1 The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. Nor can it ensure that employees are treated fairly and equitably in respect of the value and level of a role that they undertake.

4.6.2 In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect the level of responsibility in line with the approved job evaluation scheme or as determined locally for Chief Officers engaged on JNC terms.

4.6.3 In determining pay for Chief Officers engaged on JNC terms, the Council would not expect remuneration of its highest paid employee to exceed **10** times that of the lowest group of employees, nor would the Council expect the remuneration of the highest paid employee to exceed **7** times that of the median<sup>1</sup> average earnings across the Council.

Pay multiples document [Pay Multiples](#)

### 5. Remuneration of Chief Officers

5.1 For the purpose of this policy Chief Officer includes Chief and Deputy Chief Officers as defined by Section 2 of the Local Government and Housing Act 1989, some of whom may not be employed on Chief Officers' terms and conditions of service. For ease of reference a list of posts to which this policy applies along with the relevant sub sections of the Local Government and Housing Act 1989 has been set out below:

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);
- Deputy Chief Executive (Section 2 (6) and (7) of the Act);
- Directors (Section 2 (7) of the Act);

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<sup>1</sup> Within the Hutton Review it was suggested that the most appropriate pay multiple to track is that of top executive earnings to the median earnings of each organisation's workforce. Refer to para 2 Hutton Review of Fair Pay in the Public Sector: Final report (March 2011).



- Assistant Director (Section 2 (7) of the Act);
- Statutory Officers (Section 2 (6) of the Act);
- Business Managers on Zone 1 or above (Section 2 (8) of the Act).

5.2 For the purpose of this policy the term remuneration includes:

- a) the salaries or the amounts payable to Chief Officers engaged by the authority under contracts of employment and / or contracts for services;
- b) payments made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers;
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of their office or employment;
- f) any increase in or enhancement of pension entitlement where the increase or enhancement is as a result of a resolution of the Authority, and
- g) any amounts payable by the authority to a Chief Officer on ceasing to hold office under or be employed by the authority, other than Amounts that may be payable by virtue of any enactment.

### 5.3 Chief Executive/Head of Paid Service

#### 5.3.1 Terms and Conditions of Service

The Chief Executive is engaged on Local Authority Chief Executives' conditions of service, negotiated by the Joint Negotiating Committee (JNC). The Chief Executive also assumes the role of Head of Paid Service on behalf of the Council.

#### [Terms and Conditions for Chief Executive](#)

#### 5.3.2 Remuneration

In line with the nationally agreed terms the salary paid to a Chief Executive is determined locally by the employing authority. The salary scale for the post of Chief Executive was approved by the Chief Officers Appointments Panel. Details of the salary scale are included below:

Chief	Scale Point	Salary
	1	118,784.00
	2	123,276.00
	3	127,768.00
	4	132,261.00
	5	136,754.00

Note: The role of Head of Paid Service forms an integral part of the Chief Executive's role and is rewarded as part of the substantive role.

#### 5.3.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer the post, consideration is given to the individual's qualifications, experience, and current level

of remuneration (where appropriate). Having considered all these factors the Chief Officers Appointment Panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

If the post of Chief Executive became vacant a report including recommendations relating to the salary scale to be applied would be submitted to the Chief Officers Appointments Panel for their consideration before the post was advertised.

#### 5.3.4 Increases and Additions to Remuneration

- Incremental Progression  
Progression through the incremental scale will be subject to performance appraisal by nominated members to be assessed against agreed annual objectives.
- Pay Awards  
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Expenses  
In accordance with nationally agreed terms the Council shall pay reasonable out-of-pocket expenses actually incurred.

#### 5.3.5 Arrangements for the Post of Returning Officer

In accordance with the agreement the Chief Executive's salary is deemed to be inclusive of all other fees and emoluments except for Returning Officer duties where separate policy arrangements apply. Details of the policy relating to the appointment and remuneration of Returning Officer are set out below.

The Chief Executive has been formally appointed to act as the Council's Returning Officer. This extends to the role of Deputy Acting Returning Officer for UK Parliamentary Elections, Local Returning Officer for the East Midlands Combined Authority Mayor and Nottinghamshire Police and Crime Commissioner Elections and Counting Officer for any national referendums. The fees associated with these elections/referendums are determined nationally by the Cabinet Office and where appropriate the Combined Authority.

The Chief Executive also acts as Deputy Returning Officer for Nottinghamshire County Council elections, fees for which are determined by Nottinghamshire County Council. These appointments are independent of the Council.

For local government elections and any referendums the Returning Officer can claim specific fees which are determined on a county wide basis across Nottinghamshire having regard to the fees set for national elections. These fees were subject to a benchmarking exercise in 2018 to ensure they were comparable with other county areas and are subject to annual review in line with staff annual pay review process.

### 5.3.6 General Terms and Conditions

In accordance with the national agreement the Chief Executive enjoys terms and conditions in all other respects no less favourable than those accorded to other officers employed by the Council.

### 5.4 Deputy Chief Executive/Directors/Business Managers graded at NS17 on JNC terms

#### 5.4.1 Terms and Conditions of Service

The Deputy Chief Executive, Directors and Business Managers graded at NS17 and above are all engaged on the Conditions of Service for Chief Officers of Local Authorities negotiated by the Joint Negotiating Committee (JNC). In addition to the above some of the post holders assume statutory roles which are recompensed in accordance with the Statutory Officers' Honorarium Scheme.

[Terms and Conditions for Chief Officers](#)  
[Statutory Officers Honorarium Scheme](#)

#### 5.4.2 Remuneration

In line with the nationally agreed terms the salary paid to a Deputy Chief Executive or Director is determined locally by the employing authority.

The current salary scale for Chief Officers engaged on Chief Officer's terms is set out below.

#### 5.4.3 Pay Scale for Deputy Chief Executives

Deputy	Scale Point	Salary
	1	101,253.00
	2	105,994.00
	3	109,152.00
	4	112,761.00

Note: The role of Deputy Head of Paid Service forms an integral part of the Deputy Chief Executive's role and is rewarded as part of the substantive role. The Council's Deputy Chief Executive also holds the title of Director of Resources. No additional remuneration is payable beyond the salary scale as detailed above.

A list of posts included for the purpose of this policy has been set out below:

- Deputy Chief Executive and Director of Resources

#### 5.4.4 Pay Scale for Directors

Director	Scale Point	Salary
	1	80,574.00
	2	83,785.00
	3	86,415.00

	4	89,628.00
	5	92,257.00

A list of posts included for the purpose of this policy has been set out below:

- Director – Customer Services and Organisational Development
- Director – Planning and Growth
- Director – Communities and Environment
- Director – Housing, Health and Wellbeing

#### 5.4.5 Pay Scale for Assistant Director

94%		
Director	Scale Point	Salary
	1	75,857.00
	2	78,877.00
	3	81,350.00

A list of posts included for the purpose of this policy has been set out below:

- Assistant Director – Law and Democratic Services

#### 5.4.6 Pay Scale for Business Managers (NS17) engaged on JNC terms

Zone	Scale Point	Salary
Zone 1	101	54,573.00
	102	55,742.00
	103	56,911.00
	104	58,077.00
Zone 2	201	59,248.00
	202	60,416.00
	203	61,584.00
	204	62,753.00
Zone 3	301	63,920.00
	302	65,089.00
	303	66,259.00
	304	67,429.00
Zone 4	401	68,599.00
	402	69,768.00
	403	70,939.00
	404	72,109.00

The arrangements for assigning officers to Zones are included in the [Pay and Grading Arrangements document for Officers engaged on JNC Chief Officer Terms and Conditions of Service.](#)

A list of post holders engaged under JNC terms has been included below:

- Business Manager – Financial Services
- Business Manager – Revenues and Benefits
- Business Manager – ICT and Digital Services
- Business Manager – Corporate Property
- Business Manager – Environmental Services
- Business Manager – Public Protection
- Business Manager – Heritage and Culture
- Business Manager – Housing and Estates Management
- Business Manager – Regeneration and Housing Strategy
- Business Manager – Housing Maintenance and Asset Management
- Business Manager – Housing Income and Leaseholder Management
- Business Manager – Elections and Democratic Services
- Business Manager – Customer Services
- Business Manager – HR and Training
- Business Manager – Economic Growth and Visitor Economy
- Business Manager – Planning Policy and Infrastructure
- Business Manager – Planning Development

#### 5.4.7 Remuneration on Recruitment/Appointment

When determining the most appropriate scale point at which to offer a post consideration is given to the individual's qualifications, experience, and current levels of remuneration (where appropriate). Having considered all these factors the panel will then determine the most appropriate scale point at which to make an offer to the successful candidate to ensure that the offer is attractive and one which is likely to be accepted.

In circumstances where Business Managers are offered revised terms of employment on JNC conditions of service they will be aligned to the nearest pay point on the pay scale.

#### 5.4.8 Increases and additions to Remuneration

- Incremental Progression  
Incremental progression for Directors and Assistant Directors is by annual increment until the top point of the grade is reached.

Full details of the [Pay and Grading Arrangements for Officers engaged on JNC Chief officer Terms and Conditions of Service](#) can be accessed on our website.

- Pay Awards  
Pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Honoraria and Ex-gratia Payments  
The Council currently operates an honorarium scheme for officers undertaking statutory officer roles. There are three statutory officer roles within the Council, details of which are set out below:

- Head of Paid Service \*
- Monitoring Officer \*
- Chief Finance Officer\* (commonly referred to as the s151 Officer)

*\*No Honorarium is paid for carrying out these duties at the substantive level where these are reflected in the terms and conditions of service, but a payment is made to those deputising at this level.*

In addition to the above the scheme also outlines the arrangements for recompensing officers who assume the role of Deputy Monitoring Officer and Deputy Section 151 Officer.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments [Statutory Officers Honorarium Scheme](#)

- Expenses  
In accordance with the national agreement the Council pays reasonable out-of-pocket expenses actually incurred.

#### 5.4.9 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable) and Deputy Counting Officer.

#### 5.4.10 General Terms and Conditions

In accordance with the national agreement except whether other terms and conditions are referred to in the agreement the Deputy Chief Executive and Directors shall enjoy terms and conditions not less favourable than those accorded to other officers employed by the Council.

#### 5.4.11 Appointment of Officers to JNC Terms and Conditions of Appointment

In circumstances where a Business Manager post is evaluated under the Council's approved Job Evaluation Scheme and receives a score of 739, they will be offered a revised contract of employment on JNC terms. If they accept the offer, they will be subject to the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

### 5.5 Business Managers

#### 5.5.1 Terms and Conditions of Service

One Business Manager is engaged on the National Agreement on Pay and Conditions of Service negotiated by the National Joint Council for local government services commonly referred to as NJC or Green Book terms.

The post holder engaged under NJC terms has been included below.

- Business Manager – Administrative Services

Terms and conditions relating to Business Managers is available within the [National Agreement on Pay and Conditions of Service document](#).

### 5.5.2 Remuneration

In line with the nationally agreed terms the Council have adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The scheme became effective on the 1 October 2005 following completion of the negotiations relating to single status. The Council also has a pay policy outlining arrangements in respect of:

- Protection of Earnings
- Standby Payments
- Call-out Payments
- Weekend Working
- Night Working
- Shift Allowances
- Overtime Rates
- Bank Holiday Working

[Protection Of Earnings Policy](#)

[Market Supplement \(which includes arrangements for officers engaged on JNC terms\)](#)

The current salary scale for the Business Manager engaged on NJC terms is set out below.

Scale/Band	Min SCP/Salary	Medium SCP/Salary	Maximum SCP/Salary
NS13	£42,403	£43,421	£44,428

Note: Changes to grade may occur in year because of revisions to job descriptions requiring re-evaluation of the posts under the terms of the current job evaluation scheme.

### 5.5.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer a post consideration is given to the individuals qualifications, experience, and current levels of remuneration (where appropriate). Having considered all these factors the panel comprising of a Deputy Chief Officer or above will then determine the most appropriate scale point at which to make an offer to the successful candidate to ensure that the offer is attractive and one which is likely to be accepted.

#### 5.5.4 Increases and Additions to Remuneration

- Incremental Progression  
Once an officer has been appointed, they will receive annual increments until such time that they reach the top of the salary scale.
- Pay Awards  
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Other  
Officers engaged on NJC conditions of service may in some circumstances receive honoraria/ex gratia payments because of undertaking duties in part or full at a higher level. The amount payable will differ according to each individual set of circumstances to be determined by the respective Director in conjunction with the Business Manager - HR & Training. Further details relating to the terms outlined within the NJC conditions of service can be accessed [the NJC conditions of service can be accessed here](#)
- Market Supplements  
The Council recognises that financial pressures and pay restraints have impacted on the ability of public sector employers to compete in the labour market for some posts. Where the Council finds it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a Market Supplement to base salary may be necessary as set out within the single status agreement. Typically, a Market Supplement is paid where the 'going rate' for a specific job or specialism is higher than that offered by the Council. In circumstances where this does occur the Council will follow the approved policy. [Market Supplements Policy](#)
- Expenses  
In accordance with the agreement the Council pays reasonable out-of-pocket expenses actually incurred.
- Meals and Accommodation Charges  
Officers may receive subsistence rates based upon the approved rates. Further details in relation to current rates can be found in the [Travel and Subsistence Policy](#).

#### 5.5.5 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

#### 5.5.6 General Terms and Conditions

Parts 2 and 3 of the green book including local arrangements can be found in the [National Agreement on Pay and Conditions of Service document](#).



## 5.6 General Policies on Remuneration and Recruitment

*These policies apply irrespective of status and/or terms that officers of the Council are engaged on.*

### 5.6.1 Performance Related Pay and Bonuses

The Council does not currently operate any form of performance-related pay or bonus schemes.

### 5.6.2 Benefits in Kind

As part of the Workforce Development Strategy a review of benefits has been undertaken and to support employees with the Cost of Living from 01/04/24 the Council will provide benefits in kind to employees for a trial period of 1 year, as follows:

- Health Cash Plan – benefit value of £66/year per person
- Enhanced Mileage Rate – benefit value of 5p/mile

The Council will make appropriate deductions from salary at source in respect of Tax and NI contributions, avoiding the requirement for P11d.

### 5.6.3 The Local Government Pension Scheme and Policies with regard to exercise of discretion.

All employees of the Council have the option to join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme and operates based on employee/employer contributions with employee contribution rates differing according to earnings. Details of the scheme including current contribution rates can be accessed by following the attached link. <http://www.lgpsregs.org>

The scheme provides for exercise of discretion to allow for retirement benefits to be enhanced. The Council will consider each case on its own merits in accordance with the parameters defined within the policy. Details can be found in the [Redundancy and Discretionary Compensation Policy](#). This policy applies to all officers of the Council irrespective of their status provided they have at least two years continuous service.

### 5.6.4 Payment of Chief Officers on their Ceasing to Hold Office or being employed by the Council

Arrangements relating to the provision of termination payments for the loss of office for Chief Officers and all other officers leaving the authority on the grounds of redundancy, efficiency and early retirement are outlined in the Council's policy. Details in relation to any discretion that may be afforded in respect of pension enhancements can be found in the Redundancy and Discretionary Compensation Policy (link above at 5.6.3). This policy applies to all officers of the Council irrespective of their status provided they have at least two years continuous service.

### 5.6.5 Severance Packages over £75,000

Where a member of staff applies for voluntary redundancy, early retirement, termination on the grounds of efficiency or is made compulsorily redundant the

pension and redundancy entitlements are determined by the Chief Executive in consultation with the Discretionary Payments Panel which is made up of the Chief Executive, the Section 151 Officer, and another Chief Officer. Where appropriate the panel may comprise the nominated deputy for the Chief Executive or the Section 151 Officer.

Appeals against the decisions of the Discretionary Payments Panel will normally be determined by an appeal panel comprising either the Chief Executive, their nominated deputy, the Section 151 Officer, their nominated deputy, or another Chief Officer provided they have not been involved in the initial determination. However, in the case of Chief Officers any appeal shall be determined by the Policy & Finance Committee, or a sub-committee appointed on their behalf acting as an appeals panel.

In the case of any voluntary redundancy, compulsory redundancy, efficiency, or early retirement (including health-related which falls short of meeting the ill health early retirement regulations) in respect of a member of staff where the cost to the Council exceeds £75,000, the Chief Executive shall not determine the matter until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

In determining the “*cost to the Council*” for the purposes of this policy, the following will be included:

- the cost of early release of pension (pension strain);
- the cost of any pension enhancement;
- the cost of any redundancy payment (statutory and discretionary);
- the cost of any holiday pay, other fees or pay in lieu of notice.

In determining the “*cost to the Council*”, pension benefits which have been purchased by the employee will be disregarded.

Note: The Council will have regard to the Statutory Instrument laid before parliament on the 24 January 2017 which brought s41 of the Enterprise Act 2016 into force on 1 February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance are now awaited from East Midlands Councils and once received the Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

#### 5.6.6 Settlement Agreements

The Chief Executive has delegated authority to determine the terms of Settlement Agreements relating to any member of staff.

In the case of any proposed Settlement Agreement in respect of a Chief Officer, the Chief Executive shall not determine the terms of the Settlement Agreement until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

#### 5.6.7 Recruitment of Officers in receipt of Local Government / Fire Fighters Pension, Severance, or Termination Payments

When considering whether to employ individuals in receipt of local government pension or fire fighter pensions the Council is required to have regard to the policy on Pension Abatement as determined by the relevant Administrative Body for the Pension Scheme. It should be noted that the Administrative Body for the purposes of discretion may differ according to where the individual was previously employed.

The Council's current policy on the appointment of former staff as consultants requires that any ex-employee who has taken voluntary redundancy or early retirement not be engaged as a consultant (including under a contract for services) without a formal committee resolution.

The Council will not refrain from re-employing former employees who have received payments for redundancy, severance or any other reasons defined under the terms of a settlement agreement or those individuals who have received similar payments from organisations listed on the Redundancy Modifications Order if it is satisfied that the individuals are the best candidates for the posts.

Where appropriate the Council will also have regard to the regulations and any associated guidance notes produced concerning Exit Pay Recovery for officers returning to the public sector follow exit.

This policy applies to all posts that are advertised within the Council irrespective of their status and is in-keeping with the Council's policy on Recruitment and Selection in respect of ensuring equality of opportunity.

#### 5.6.8 Use of "Off Payroll" Arrangements

For the purpose of this policy "off payroll" arrangements refer to individuals engaged directly under a contract for services (rather than being employed direct by the Council) operating at the Chief Officer level. The Council will only engage individuals under contracts for services in exceptional circumstances and only for a temporary period.

### **6. Publication and Access to Information**

6.1 A copy of this document will be published on the Council's website along with any supporting documents referenced in it.

6.2 Local authorities must display details of the following data on their websites:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000;
- the name of each employee and details of their remuneration, for employees whose salary is at least £150,000;
- details of remuneration and job title of certain senior employees whose salary is between £50,000 and £150,000 and a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) for all employees whose salaries exceeds £50,000.

**7. Equality Implications**

7.1 This policy has been developed with due regard and consideration to Equalities matters and other policies, procedures, and agreements currently in operation within the Council.

**8. Approval/Review**

8.1 Before it takes effect, the Pay Policy Statement must be approved by a resolution of the Council.

8.2 In accordance with existing Constitutional arrangements proposed amendments to terms and conditions of employment are referred to Cabinet for consideration and approval, before being referred through to the Joint Consultative Committee (JCC) to allow for consultation and/or negotiation (where appropriate). Approval of Human Resources policies and procedures is delegated to the Head of Paid Service after prior consultation at the JCC.

8.3 Given that the Pay Policy Statement relates to terms and conditions of employment as well as referring to Human Resources policies and procedures it is appropriate for it to be considered by Cabinet and any amendments made thereto before it is referred on to Full Council for approval.

8.4 Any proposed changes to terms and conditions of employment including salaries arising from collaboration activities (e.g. shared services) will be subject to the prior approval of Cabinet.

8.5 A review of the Pay Policy Statement will take place annually. It will be referred to Full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year because of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the Pay Policy Statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by Cabinet.



Report to: Cabinet Meeting - 20 February 2024

Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: John Robinson, Chief Executive

Lead Officer: Cara Clarkson, Business Manager – Regeneration & Housing Strategy, Ext. 5923

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	Update on the Council’s Response to the Cost of Living Crisis
<b>Purpose of Report</b>	To provide an update on the delivery of proposals to assist tenants and residents, local businesses and employees with the rise in the cost of living, including proposals for activity in 2024/25.
<b>Recommendations</b>	It is recommended that Cabinet: a) Subject to approval by Full Council of the Revenue Budget for 2024-25, allocates the budget proposed for 2024/25 over the activities as described in the tables in Section 2 of the report; and b) Notes and endorses an additional £18,830 budget to be added to the 2025/26 financial year Revenue Budget to cover the shortfall in funding necessary.
<b>Alternative Options Considered</b>	Alternative options include not providing a cost-of-living response however this has not been considered viable given the pressures faced by residents, staff and business.
<b>Reason for Recommendations</b>	To support tenants, residents, businesses and employees with the ongoing cost of living challenges.

## 1.0 Background

- 1.1 On 6 December 2022, Cabinet established the first specific and targeted ‘Cost-of- Living’ budget at £150,000 (funded £100,000 from the General Fund and £50,000 from the Housing Revenue Account) to develop the Council’s response to the cost-of-living crisis.
- 1.2 Cabinet has received regular updates on the delivery of actions within the cost-of-living action plan, funded by this budget in February and October 2023.
- 1.3 This report sets out the activity under the cost-of-living action plan proposed for 2024/25, identifying where this activity will be contained within existing budgets and where additional budget is required.

## 2.0 Proposed Actions Under the Cost-of- Living Action Plan 2024/25

### Support for Businesses

Action	Budget Requirement 2024/25
Continue to signpost businesses to support and grants via our website	Contained within existing budget
Continue to identify and provide Business Rate Relief where applicable under the small business rates relief scheme and the retail rates relief scheme.	Contained within existing budget
Continue with the 'Shop Local' campaign – following initial investment this project is currently running without the need for additional budget. Promotion of 'Shop Local' will continue to run through existing marketing channels.	Contained within existing budget
<p><b>New: Market Traders Start Up Grant</b></p> <p>As part of the COL support to residents and businesses it is proposed to work with Newark and Southwell Town Council to develop a small grant programme that works with potential new market traders to open a stall on a local market with a 50% rent reduction for up to 12 weeks.</p> <p>The programme will work with market operators to complement existing traders with new services and offers.</p>	£15,000
<p><b>New: Town Centre Gift Card</b></p> <p>It is proposed to create a town centre gift card that aims to support local independent retailers to promote local trade and increase local spend. Opportunity to sign up to the gift card would be made available to all independent retailers in Newark in the first instance with a view to rolling the scheme out further if successful.</p>	£15,000

### Support for Residents

Action	Budget Requirement 2024/25
The council will continue the 'No Eviction Pledge', pledging that the council will not pursue eviction whilst the tenant(s) are engaging with us and working with us to reduce their debt, supporting people to remain in their home.	Contained within existing budget
The housing team will continue our 'Getting to Know You' visits, involving a conversation about a new tenant(s) situation and providing an opportunity to signpost for support where appropriate.	Contained within existing budget
We will continue to proactively encourage residents to claim Council Tax Support if they are eligible and we will assess claims within 18 days ensuring that residents get the financial support they need.	Contained within existing budget

We will increase our promotion of council tax support by linking to existing communications to all residents e.g. promoting the support available with all council tax bills.	
We will continue to support the local food clubs and 'Bread and Butter Thing' across the district.	Contained within existing budget.
We will continue with our 'Rent Free Week' for a further year as contained within the HRA budget directly.	Contained within existing budget
We will introduce a 'Home Release Scheme' incentivising those council tenants who are under occupying their homes to downsize – freeing up larger family homes and allowing households to live in a home suitable for their needs without incurring additional costs e.g. the 'bedroom tax' and heating a home larger than necessary.	£10,000 (HRA specific funding)
We will introduce a food coordinator role on a two-year fixed term contract.  The food coordinator will: <ul style="list-style-type: none"> <li>• Oversee the "Feeding Newark and Sherwood" network.</li> <li>• Deliver the council's action plan linked to Nottinghamshire's Food Charter.</li> <li>• Address food insecurity across the district.</li> <li>• Combat food waste.</li> </ul>	(one FTE at grade NS8)
We will extend the support to families in need through an extension of the clothing voucher scheme introduced in 2023. All local primary schools will be invited to make vouchers available to families to purchase school uniforms during July and August.	£10,000
We will extend the offer of household and hygiene packs through the food clubs, noting that these provided immediate relief to households in 2023 providing basic cleaning products, washing powder, shampoo, shower gel and toothpastes.	£10,000
Low-Cost Healthy Food Project – supporting low cost and healthy cooking courses in targeted areas including but not limited to Clipstone, Hawtonville, Yorke Drive, Ollerton, Blidworth and Bilsthorpe. Each course runs for ten people for six weeks. £15,000 would support 250 individuals to undertake a course across the district.	£15,000
Energy vouchers (to be made available in Winter 2024). Working with Sherwood & Newark Citizens Advice to deliver fuel vouchers on our behalf as part of their existing fuel bank scheme. This would be the cost of the vouchers and maximum of 10% admin fee. Vouchers will be allocated through Citizens Advice following an assessment of need.	£20,000

**Support for Colleagues** - Support to staff by offering:

Action	Budget Requirement 2024/25
Free parking for two years	Contained within existing budget
£10 Leisure Centre Membership at our Active4Today Leisure Centres	Contained within existing budget

20% off Microsoft and discounted Virgin Media Broadband and TV	Contained within existing budget
Credit Union Payroll Scheme	No cost to council
Discreet Counselling and Support	Contained within existing budget
Free eye test and discount on specs for regular Visual Display Users	Contained within existing budget
Introduction of VIVUP benefits scheme offering a range of discounts to members in 2023	Contained within existing budget

### 3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Financial Implications FIN(23-24/8887)**

- 3.1 Within the proposed budget report for 2024/25 (elsewhere on this agenda), £150,000 has been budgeted for to assist with the Council's response to the cost of living crisis. The proposals described in the tables above total £178,830 (subject to pay awards for the proposed food coordinator post). £10,000 of the above is relevant directly to the HRA and can be accommodated within the existing cost of living support budget already identified within the HRA.
- 3.2 The remaining £168,830 would therefore mean a shortfall in funding, against the proposed budget, of £18,830 should Members approve all of the initiatives proposed. As the food coordinator post is a two-year fixed term appointment, this additional budget would need to be approved to be added into the 2025/26 financial year in order to meet the currently funding shortfall.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Cost of Living report to Cabinet, 06/12/2022

Cost of Living report to Cabinet, 21/02/2023

Cost of Living report to Cabinet, 31/10/2022





Report to: Cabinet Meeting - 20 February 2024

Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: Deborah Johnson, Director - Customer Services & Organisational Development

Lead Officer: Jill Baker, Business Manager - Customer Services, Ext. 5810  
Rowan Bosworth-Brown, Transformation & Service Improvement Officer, Ext 5824

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	Customer Experience Strategy: Pilot Opening Hours & Customer Promise Feedback Results
<b>Purpose of Report</b>	To seek Cabinet’s approval on opening hours within the Customer Contact Centre and Housing Repairs based on the results of the pilot. As well as to share the results of feedback received on the Customer Promise.
<b>Recommendations</b>	It is recommended that Cabinet:  a) approve the recommendation to resume the Council’s opening hours of 9:00am - 5:00pm within the Customer Contact Centre and Housing Repairs; and  b) note the results of customer feedback about the Customer Promise, formally adopt the Promise and embed it in the Council.
<b>Alternative Options Considered</b>	The alternative option considered based on the results of the opening hours pilot was to adopt the extended opening hours permanently.
<b>Reason for Recommendations</b>	This aim of this pilot was to understand whether the extra opening hour supported customers who may have work or personal commitments during the opening hours of the Council, to get in touch with an advisor when they would have otherwise not have been able to.

## 1.0 **Background**

### 1.1 **Pilot Opening Hours**

- 1.1.1 In the 2022 Resident Survey, residents were asked to rate their satisfaction with the Council as well as give specific feedback on areas of improvement. A key area of improvement identified was Council Communication. As a result of this, the Policy & Performance Improvement Committee (PPIC) set-up a working group to develop a Customer Experience Strategy to improve the quality and consistency of customer experience. Looking at elements such as how customers get in touch, how enquiries are handled and how the Council constantly improves its customer service and learns from customer feedback. The working group reviewed the opening hours of our Customer Contact Centre, considering whether the opening hours of our non-digital services are suitable for all of our customers. For example, customers who work full time or work nightshifts may not be able to contact us between 9am and 5pm. Therefore, to meet the needs of these customers, the working group proposed piloting additional opening hours. This report is a review of the results of the pilot, if the pilot is found to be successful, the additional opening hour may be made permanent.
- 1.1.2 Prior to commencement of the pilot, a range of contacts methods were and continue to be available, to allow customers to choose the method which best suits their needs. These methods include:
- **Telephone and Webchat**
  - **Email and Online** – A range of self-serve services are available online 24/7, with customers able to complete a range of payments, reporting and applications
  - **In person** – at both Castle House and Ollerton Advice Office
  - **24/7 emergency repairs within tenanted properties** – If there is immediate danger to the safety of a tenant or that of their property, this is considered an emergency and should be reported without delay.
- 1.1.3 PPIC unanimously voted to implement the proposed pilot opening hours from 8-9am on a Monday, this was informed by call volumes and the proposal was subsequently approved by Cabinet. The additional opening hour has been within the Customer Contact Centre and Housing Repairs, with customers able to contact by phone, e-mail, social media, and webchat.
- 1.1.4 The pilot ran for 15 weeks, between 4 September – 18 December. Feedback as to why the customer was contacting us between 8-9am was captured during the first 12 weeks, after which only call volumes were monitored until the end of the pilot. This report references both the 12-week period in which feedback and call volumes were captured, as well as the 3-week period in which only call volumes were monitored.
- 1.1.5 The extended opening hours have been in operation within the Customer Contact Centre and Housing Repairs between 8-9am on Monday mornings. This required 3 colleagues within the Customer Contact Centre and 2 colleagues within Housing Repairs working additional hours to facilitate this. When customers have contacted the Council during the additional opening hour, colleagues have been capturing information from the customer to understand the benefit of the additional opening hour, allowing the results of this pilot to help determine whether this format is really helping us better meet the needs of as many customers as possible.

- 1.1.6 The pilot opening hours were promoted using a variety of methods, both on and offline. Posters were displayed in key customer facing locations, such as the reception of Castle House and the Ollerton office. The Council website was updated to reflect the extended opening hours, as well as scheduled social media posts. Additionally, posters were issued to Parish Councils to display in prominent locations.
- 1.1.7 It should be noted that a major incident was declared throughout the district on 19 October 2023, due to floods impacting on the lives of many residents throughout the district which may have contributed to peaks in call volumes from 23 October onwards. The autumn half term holidays for schools within the district was also observed during this period, during weeks commencing 23 and 30 October, this may have been an influential factor as to why call volumes peaked during week commencing 6 November within the Customer Contact centre.
- 1.1.8 The results of the pilot and recommendation to resume the Councils opening hours within the Customer Contact Centre and Housing Repairs was presented to the Policy and Performance Improvement Committee on 29 January 2024. This Committee approved that the report and recommendations were considered by the Cabinet.

## **1.2 Customer Promise Feedback**

- 1.2.1 In response to the Resident Survey 2022 Consultation, Residents were asked to rate their satisfaction with the Council and given the opportunity to provide specific feedback for areas of improvement. 919 comments were received, of which 28% were dissatisfied with Council Communication. As a result of this, PPIC requested that a working group be formed to develop a Customer Experience Strategy. Formed in September 2022, the working group met 3 times to look at various aspects including customer data, case studies, processes and what good customer service looks like. The working group also identified some minor improvements to the website that have now been implemented.
- 1.2.2 As a result of the working group meetings, a Customer Promise document was designed. The Customer Promise is a customer facing document which highlights the behaviour the Council will follow when interacting with customers. The Customer Promise has been designed with the target audience in mind, it is a document which will be used to deliver the message of the Customer Experience Strategy in an impactful and easily digestible format.
- 1.2.3 The Customer Promise was displayed for a period of four weeks in 3 key customer facing locations, Castle House, Ollerton Advice Office and the Palace Theatre. Suggestion cards were available alongside the Customer Promise in all three locations, with customers able to provide their feedback on the promises set out in the document to understand whether it describes what our customers want and need when interacting with the Council. This approach was decided to be the most appropriate method of interacting with customers, at a time when there were several non-related consultations live.
- 1.2.4 Customers were also asked if they had any other comments or suggestions on how the Customer Promise could be improved.

**2.0 Proposal/Details of Options Considered**

**2.1 Pilot Opening Hours**

2.1.1 307 calls were received between 8-9am from 4 September 2023 – 18 December 2023 between both the Customer Contact Centre and Housing Repairs. 259 of those calls were answered during the initial 12 weeks of the pilot, during which each caller was asked if they would be willing to answer two questions:

- Is there a reason why calling before 9am is more convenient for you and if so, the reason why?
- If we were not open at this time, how would you have contacted the Council?

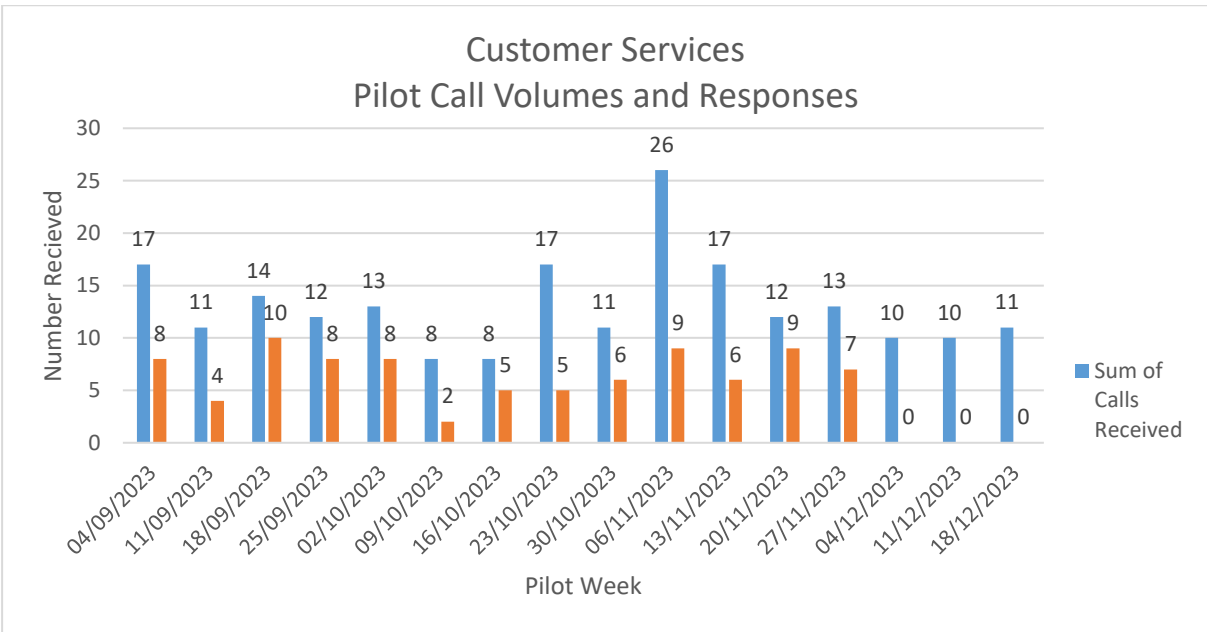
2.1.2 During the pilot, the alternative range of ways in which customers could get in touch with the Council remained available. These options include by telephone, webchat, email, online, in person, 24/7 online repairs and by telephone for emergency housing repairs. The range of options available means that customers can get in touch at a time that suits them, even if this is outside of our opening hours.

2.1.3 The Customer Contact Centre received an average of 13 calls on Monday mornings between 8-9am during the pilot period. During the same period, the Customer Contact Centre received an average of 420 calls per day of the pilot and as such we know that 3.1% of the days total calls were being received between 8-9am.

2.1.4 Housing Repairs received an average of 6 calls on Monday mornings been 8-9am during the pilot period. During the same period, Housing Repairs received an average of 132 calls per day of the pilot and as such we know that 4.55% of the days total calls were being received between 8-9am.

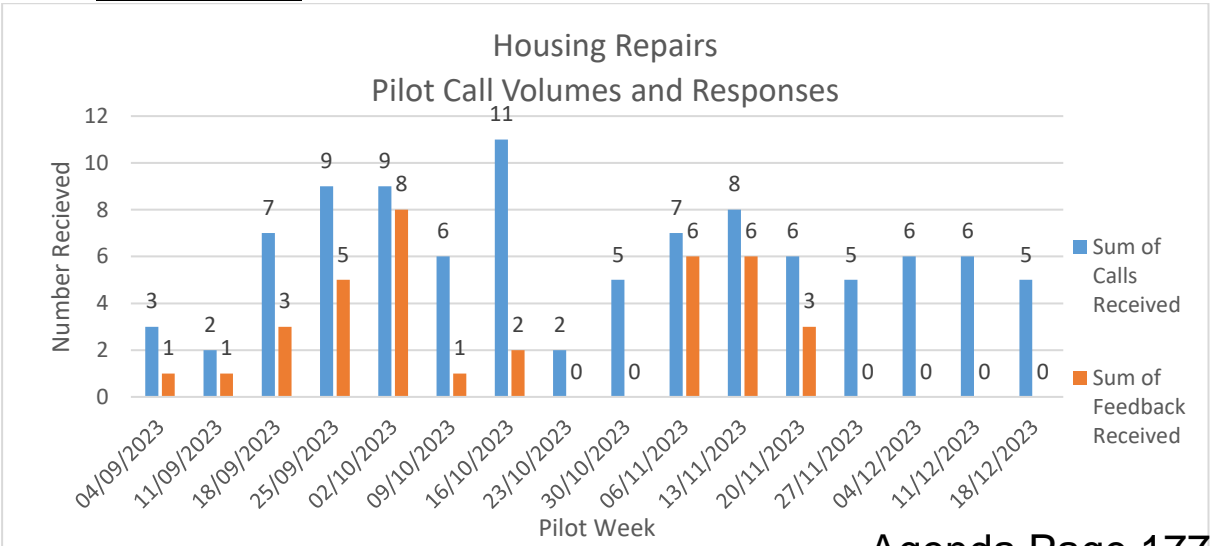
2.1.5 It should be noted that an average of 39% of total calls received into the Customer Contact Centre and Housing Repairs during the pilot opening hour were between 8:45-9:00am.

**Customer Services**



- 2.1.6 Within the Customer Contact Centre, 179 calls were answered during the first 12 weeks of the pilot, with an additional 31 calls answered during the pilot wind down period, totalling 210 calls across the 15-week period. Of the 179 calls answered during the first 12 weeks, 87 callers provided feedback.
- 2.1.7 Of the 87 callers who provided feedback, 53 callers (61%) explained that calling before 9am is more convenient for their individual circumstances. The most common reason for this was due to work or other personal circumstances, such as childcare or personal appointments. This was mentioned 37 times (70%) of those 53 callers who said it was more convenient for them. Whilst this is a large percentage of callers, the sample size of callers who provided feedback must be noted, and whilst it was mentioned 37 times this averages out to be just over 3 customers per week of the pilot.
- 2.1.8 Other reasons included needing to speak to an advisor to progress something, which was mentioned by 9 callers (17%), followed by callers who hoped calling at this time would mean the phone lines are less busy and the callers who called on the off chance as it was more convenient for them, both of these reasons were mentioned 6 times each (11% respectively). The breakdown of calls received between 08:45-9:00am during the pilot shows that on average 41% of all calls were received in this 15minute window. This may be indicative of the reasons shared by the callers surveyed, who explained that they were calling ahead to avoid busy phone lines. As such it could be assumed that no matter what time the phone lines open, there will be callers who wish to call ahead to avoid call waiting queues.
- 2.1.9 34 of the 87 callers during the pilot period (39%) explained that calling before 9am was not any more convenient for their individual circumstances. The most common reason for this was that the customer had called on the off chance, this was mentioned by 27 of the 34 callers (79%). This averaged out to just over 2.25 callers per week during the pilot. Other reasons included that the callers assumed the Council would already be open, this was mentioned by 7 callers (21%), followed by the callers who needed to speak to an advisor to progress something but that doing so wasn't any more convenient for them which was mentioned by 6 callers (18%).
- 2.1.10 All 87 callers who shared feedback during the 12-week pilot period were asked to share how they would have contacted the Council if the additional opening hour pilot was not currently in operation. Callers were able to select multiple channels as desired. 76 callers (87%) explained that they would have got in touch using the telephone at another time of day, 13 callers (15%) explained that they would've sent an email.

**Housing Repairs**



- 2.1.11 Within Housing Repairs, 80 calls were answered during the first 12 weeks of the pilot, with an additional 17 calls answered during the pilot wind down period, totalling 97 calls across the 15-week period. Of the 80 calls answered during the first 12 weeks, 36 callers provided feedback.
- 2.1.12 Of the 36 callers that provided feedback, 24 callers (67%) explained that calling before 9am is more convenient for their individual circumstances. The most common reason for this was due to having an emergency repair to report, this was mentioned by 13 (54%) of callers who said it was more convenient for them. If an emergency situation is being experienced by a tenant, whereby there is immediate danger to the safety of the tenant or that of their property, the reporting of this issue should not be delayed until the Council opens. Emergency repairs can be reported 24/7 on either the dedicated phone line or by using repairs online and should be reported immediately.
- 2.1.13 Other reasons included work or other personal circumstances, such as childcare or personal appointments which was mentioned by 9 (38%) of callers and 2 (8%) of callers who said it was more convenient for them as they were able to get a quicker response.
- 2.1.14 12 of the 36 callers during the pilot period (33%) explained that calling before 9am was not any more convenient for their individual circumstances. The most common reason for this was callers assumed the Council Offices would already be open, this was mentioned by 4 (33%) of those callers who said it was not any more convenient for them.
- 2.1.15 This was followed by callers who explained it was not any more convenient but they were aware that we were open and callers who said the time wasn't any more convenient but by calling earlier they hoped they would receive a quicker response, both of these reasons were mentioned by 3 (25%) callers each.
- 2.1.16 All 36 callers who shared feedback during the 12 week pilot period were asked to share how they would have contacted the Council if the additional opening hour pilot was not currently in operation. Callers were able to select multiple channels as desired. 33 callers (92%) explained that they would have got in touch using the telephone at another time of day. The only other method of contact chosen by the callers was email which was mentioned by 2 (6%) callers, 1 (2%) caller did not select any method of contact.
- 2.1.17 The two options considered as a result of this pilot were to:

**(a) Adopt the extended opening hours**

If adopted this would require consideration being given to how the extended opening hours are staffed. Based on the approach operated during the pilot, 3 members of staff would be working in the Customer Contact Centre and 2 members of staff in Housing Repairs. This would incur the cost implication of 5 members of staff working for 1 additional hour per week, which is outlined in section 4.1.1.

The alternative to this would be introducing a split shift system with the 5 members of staff outlined above, working an earlier shift pattern from 8am-4pm. Based on the volume of calls received between 8-9am, and the 8 week average volume of calls received throughout the day, it is likely that the volumes incoming are likely to be higher at any other point throughout the day. As such, if a split shift was introduced this would have the impact of reducing staffing resource at the end of the day which may impact negatively on call waiting times and number of calls answered.

The purpose of piloting extended opening hours was to understand whether this enabled us to better support those customers who may not be able to speak to an advisor between the a majority of the callers who provided feedback did tell us that it was more convenient for them to get in touch between 8-9am, 87% of callers into the Customer Contact Centre and 92% of callers into Housing repairs told us that if we were not open at this time, they would have used the telephone to get in contact with us.

Or

**(b) Resume the current opening hours**

If resumed, this option would have no financial implications outside of existing budgets. The hours and shift pattern worked would also remain unchanged. This would mean that the staffing resource would not be diluted and as such remain in place to serve customers throughout the day with the largest volume of incoming calls.

The data collected during the pilot shows that opening at 8am would not impact the way that most customers get in touch. As such, in order to be there for as many customers as possible, whilst not diluting the number of colleagues available, the Council can encourage the use of self-serve methods. The data collected during the pilot supports this, as when asked how customers would get in touch if we weren't open during the pilot hour, the most selected option after telephone, was email. Whilst not all customers will prefer or have access to digital means of contact, other out of hours, non-digital methods of contact remain, such as by letter.

- 2.1.18 **Based on the findings of the pilot the recommendation of this report is option b:** to resume the Councils opening hours of 9:00am – 5:00 pm. The data gathered during the pilot shows that the demand on the Customer Contact Centre and Housing Repairs between 8-9am is low in comparison to the volume of calls being received throughout the day, with 4% on average of the total calls for the day being received between 8-9am. Of those calls received between 8-9am, 39% on average were received in the final 15 minute window of the additional opening hour (8:45-9:00am). To adopt the extended opening hours formally, this would require permanent arrangements to be made to colleagues shift patterns which would have a financial impact or an impact on resource availability during the day when the call volumes are higher. The cost associated with this is outlined in section 4.1.1.

Within housing repairs, 54% of callers who said calling between 8-9am was more convenient, this was due to an emergency repair that needed to be reported. As such the pilot did not succeed in removing barriers for those customers to get in touch, however, has highlighted that some tenants may be waiting until we open to report emergency repairs. As such, the promotion of how to report an emergency repair via the dedicated 24/7 telephone line or by using the online repairs service could be considered.

The aim of this pilot was to understand whether we could better serve our customers, as such looked at removing potential barriers for customers getting in touch with us. The pilot has demonstrated that on the whole, the extended opening hours do not achieve this aim. As 87% of callers into the Customer Contact Centre and 92% of callers into Housing Repairs would've got in contact with us on the telephone irrespective of the pilot opening hours.

It is believed that this recommendation will concentrate our resource to ensure that colleagues are available for as many customers as possible during the busiest opening hours, whilst remaining dedicated to serving customers in the way that works best for them whether that be via the telephone, face to face or online.

## 2.2 Customer Promise Feedback

- 2.2.1 Customers were asked if they agreed that the promises set out within the Customer Promise describe what they want and need when interacting with the Council. 35 responses were received, 34 respondents agreed, 1 respondent disagreed and 0 respondents were unsure.
- 2.2.2 9 customers shared comments when asked if they had any comments or suggestions as to how the Customer Promise could be improved. All 9 of those comments were complimentary of the service that officers had and continue to provide. Due to the small number of comments, all 9 of these comments are included below.

Comments received
No, everyone I have dealt with has been efficient, friendly and really helpful at out time of loss. F2F or over the phone
No, we have had an excellent experience
Simply by following the kindness and professionalism shown by the officer that helped me today
Very good communication
No, very helpful
Keep up the good work
No comments, thank you for the great service
No problem officer very helpful
Officer was helpful today with advice towards my husband's cancer disability

- 2.2.3 Cabinet approved the Customer Promise in principle in July 2023, subject to public consultation. As outlined by the feedback above, the feedback from customers was overwhelmingly positive and as such it is recommended that Cabinet note the results of this feedback and embed the Customer Promise at the heart of our Customer Service ethos. As a result, the Customer Promise will be used to shape and influence future training developed for all customer facing staff.



**3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

**Financial Implications (FIN23-24/7657)**

3.1 If the recommendations are approved the total budget required as detailed below and the increase to the establishment will need to be approved by Cabinet and included in the current budget setting process:

Description	FTE	2024-25	2025-26	2026-27	2027-28
Customer Service Advisors (1 x additional hour per week)	3	2,876	3,079	3,295	3,526
Housing Repairs Advisors (1 x additional hour per week)	2	1,917	2,052	2,197	2,351
<b>Total budget required</b>		<b>4,793</b>	<b>5,131</b>	<b>5,492</b>	<b>5,877</b>

3.2 All posts have been assumed at the lowest salary grade (NS07 – 12) and all costs increase incrementally and include National Insurance and Superannuation.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.



Report to: Cabinet Meeting - 20 February 2024  
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance  
 Director Lead: Deborah Johnson, Customer Services & Organisational Development  
 Lead Officer: Helen Brandham, Democratic Services Officer, Ext. 5248

Report Summary	
<b>Type of Report</b>	Open Report, Non-Key Decision
<b>Report Title</b>	Portfolio Holders Attendance at the Policy & Performance Improvement Committee
<b>Purpose of Report</b>	To advise Cabinet of the proposed schedule of attendance by Portfolio Holders at future meetings of the Policy & Performance Improvement Committee.
<b>Recommendations</b>	That Cabinet note the proposed schedule of attendance by Portfolio Holders at future meetings of the Policy & Performance Improvement Committee.
<b>Alternative Options Considered</b>	None, it was considered important to establish a schedule of briefings by Portfolio Holders to the Council's overview and scrutiny body.
<b>Reason for Recommendations</b>	Portfolio Holders attendance has been requested by the Policy & Performance Improvement Committee. This will provide them with the opportunity to scrutinise the actions listed in the Council's Community Plan and highlight activities within their respective portfolio areas.

## 1.0 Background

- 1.1 At the meetings of the Policy & Performance Improvement Committee (PPIC) held on 25 September 2023 and 4 December 2023, they were presented with the Community Plan 2023/2027 for comment, endorsement and onward recommendation to Cabinet and then Full Council for approval.
- 1.2 During consideration of the reports, Members requested that Portfolio Holders be invited to future meetings of the Committee. This would enable the Portfolio Holder to give an overview of their remit and also the opportunity to provide a more focussed explanation of some of the of actions as detailed in the Community Plan. It would also offer the Committee the opportunity to ask questions of the Portfolio Holder.
- 1.3 A report was presented to the Committee on 29 January 2024 setting out a proposed schedule for Portfolio Holders' attendance.

## **2.0 Proposal**

- 2.1 It is proposed that each of the Portfolio Holders be invited to future meetings of the PPIC, as per the schedule set out below, subject to their availability at the time.
- 2.2 When in attendance, it is proposed that the Portfolio Holder will give a presentation to the Committee, providing an overview of their remit and the key elements they hope to achieve in the next 12 months, as detailed in the Council's Community Plan.
- 2.3 The Leader of the Council has welcomed the proposed presentations by Portfolio Holders to PPIC and will be attending the meeting scheduled for 4 March 2024.

## **2.4 Proposed Schedule**

4 March 2024 - Councillor Paul Peacock (Strategy, Performance & Finance)  
24 June 2024 - Councillor Lee Brazier (Housing)  
22 July 2024 - Councillor Emma Oldham (Biodiversity & Environmental Services)  
9 September 2024 - Councillor Matthew Spoons (Sustainable Economic Development)  
28 October 2024 - Councillor Rowan Cozens (Heritage, Culture & the Arts)  
2 December 2024 - Councillor Susan Crosby (Health, Wellbeing & Leisure)  
27 January 2025 - Councillor Paul Taylor (Public Protection & Community Relations)  
20 March 2025 - Councillor Keith Melton (Climate Change)

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None



Report to: Cabinet Meeting - 20 February 2024

Portfolio Holder: Councillor Lee Brazier, Housing

Director Lead: Suzanne Shead, Housing Health and Wellbeing

Lead Officer: Cara Clarkson, Business Manager - Regeneration and Housing Strategy, Ext. 5923  
Cheska Asman, Homelessness and Safeguarding Officer, Ext. 5643

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	Homelessness & Rough Sleeper Strategy
<b>Purpose of Report</b>	To present the Homelessness & Rough Sleeper Strategy 2024-2029 for approval.
<b>Recommendations</b>	That Cabinet approve the Homelessness and Rough Sleeper Strategy 2024-2029 (as at <b>Appendix 1</b> which has been published separately to the main agenda).
<b>Alternative Options Considered</b>	Under the Homelessness Act 2002, local housing authorities have a statutory duty to have a Homelessness Strategy. Alternative options therefore relate only to the actions within the strategy and not the decision to have a strategy.  Priorities for Newark and Sherwood and actions to be delivered under the strategy have been developed following a robust review of local and national evidence.
<b>Reason for Recommendations</b>	Newark and Sherwood District Council has a statutory requirement to deliver a Homelessness Strategy every five years as a minimum.  The delivery of this strategy also supports key community plan objectives: To improve health and wellbeing and to increase the supply, choice and standard of housing.

## 1.0 Background

- 1.1 The new Homelessness Prevention and Rough Sleeper Strategy 2024 – 2029 follows on from the Council’s existing Homelessness Prevention and Rough Sleeper Strategy, 2019-2024. The production of a Homelessness Strategy is a statutory requirement under the Homelessness Act 2002, requiring housing authorities to carry out a homelessness review for their district and formulate and publish a homelessness strategy based on the results of the review every five years (as a minimum).

- 1.2 Additional duties for local authorities have been introduced via the Homelessness Reduction Act 2017 (to produce a strategy that involves partners in earlier identification and intervention to prevent homelessness) and the Government’s Rough Sleeping Strategy 2018 (the expectation for Local Authorities to produce a Rough Sleeping Strategy).
- 1.3 Newark and Sherwood District Council has brought these duties together to create a collective ‘Homelessness Prevention and Rough Sleeper Strategy 2024 – 2029’ which is attached at **Appendix 1** of this report for consideration.
- 1.4 The Homelessness Review is at **Appendix 2** which has also been published separately to the main agenda and is based on an evaluation of:
  - i. Progress in delivering the 2019-24 strategy aims and objectives;
  - ii. The current and emerging national, regional and local policy context;
  - iii. An assessment of the housing market;
  - iv. Analysis of official homelessness statistics, local rough sleeping data, stock housing data and Private Rented Sector statistics over the last four years;
  - v. Research into the root causes of homelessness and the likely future levels of homelessness; and
- 1.5 Consultation with a range of stakeholders has been undertaken in the production of this strategy which has also been considered and recommended to the Cabinet by the Council’s Policy and Performance Improvement Committee following their meeting held on 29 January 2024.

## **2.0 Proposal**

- 2.1 Our vision is for 2024-2029 strategy is for Newark and Sherwood: *“To create an environment where people lead safe and healthy lifestyles, ensuring suitable housing for all. At the heart of this is our aim to break the cycle of homelessness by ensuring the causes of homelessness are identified at an earlier stage and prevented where possible”*.
- 2.2 Whilst a statutory requirement of the Council to deliver, the Homelessness Prevention and Rough Sleeper Strategy can only be delivered through effective partnership work and therefore the strategy’s delivery plan will be a collective plan to tackle homelessness with partners.
- 2.3 A draft delivery plan is included within the strategy. The delivery plan will be populated in partnership with key stakeholders across mid-Nottinghamshire once the strategy has been approved.
- 2.4 At the core of this strategy are six priorities which will underpin our approach to the development and delivery of homelessness services in Newark and Sherwood:
  - i. Early intervention through effective partnership working.
  - ii. The provision of an accessible, agile, and responsive homelessness service.
  - iii. Access to affordable and quality accommodation across all sectors.
  - iv. Tackle rough sleeping by developing and improving pathways.

- v. Linking homelessness, health, well-being, and housing together to improve the life chances and aspirations of those affected.
- vi. Delivering holistic support solutions to sustain long term tenancies and prevent homelessness and rough sleeping.

2.5 To ensure that our six priorities are delivered and progress is monitored, we will:

- i. Develop a delivery plan with key stakeholders and agree robust actions with leads and timescales assigned.
- ii. Carry out an annual review to re-evaluate and align the delivery plan to current findings or situations to be presented to Cabinet.
- iii. Agree a robust data analysis framework to monitor performance and adapt to findings.
- iv. Monitor the local, regional and national policy context.
- v. Facilitate appropriate governance through the Mid-Notts Joint Homelessness Prevention Strategic Group and the Newark and Sherwood Homeless Interagency Forum.

2.6 To fund homelessness prevention, every local authority receives a Homelessness Prevention Grant from central government, with a recommendation to ringfence the funding and meet the following conditions:

- i. Embed the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness.
- ii. Reduce the number of families in temporary accommodation by maximising family homeless prevention.
- iii. Reduce the use of Bed and Breakfast accommodation for families.
- iv. Report total homelessness spend under the categories of temporary accommodation, staffing, prevention activities, relief activities.
- v. Submit accurate data or up to 10% of funding may be deducted.

2.7 Newark and Sherwood received £226,279 in 2022/23 for Homelessness Prevention. This funding is used to deliver core services including prevention, staffing and contributions to partner delivery through service level agreements and grant funding including: Sherwood and Newark Citizens Advice, Nottinghamshire and Lincolnshire Credit Union, Home-Start, Rough Sleeper Initiative Partnership and the Furniture Project.

2.8 Allocations for the current and next year stand at £236,278 for 2023/24 and £240,767 for 2024/25. This funding will be aligned directly to the priorities within the new strategy.

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital and Cyber Security; Equality and Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding and Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

**Financial Implications: FIN 23-24/7442**

There are no additional financial implications resulting from this report. Any specific activities requiring funding would be presented under separate cover.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.



Report to: Cabinet Meeting - 20 February 2024

Portfolio Holder: Councillor Lee Brazier, Housing

Director Lead: Suzanne Shead, Director - Housing, Health & Wellbeing

Lead Officer: Maria Cook, Assistant Business Manager - Housing & Estate Management, Ext. 5456

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	Proposed Operating Model for Alexander Lodge, Newark
<b>Purpose of Report</b>	To provide Cabinet with an overview of the Alexander Lodge temporary accommodation project and to set out the proposed service model and associated costs.
<b>Recommendations</b>	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> <li>a) note the progress of the scheme and the allocated budgets for 2024-25;</li> <li>b) approve the transfer of £17,033 from the Homelessness Reserve to revenue for the one-off items listed in the table at 4.3 (summarised at 5.2.3) of the report;</li> <li>c) approve budgetary provision a caretaker post, funded through service charges;</li> <li>d) note that costs of the caretaker role of £28,195 will be funded from the existing budget set for 2024/25; and</li> <li>e) approve additional budget of £30,000 for the purchase of a vehicle (subject to caretaker role approval) and inclusion into vehicle replacement programme.</li> </ul>
<b>Alternative Options Considered</b>	Alternative lesser service models could be an option, but this would have an impact on the service and its deliverables, management of the site and could lead to damage to the structure and wasted community space.
<b>Reason for Recommendations</b>	<p>To provide a strong homelessness support service that complements the investment in temporary accommodation in the District; improving the standard of housing available and extending the services available within and from Alexander Lodge.</p> <p>Aligning to 24/27 Community Plan objectives:</p>



- Increase the supply, choice, and standard of housing.
  - Raise peoples' skills levels and create employment opportunities for the to fulfil their potential.
- To be a top performing, modern and accessible Council.

## 1.0 Background

- 1.1 The 2024/27 Community Plan includes an objective to “Complete development of Alexander Lodge, a new temporary accommodation facility.
- 1.2 The build element of the project commenced in November 2021 and has faced challenges including the loss of the main contractor in September 2022. Following this, a new contractor was appointed to progress the works through to completion of phase one (making the super structures watertight).
- 1.3 Subsequently, in April 2023 a further tender exercise was carried out for the phase two fit out and completion of the internal works and the project was due to complete by January 2024, the target date for completion has been achieved and it comes within the budget of £4.1million, with occupation expected as early as March 2024.



## **2.0 Proposal/Details of Options Considered**

### **Alexander Lodge – Management Arrangements and Flexibility of Space**

- 2.1 The Council wants to create a service model that matches the modern method of construction for the building, ensuring it is flexible to the current and future needs of the user. This project is a major investment for the council and therefore it is imperative that asset management and maintenance programmes are well planned and managed – this will be achieved by mirroring those used for managing the Council’s Housing Revenue Account portfolio of homes.
- 2.2 Temporary accommodation, by its very nature, has high occupancy and turnover that reduces the life expectancy of its internal components and decoration. A repairs and renewal programme for Alexander Lodge will be created and administered through APEX, the asset management software system used in Housing.
- 2.3 The APEX system can set different lifecycles for replacement and renewal of components and will ensure that maintenance and compliance programmes and annual servicing requirements are maintained in line with statutory regulations and scheduled in advance. The programme will also include a 18 to 24-month full redecoration programme to ensure accommodation units remain in good order. This repair and renewal programme will be funded through the rent and service charge.
- 2.4 The intelligent design of Alexander Lodge is such that the units have capability of flexing from a one-bedroom, up to a four-bedroom, self-contained unit via its interlocking doors and access to storage/bedroom arrangements. The interlocking and adjoining rooms are such that they can remain locked if they are not required, they can be made available as sleeping spaces or given as storage space if not required as a bedroom. For this reason, there is a variable weekly rent charge that will be applied reflecting the size of the household occupying it and the room space they have. This is a keyless system using access cards such as would be found in a hotel.
- 2.5 The smart design of this site also extends to the energy provision too. It has Photo Voltaic Solar Panels installed on the roof meaning that an estimated 80,000kw of electricity will be created per annum. Projections show that the whole site is likely to consume 60,000kw, therefore circa 20,000kw can be sold back to the National Grid once moved from the starter tariff. This green energy along with the significant levels of insulation means that the accommodation will be warm, efficient to heat and the site will be energy efficient, helping to keep service charges to a minimum for utilities and communal facilities usage.
- 2.6 Having operated temporary accommodation for many years much has been learnt about what occupants need when accessing temporary accommodation and this has provided strong learning for the management of this scheme and making best use of the accommodation to meet the Council’s statutory duties.
- 2.7 With that in mind, solutions have been considered that would enable quicker turnover of accommodation whilst ensuring standards are maintained. It is proposed that a caretaker role is introduced to achieve a speedy and cost-effective turnaround when units become empty, which will encompass most of the work required to bring properties up to the Lettings Standard.

- 2.8 This role will undertake a multitude of tasks including:
- Clearance and cleaning of the unit,
  - PAT testing of electrical items,
  - Visual electrical inspections (training to be provided),
  - Painting and decorating the units,
  - Maintenance of the grounds and surrounding area,
  - Inspection of play equipment (training to be provided) and
  - anything else required in order to create a timely and efficient turnaround of available accommodation.

An assumption of this post has been factored into 2024/25 budget for Alexander Lodge.

- 2.9 It is anticipated that undertaking empty property turnarounds in this way will make the units available sooner, reducing the inconvenience for the customer and the use and expense of B&B placements for the council. Again, to ensure standards are maintained, once the post holder is satisfied that the standard for the accommodation has been met and it is ready for letting it will post inspected by the tenancy support team prior to its next allocation.
- 2.10 Longer term there is the intention to extend the reach of this role across all temporary accommodation sites, to bring consistency with service and standards offered and in doing so freeing up HRA resources that currently provide this service. There will always be a need for the input of technically specialised roles to maintain compliance and these will be used when required.

### **3.0 Alexander Lodge Service Offer**

- 3.1 Alexander Lodge is the council's Newark offer of temporary accommodation for those who are owed statutory duties and provision of accommodation pending assessment as per the requirements of the Housing Act 1996 as amended by the Homelessness Reduction Act 2017.
- 3.2 The current service offer for those owed these duties is self-contained, clean, part furnished accommodation with tenancy support provided both on arrival, and support with housing and broader areas such as education, health and employment and to prepare them for moving on. This element of service will transfer to Alexander Lodge: upon arrival, the tenancy support team begin building trust and rapport with the residents to ensure they settle in, access services and provisions needed for them and their families.
- 3.3 With Alexander Lodge, in addition to the immediate input the team have on arrival, support workers will work with residents to understand longer term aspirations, helping to identify tenancy and life skills that may be needed for longer term tenancy success.
- 3.4 This offer needs to be accessible to the person for as long as needed without extending their stay in temporary accommodation. Three local colleges – Lincoln and Newark College, Academy Transformation Trust Further Education (ATTFE) and Inspire have all agreed to work together with the Council to deliver a complimentary package which meets the key skills set out below.

- 3.5 A working group identified the key skills below needed for tenancy sustainment and educational growth:
- Confidence and Communication
  - Budgeting
  - Health and Wellbeing
  - Income and Employment
  - Tenancy Responsibilities
  - Home Safety & DIY
  - Practical Skills
- 3.6 These skills will be delivered in a module format with blended learning both face to face and online, based on the findings from an assessment questionnaire that will identify the skills and classes that will be of benefit to the residents, as well as best delivery model.
- 3.7 Embracing this shift in service delivery has led to the installation of four touch-based computer systems in the community centre, to support the growth and development of the residents using this service as well as access to job and recruitment opportunities, cv writing, applying for benefits and updating benefit records among others. The method of delivery for these skills also allows residents to move on from the temporary accommodation and continue in their growth and educational journey.
- 3.8 In addition, the Council is also looking to expand existing partnerships with Citizens Advice, the Credit Union and health partners to deliver targeted sessions on an individual basis and some group sessions. The broader offer will be live from the Autumn 2024 and hopefully can be expanded to include applicants on the housing register and existing tenants.

#### Community Space

- 3.9 The community space is attached to the office and laundrette and has an accessible wet room with showering facilities. The centres will house the touch down computers, a screen, projector and sharing capabilities for training, staff meetings, events, and sessions with a secondary interview/private space available for staff and agencies like social care, health, CLG, Early Learning that are working with the residents.

#### Severe Weather Emergency Protocol (SWEP)

- 3.10 The building also gives the Council a variety of options for accommodating rough sleepers when the SWEP is activated – this is the Council’s crisis response when extreme events such as high or low temperatures require additional support for rough sleepers and those experiencing homelessness.
- 3.11 Currently, when SWEP is activated the housing options team secure accommodation through existing temporary accommodation if there is any space, or a place B&B placement. Alexander Lodge will enable the council to use the community space to provide shelter (from hot and cold weather) during the daytime for those who are rough sleeping. If there are units of accommodation with vacant storage/spare bedroom area, these can be opened to provide a sleeping space for the rough sleeper, with access to bathroom and toilet facilities inside the community building.

Support with Being Tenancy Ready inc. Care Leavers

3.12 For many years the housing options service has worked closely with NCC social care and Care Leavers to create and support care leavers. This will continue and facilities will be made available to support better housing outcomes e.g. life skills and practical skills experience to support independent living.

**4.0 The Finances**

4.1 **Appendix A** shows the indicative rent setting calculations approved by Full Council in February 2023.

4.2 As the specifics of the service come to fruition and exact costings are identified, the rent and service charges will continue to be reviewed and amended to ensure they are reflective of the service costs, keeping a focus on achieving affordability.

4.3 The table below identifies works undertaken and where possible, where specific costs have been apportioned.

Item	Comments	Est Cost (if known)
CCTV	To cover all the external site, entrance space, community space and laundry areas. Awaiting approval from Information Governance	£5,971 quote
Internet for office/site use	Virgin Media Business Line including internet access for the touch-down computers in the community centre.	£4,544 pa – installed
Community Centre Desk Top Kiosks	Installation of 4 touch-down systems	£3,061.12
Accommodation Units Fixtures and Fittings	White goods & household equipment for all 20 units.	£39,958.28
Window Coverings	Blinds for 20 units, community centre, meeting room & office space.	£11,620
Laundry	Leasing of four machines inc repairs and maintenance contract.	£418 pm
Educational Offer	Educational Fees covered by college grants.	Via service charge.
Soft/Extra Furnishings	For office space – furniture recycled from other offices where able.	£8,000
Solar Panel Dongle	To transfer readings and data from the battery.	£75 pa
APEX Annual Licences	3 licences	£100 x 3 = £300 p/a via service charge
Vehicle Provision	Provision of a vehicle for caretaker role in rental fees during wait period. This vehicle would also need adding to vehicle replacement programme.	£32,560

Staff Upskilling – see follow up note on caretaker role	Training and qualifications in required compliance, health and safety and health and hygiene.	£1,000
Clean and Clear Cover	When the caretaker is on leave/absence provision has been secured via Corporate Property Cleaning contract	tbc

4.4 The Alexander Lodge project is set to be delivered within budget and timescales.

Category	Total Budget	Spend to Date	Committed Spend	Total Spend	Available
Construction	3,899,958	3,817,818	73,806	3,891,624	8,335
Professional Fees	237,000	225,235	11,290	236,525	475
Fit Out	12,896	23	12,148	12,171	724
Corporate Property Fees	10,000	1,748	6,000	7,748	2,252
Legal Fees	146	146	0	146	0
	<b>4,160,000</b>	<b>4,044,970</b>	<b>103,244</b>	<b>4,148,214</b>	<b>11,786</b>

## 5.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### Financial Implications (FIN23/24/6959)

- 5.1 The Capital budget of £4.160m is sufficient to complete the building and fit it out, as per the table at 4.4, albeit the table includes some estimates as final invoices are still to be received.
- 5.2 Financing of the scheme is due to be £3.310m borrowing and £0.850m contribution from the homelessness reserve.
- 5.3 A summary of the table at 4.3 between capital and revenue is shown below:

Item	Capital	Revenue	Comments
Accommodation Units Fixtures and Fittings	39,959		Included in Capital Budget
Window Coverings	11,620		Additional item can be contained in existing Capital budget
Vehicle Provision	30,000		Additional item Capital (also see below revenue)
<b>Sub Total to added to the Capital Budget</b>	<b>81,879</b>		
CCTV		5,971	One off cost to be funded from Homelessness Reserve
Community Centre Desk Top Kiosks		3,062	One off cost to be funded from Homelessness Reserve

Soft/Extra Furnishings		8,000	One off cost to be funded from Homelessness Reserve
<b>Sub Total to be funded from Homelessness Reserve</b>		<b>17,033</b>	
Internet for office/site use		4,544	Additional cost
Laundry		5,016	Included in budget from 2024/25
Educational Offer	-	-	No costs associated with this
Solar Panel Dongle		75	Additional cost
APEX Annual Licences		300	Additional item
Vehicle Provision		17,560	Additional item prior to capital purchase – hire costs due to lead in time from order.
Staff Upskilling – see follow up note on caretaker role		1,000	Additional item
Caretaker		28,195	£60,000 included in the 24/25 budget
<b>Sub Total Revenue</b>		<b>28,195</b>	
<b>Grand Total</b>	<b>81,879</b>	<b>45,228</b>	

5.4 As per the table above, a further transfer from the Homelessness Reserve is required of £17,033 to revenue for the one-off items. Any replacement of these items will be included in a Repairs and Renewals Programme.

5.5 During the budget process for 2024/25 onwards, following review of the community plan, a budget of £60,000 was included for the caretaker and the running costs of a vehicle. Following the job description being written, it is now expected that the costs associated with the caretaker will not be as high as originally estimated. As a result of this, the revenue costs totalling £28,195 in the table above can be contained within the budget requested for 2024/25 due to be presented to Cabinet in February.

5.6 The new vehicle is an additional item that needs to be added into the vehicle replacement programme. This can be done via the Capital Budget report due to go to Cabinet for approval in February 2024.

**Digital and Cyber Security and Data Protection Implications**

5.7 Include in this report in sections 3.7, 3.12 and 4.3 are details pertaining to the digital offer at Alexander Lodge. The office will be kitted out with touch down/docking equipment so that all staff can use this when needed. The community centre will be fitted with suitable customer-based equipment and there is an ongoing piece of work with ICT to make either hot spots or mobile data available to residents who need internet access, which could include access to free data as part of ICT Digital Inclusion programme.

### **Equalities Implications**

- 5.8 Protected Characteristics have been taken account of when constructing Alexander Lodge and its wider service provision. It should be noted that Alexander Lodge does provide an accessible entrance, community space, level access to all ground floor units and has two DDA compliant units, including appropriate turning circles and wet rooms. As mentioned in 3.12 above the community centre also has a shower/wet room with accessible toilet which will be utilised by identified rough sleepers and is an option for staff to consider for tenants who are experiencing difficulties in their homes and need access to suitable facilities such as but not limited to hospital discharge cases who need level access facilities whilst they wait for social care/DFG alternations and adaptations.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.





Report to: Cabinet Meeting - 20 February 2024

Portfolio Holder: Councillor Lee Brazier, Housing  
Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: Suzanne Shead – Director - Housing, Health & Wellbeing

Lead Officer: Julie Davidson, Business Manager - Housing Services, Ext. 5542

Report Summary	
<b>Type of Report</b>	Open Report, Non-Key decision
<b>Report Title</b>	Solar Panel Installation at The Broadleaves and Gladstone House
<b>Purpose of Report</b>	To propose installation of solar panels at two of our Housing with Care sites to continue the move to renewable energy sources and benefit residents through lower energy costs.
<b>Recommendations</b>	It is recommended that Cabinet approve funding of £217,000 for the installation of solar panels at The Broadleaves and Gladstone House, to be included in the Capital Budget 24/25 financed by the Major Repairs Reserve.
<b>Alternative Options Considered</b>	Undertaking other identified energy saving measures alone without the installation of solar panels would limit both the benefits to tenants and the wider Council objectives.
<b>Reason for Recommendations</b>	<p>Community Plan 24/27 alignment:</p> <ul style="list-style-type: none"> <li>• Increase the supply, choice, and standard of housing.</li> <li>• Reduce the impact of climate change.</li> <li>• To be a top performing, modern and accessible Council</li> </ul> <p>To assist the Council in achieving its objectives as set out above. The lower utility costs at the schemes will directly benefit tenants as this will reduce the service charges and reduce impact of cost of living.</p>

## 1.0 Background

1.1 Gladstone House is a 60-apartment building, and The Broadleaves is a 30-apartment building with 10 x 2-bedroom bungalows situated within the grounds of the scheme. Both are Housing with Care Schemes, managed by the Tenancy & Estate Team.

- 1.2 Both schemes have heated internal corridors, seating areas with air conditioning, commercial kitchens and laundry facilities which designate the schemes as Housing with Care and mean they contain services with high energy consumption that form the landlord costs. These costs are passed on to tenants via service charges.
- 1.3 The increase in global energy prices have impacted on the electricity costs at both these sites and there are opportunities to move to greener energy and reduce communal charges for tenants created by landlord facilities.

## 2.0 Proposal/Details of Options Considered

- 2.1 An energy review carried out at both sites identified several areas where energy savings could be made, with several actions being agreed and commenced:

Identified Energy Saving	Action	The Broadleaves	Gladstone House
Residents and visitors had been turning up the heating and air conditioning controls, heating set at 29 degrees and air con set at 20 degrees.	Fit tamper proof covers to the heating thermostats and air conditioning controls. Cost £940.00 per site.	Completed	Completed
Commercial Kitchen	Review kitchen equipment usage, set up timers for overnight use of commercial dish washer.	End February 2024	End February 2024
Procure better energy supply tariff.	Procure an energy supplier for all the councils housing energy usage from a single supplier as a tender exercise.	Procurement commenced October 2023	Procurement commenced October 2023
Procure and install solar panels to the roof of The Broadleaves and Gladstone House.	Quotation received from specialist installer used on other HRA new build projects	Estimated generation of 97,000 kwh of solar power per annum	Estimated generation of 132,000 kwh of solar power per annum

- 2.2 This proposal was discussed at SLT on 21 November 2023 based purely on reducing energy costs at The Broadleaves. SLT recommended extending the proposal to Gladstone House as part of the same project.
- 2.3 The preferred option is to combine the energy saving initiatives above with the installation of solar panels on both Housing with Care sites which will contribute to increase homes heated through renewable energy and provide more affordable heating and service charges.

### **3.0 Environmental Benefits**

- 3.1 Each site has been assessed to determine the best possible solution for Solar PV installation, with different installations recommended for each site. The total capital investment required to install Solar PV is £217,000.
- 3.2 In progressing with the installation of Solar PV at these sites more than 225,000 kWh of electricity can be generated on an annual basis, in turn saving over 45 tCO<sub>2</sub>e of carbon emissions annually.
- 3.3 Carbon reduction projects such as this enable the Council to demonstrate our commitment to creating a more sustainable, carbon conscious and environmentally friendly homes for our residents to live in. This project also allows the Council to set an example as a leader of place, encouraging local businesses to consider and undertake carbon reduction measures and prioritise energy efficiency improvements.
- 3.4 Any excess energy generated, based on the annual energy consumption being less than that generated will be fed back into the grid, will attract a minimal income.
- 3.5 We will be monitoring it has potential to generate income through selling electricity back to the grid – current sell back rate is 15p per kWh and will substantially reduce costs and therefore service charges for tenants.

### **4.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Financial Implications (FIN23-24/6096)**

- 4.1 If the installation of solar panels is approved, £217,000 would need to be added to the Capital HRA investment Programme, financed by the Major Repairs Reserve (MRR).
- 4.2 The savings made from installing the solar panels, will be monitored, and reported through budget monitoring during 2024/25 following the installation. Any in year underspends can be transferred back into the MRR in year.
- 4.3 The budget can then be reduced as appropriate during the 2025/26 budget process.
- 4.4 Whilst we are comfortable that the installation of solar panels will benefit tenants through service charges, payback periods aren't known at this point (whilst we have carried out energy reviews across both sites) and this will be revisited twelve months after installation to confirm expected payback timescales, including taking account of any sell backs to the grid for unused electricity.

### **Tenant Implications and Feedback**

- 4.5 Conversations have been held with tenants across both sites with most views expressed being positive as they see the installation of solar panels as helping the environment with the knowledge it may also impact positively on the service charges they pay.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.



Report to: Cabinet Meeting - 20 February 2024

Portfolio Holder: Councillor Lee Brazier, Housing

Director Lead: Suzanne Shead, Director – Housing, Health & Wellbeing

Lead Officer: Caroline Wagstaff, Business Manager - Housing Maintenance & Asset Management, 07929 864367

Report Summary	
<b>Type of Report</b>	Open Report, Non-Key Decision
<b>Report Title</b>	Surveyor - Damp & Mould – New Post
<b>Purpose of Report</b>	To seek budgetary approval to establish a qualified surveyor post to manage reported damp and mould cases and assist with disrepair claims.
<b>Recommendations</b>	That Cabinet approves the recommendation to make the necessary budgetary allowance as set out in paragraph 3.1 of the report, to increase establishment by 1x FTE to create a surveyor role with a focus on damp and mould, subject to the HRA revenue budget being approved by the Full Council on 13 February which includes the funding for this role from 2024-25.
<b>Alternative Options Considered</b>	To add these additional activities to existing posts which would not provide the resource needed to prioritise responses to damp and mould.
<b>Reason for Recommendations</b>	To ensure that the Council can respond proactively and promptly to reports of damp and mould and provide additional technical knowledge to the Assets and Repairs functions.  This aligns to Community Plan Objective 1 – improving health and well-being and Objective 2 - Increasing the supply, choice, and standard of housing.

## 1.0 Background

- 1.1 In October 2021, the Housing Ombudsman issued a “Spotlight on Damp and Mould”, highlighting the approach they expect social landlords to take when dealing with tenants who complain about damp. This included adopting a more customer centred approach to the issue and better management of complaints.
- 1.2 On 22 November 2022 the Regulator of Social Housing sent a letter to all social housing providers seeking information and assurances on our approach to tackling damp and

mould. Whilst our response was well received the appointment of a Damp and Mould Surveyor was noted as a future improvement in our approach.

- 1.3 Awaab's Law was an amendment to the Social Housing Act that became law in July 2023. This was in response to the tragic death of two-year-old Awaab Ishak in 2020 from damp and mould in his parents' home. Awaab's Law is currently in consultation which will mandate social landlords to remedy damp and mould within strict time limits although the Council await the outcome of the consultation. Also, under the Social Housing Act 2023 the Housing Ombudsman has been given new powers to investigate damp and mould cases.
- 1.4 The Social Housing Act aims to raise the bar on competence and conduct by setting standards on the competence and conduct "of all staff involved in the provision of housing management services".
- 1.5 As part of our approach we have undertaken a full review of our damp and mould policy procedures to include the 27 recommendations from the Housing Ombudsman review.
- 1.6 Our housing repairs team do not currently have a qualified surveyor to investigate, draft and manage schedule of works, to ensure full remedy of damp. There is no capacity with the Asset Team to on take this role currently or in the foreseeable future given the increase in the HRA capital investment programme.
- 1.7 Currently damp and mould cases are initially investigated by our Repairs Inspector and they refer cases on a regular basis to a surveyor in the asset team. The workload of the Repairs Inspector and that of the Asset Surveyors is extremely high and this double handling is putting more pressure on the Council's ability to respond quickly to reports of damp and mould.

## **2.0 Proposal/Details of Options Considered**

- 2.1 To ensure we identify the causes of damp and mould correctly and commission appropriate works to remedy reported cases, these should be investigated and managed by a qualified surveyor. This will also be a requirement for any disrepair cases brought against the Council.
- 2.2 The role of the additional Surveyor will be to cover other complex repairs, with priority always being given to responding to damp and mould cases.
- 2.3 Option A – Consultants/Agency Surveyor  
To appoint a consultant or agency surveyor the gross costs in the current marketplace would be 40% - 60% higher costs than a permanent appointment. Enquires with two agencies have been given indicative costs of £300 - £400 a day. This would equate to £78,000 - £104,000 annually.

This is not a sustainable medium- or long-term option nor does it evidence the Council's commitment to keeping our homes decent which is a long-term commitment.

## **2.4 Option B – Additional responsibility for Asset Team surveyors**

Whilst the Asset Team does employ surveyors, currently there are two permanent surveyor posts filled and two vacant posts. Given the increase in capital spend now and

for the future there is not the capacity or resource to carry out this additional burden and a new post would be required whether in this team or the Repairs Team.

2.5 **Option C - Appoint Damp and Mould Surveyor**

The appointment of dedicated Damp and Mould Surveyor would give much greater assurance that the Council would be able to respond appropriately and within timescales to meet the forthcoming legal requirements under the Social Housing Act 2023.

2.6 A specific post would give greater assurance to our tenants that we are providing the appropriate qualified staff member to assess the possible cause correctly and be able to recommend the best approach to tackling first time.

2.7 It is planned that this role will also provide support and guidance to all colleagues working in tenants' homes to identify problems early that can lead to damp and enable us to adapt swiftly to new legislative requirements whilst not impacting our existing service performance.

2.8 The recommendation is to appoint a Damp and Mould Surveyor who is also qualified and has experience in diagnosing and remedying damp and mould in people's homes and increase resources within the service most used and valued by our tenants.

2.9 The intention would be to appoint at the Surveyor grade at NS10 and include the current market supplement paid for this grade.

3.0 **Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

**Financial Implications – FIN23-24/3262**

3.1 The budgeted cost for a Surveyor on NS10 would be £46,071 (including oncosts). With the £3,000 market supplement, the total annual cost for 2023/24 with the pay award is £49,071. Assuming that this post would only be filled from March 2024 onwards, the cost in the current financial year would be contained within existing budgets. For 2024/25 and future years, the funding of the post is included in the service budgets.

**HR Implications**

3.2 The Housing Maintenance and Asset Management Surveyor job description is a generic one. If the intention is to use the same job description but advertise stating that there will be a focus on damp and mould alongside more generic tasks, it will be appropriate to use the same job description. However, if the intention is to amend the existing job description in any way – i.e., to include specific experience or qualifications for example, then it should be evaluated as a new role, using the NSDC JE conventions. Consideration should be given as to whether the existing job description is fit for purpose for this role to ensure that the right person can be recruited.

- 3.3 The proposal is to include the current surveyor market supplement, £3000 per annum, with this role. Again, if it is the same Surveyor job description, this would be appropriate. It should be noted however that the current market supplement is due to end March 2024 and a further report will need to be brought to SLT, demonstrating that there is still a market driver for it, if the intention is for this additional payment to continue for a longer period. That the market supplement is to be reviewed will be included in any advert for the new post.
- 3.4 Reference is made in this report to the Repairs Inspector currently undertaking damp and mould investigations but now having to refer them to surveyors in the Housing Asset team. Is the issue one of capacity – i.e., these investigations could continue to sit with the Repairs Inspector if there was additional capacity in that role, or is it that it is inappropriate for it to sit here as the post does not have the appropriate qualifications? This is worth considering given the difficulties we have in recruiting qualified surveyors due to the skills shortage and we may have more success in recruiting to an additional Repairs Inspector role.
- 3.5 The Council establishment has increased by 19.11 FTE as of Q2 (including 7 temp posts) across a number of areas; ICT, Public Protection, Housing and Estates Management, Revenues and Benefits, Housing Income and Leaseholder Management, Housing Maintenance and Asset Management, and Economic Growth. This proposal seeks to increase the establishment by a further 1FTE. Consideration should be given as to whether growth in teams is in line with the objectives of our Community Plan. The proposals above are however designed to support performance in line with changes in law and best practice.
- 3.6 The proposal is to increase the establishment in line with service requirements rather than to make any changes that will impact existing staff. If the post is recruited to, this will be carried out in line with the Council’s recruitment and selection policy to ensure that it is done in a fair and transparent manner and that no candidates are disadvantaged due to holding a protected characteristic.

### **ICT Implications**

- 3.7 The proposed restructure will result in an increase to the establishment of 1 FTE which requires additional ICT equipment and licenses - noted in financial implications.
- 3.8 The digital strategy action plan has a major inflight project replacing the Housing Management System. However, based on the coverage of roles, this system improvement is unlikely to significantly reduce this by digital transformation or process re-engineering.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.





Report to: Cabinet Meeting - 20 February 2024  
 Portfolio Holder: Councillor Paul Taylor, Public Protection & Community Relations  
 Director Lead: Matt Finch, Director of Communities and Environment  
 Lead Officer: Jenny Walker, Business Manager - Public Protection, Ext. 5210

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	Public Spaces Protection Orders within Newark and Sherwood
<b>Purpose of Report</b>	To outline to the Cabinet the existing orders in place and their end dates and to set out the first stage draft orders for public consultation
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>(a) approve the draft PSPO orders, as set out, to be issued for the first stage public consultation for a period of 6 weeks; and</li> <li>(b) delegate authority to the Director of Communities and Environment in consultation with the Portfolio Holder for Public Protection &amp; Community Relations, to approve amendments from the first stage consultation to be made to the final draft order to be issued for the final 4 week consultation period.</li> </ul>
<b>Alternative Options Considered</b>	<ul style="list-style-type: none"> <li>• Do nothing – a number of orders that are due to end in 2024 would not be renewed in time and would lapse. This would mean there would be no controls in place and no enforcement action could be taken.</li> <li>• Reduce the number of orders – This would reduce the ability for enforcement action to be taken in certain areas where ASB is causing an issue.</li> <li>• Increase the number of orders – PSPOs can only be placed where there is a justification and evidence to support. They must also be enforceable.</li> </ul>
<b>Reason for Recommendations</b>	The implementation of PSPOs within Newark and Sherwood aligns with the Community Plan objective to Reduce Crime and Anti-Social Behaviour.

	All PSPOs must be subject to public consultation to ensure the locations and controls are understood and are considered to be in the right places.
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## 1.0 **Background**

1.1 The Anti-Social Behaviour, Crime and Policing Act 2014 sets out the legislative framework around the creation of Public Spaces Protection Orders (PSPO) and the offences for breaching any requirements within an approved PSPO.

1.2 There are currently a number of PSPOs in place within NSDC, these include:

- **Dog control** – District wide order – this enables enforcement for dog fouling across the district and sets out location where dogs are either excluded, must be on lead or must be placed on lead when directed by an Authorised Officer.
- **Dispersal** – Direction to leave any area due to behaviour
  - Newark Town Centre
  - Balderton Lakes
  - Coronation Park, Balderton
  - Lakeside Shopping Centre, Balderton
- **Fire Control** – Vicar Water
- **Alcohol control** – Newark Town Centre

1.3 Several PSPOs will end in 2024 and to ensure that the appropriate orders are reviewed and in place before the existing orders lapse, it is necessary to prepare new orders and undertake a two-stage public consultation process. This process ensures that all residents, businesses, partner agencies and wider groups and organisations have an opportunity to consider the proposed orders and to make comment.

1.4 Public consultation is a required as part of the legal process to ensure that the orders are in the correct place to deal with ASB issues in those localities and that the public have an opportunity to comment on the proposals. For an order to be made, it must meet a number of legal tests:

- The activity to be controlled must be having a detrimental effect on the community, must be (or is likely to be) persistent or continuing, and must be unreasonable.
- Evidence to support the making of the order– evidence of the issue in a given locality from reporting data, clear location map in line with the data.
- Enforceability – the restrictions or requirements set out in the order must be enforceable. They should be clear and concise and understandable by all.

1.5 To ensure that the key areas were considered, in advance of the first stage of public consultation, all town and parish councils along with the Police and Nottinghamshire Fire and Rescue Service were requested to consider what orders they had within their areas and to advise of any required amendments or requests for additions. Where it was felt new orders were required, evidence to support any new orders was also requested to be submitted for consideration.

- 1.6 Due to an error in the emailing of the town and parish councils, not all received the request pre-Christmas and although this rectified post-Christmas, due to the different dates of meetings not all have been able to respond by the requested timescale. As this was an initial consultation to inform the first draft orders, the town and parish councils will still have a further 2 rounds as part of the public consultations to ensure that their comments are included.

## **2.0 Public Consultations**

- 2.1 The guidance for the creation of PSPOs does not define a prescribed period of public consultation but requires that the time allowed is meaningful to the orders being proposed. Due to the number of orders being considered, a two-stage public consultation will take place. The first stage consultation will last for 6 weeks, where we expect to get the majority of comments and requests for amendments to be considered. Following a review of all comments received alongside evidence provided and data review, the final proposed orders will be drafted. A further public consultation will follow for a period of 4 weeks, where we expect to see significantly less responses having considered comments in the first round.
- 2.2 A smart survey on our website will be created for residents, businesses and organisations to comment on the proposed orders. The survey will be created in a way that allows comments to be provided to all or to just specific orders they are interested in. Notification of the public consultation will take place through widespread communications and direct notification to key organisations such as the Police, Fire Service, Town and Parish councils, Dogs Trust, RSPCA, Kennel Club and vets etc. For those who do not have access to the internet, a paper based survey will be available to complete and return.

## **3.0 Proposal/Details of Options Considered**

- 3.1 It is proposed to put in place a number of PSPOs across the district, some of the orders provide a continuation for orders already in place, with suitable evidence in place to support their continuation. An additional order is also requested for the prohibition of vehicles at Eakring Road and Fire Control and Sconce and Devon Park. The proposed orders are:
- **District wide Dog Control (Appendix 1)** – The existing dog control PSPO has transferred over the years from the original Dog Control Orders. Several requests have been received from town and parish councils to amend the controls and/or locations of specific dog controls.  
The new controls include district wide Dog Exclusion to all enclosed play areas and to other specific stated locations, district wide dogs on lead by direction and dogs on lead requirements and dog exclusion in specific stated locations. The order also covers the whole district requiring dog owners to clear up any dog fouling.
  - **Fire Control – Vicar Water and Sconce and Devon (Appendix 2)** Prohibition of fires and BBQs at Vicar Water and Sconce and Devon parks. The Vicar Water order is an existing order, whereas the Sconce Devon is a proposed new order to combat the same issues experienced at Vicar Water. Nottinghamshire Fire and Rescue Service supports the continuation of Vicar Water and will be consulted on the new order through the public consultation process.

- **Alcohol Controls (Appendix 3)** – Newark Town Centre – Alcohol controls are currently in place for Newark Town Centre, an amendment has been made to the requirements of the order requiring the alcohol to be removed rather than allowing the alcohol to be consumed by direction.
- **Dispersal (Appendix 4)** – Newark Town Centre, Balderton Lakes, Lakeside Shopping Centre, Coronation Park. All of the dispersals are currently in place and the continuation of them is supported by Police data. Amendments have been made to the map area for Newark Town Centre to ensure it covers further along the river to the weir. The Balderton dispersals will be placed into one order and map instead of three separate orders.
- **Restriction of Vehicles – Eakring Road (Appendix 5)** – The restriction of access to Eakring Road, by motor vehicles to prevent fly-tipping and nuisance vehicles including off road bikes. This is a Nottinghamshire County Council highway running through Forestry England land and is supported by both organisations.

3.2 It is recommended that the above listed draft PSPOs as provided in the appendices be circulated for the first stage 6-week consultation period. The orders as stated above provide suitable controls for current and ongoing issues in key localities. We are satisfied that the orders as proposed meet the required legal tests and that they are enforceable. Any comments, suggestions or concerns raised will be considered at the end of the first stage consultation. Where it is felt appropriate for amendments to be made based on those responses, these will be discussed with the Portfolio Holder for Public Protection and Community Relations and the Director of Communities and Environment, alongside legal services in advance of any changes made to the orders.

3.3 Once the public consultation has been completed and any comments and amendments have been considered as stated above. The 2<sup>nd</sup> stage public consultation will commence for a period of 4 weeks. The final orders, following both public consultations will be brought to cabinet for final approval. The orders will become effective in June 2024 and will remain in place for a period of 3 years.

3.4 Should an emerging issue arise after these orders are made, and it is deemed appropriate for a PSPO to be made to deal with the issue, this will be undertaken in the same way as this process and will not have to wait until these orders come up for review.

3.5 An initial Equalities Impact Assessment has been completed, which has not highlighted any negative impacts that would require a full equalities impact assessment being completed. In most cases the impacts are neutral in that the enforcement of the orders applies to all. There are legally stated exemptions to the orders for those with certain disabilities, such as those who are registered blind in relation to dog fouling. Therefore, there is no negative impact. Some of the orders in place will place controls that will help to improve the environment, which would have a positive impact. As there are fines attached for any breach of a PSPO by the issuing of an FPN, where there is any group who are in financial hardship, a payment plan can be considered.

#### 4.0 **Implications**

In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding,

Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **4.1 Financial Implications FIN23-24/5839**

There will be a requirement for a review of all signage across the district to ensure that all orders in place have appropriate signage. This is essential to ensure that the public is clear the area covered by the PSPOs and what the controls are whilst in that area. Many of the existing signs for the dog control orders will remain suitable and sufficient. There are a few areas that have requested amendments to the dog control and therefore new signs will be required to be installed. Any other PSPO amendments will require signage considerations. A reserve budget is in place for signage changes and replacements, which will cover any requirements.

#### **4.2 Legal implications**

**Section 59 of the Anti Social Behaviour Act 2014 provides that local authorities may make a public space protection order provided that 2 conditions are met:**

The first condition is that—

- (a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
- (b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities—

- (a) is, or is likely to be, of a persistent or continuing nature,
- (b) is, or is likely to be, such as to make the activities unreasonable, and
- (c) justifies the restrictions imposed by the notice.

The imposition of such orders must be supported by evidence which meets the 2 conditions above.

The prohibitions or requirements that may be imposed are ones that are reasonable -

- (a) to prevent the detrimental effect referred to in subsection (2) from continuing, occurring or recurring, or
- (b) to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.

The validity of the order may be challenged at the high court on the grounds that the Council did not have the power to make the order or include certain prohibitions or that a requirement under the Act was not complied with.

In deciding whether to make a PSPO and formulating its contents, local authorities must

- (a) consult;
- (b) publicise; and
- (c) notify.

The Council must have particular regard to the rights of freedom of expression and freedom of assembly safeguarded by arts 10 and 11 of the European Convention on Human Rights (s.72(1) ASBCPA 2014). Article 8 rights to privacy or family life may also be relevant in terms of protecting the rights of those effected by anti-social behaviour.

Proposals for PSPOs should be accompanied by a detailed Equality Impact Assessment, and care must be taken to ensure that PSPOs do not directly or indirectly discriminate against groups sharing protected characteristics such as disability, race and ethnicity or gender.

#### **4.3 Data Protection**

The consultation process allows data subjects to voice their opinions prior to the final drafting of the PSPOs. The signage review will inform individuals of the PSPOs. The website and privacy notice will require updating once the PSPOs have been finalised and approved to ensure transparency. I am satisfied that there is consideration of the rights and freedoms of data subjects and that this process is compliant with the UK Data Privacy laws.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.



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**The Anti-Social Behaviour Crime and Policing Act 2014 The Public Spaces Protection Order  
(Newark and Sherwood District Council) (Dog Control) Order 2024**

1. Newark and Sherwood District Council (“The Council”) being satisfied that:
  - (a) Activities (“the activities”) carried out within a public place within the Council’s area have had a detrimental effect on the quality of life of those in the locality and/or
  - (b) It being likely that the activities will be carried on in a public place and that they will have such an effect,
2. And upon the Council also being satisfied that the effect or likely effect of the activities
  - Is or is likely to be of a persistent or continuing nature.
  - Is or is likely to be such as to make the activities unreasonable; and
  - Justifies the restrictions imposed by this Order.
3. Pursuant to the requirements of section 72 of The Act, the Council;
  - (a) Having had particular regard to the rights of freedom of expression and freedom of human assembly set out in Articles 10 and 11 of the European Convention on human Rights and,
  - (b) Having carried out the necessary consultation, notification and publicity and
  - (c) Having undertaken relevant and appropriate Equality Act 2010, impact assessments
4. **HAS DECIDED TO MAKE This PUBLIC SPACES PROTECTION ORDER under section 59 of the Act** (and of all other enabling powers);
5. This Public Spaces Protection Order shall come into effect on the                    day of                    2024 for a period of 3 years. It shall expire on                    day of                    2027, unless before it has expired, the Council extends, varies or discharges this Order.

6. This Order may be cited as the (Newark and Sherwood District Council) (Dog Control) Order 2024 .

## 7. **General Provisions**

7.1 Unless otherwise provided, this order applies to all land in the administrative area of the Authority to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of any express or implied permission.

7.2 A person who fails to comply with any obligation imposed by this order is guilty of an offence by virtue of section 67(1) of the Anti-Social Behaviour Crime and Policing Act 2014 and liable to a fine on summary conviction not exceeding level 3 on the standard scale.

7.3 If any interested person desires to question the validity of this Order on the grounds that the Council had no power to make it or that any requirement of the Act has not been complied with in relation to this Order, he or she may apply to the High Court within six weeks from the date on which this Order is made.

## 8. **CONDITIONS**

### 8.1 **Dog fouling**

If a dog defecates at any time on land to which this order applies, a person who is in charge of the dog at the time must remove the faeces from the land forthwith and dispose of it in an appropriate manner.

Unless:

- a. they have reasonable excuse for failing to do so; or
- b. the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to their failing to do so (all areas of the Authority).

### 8.2 **Dogs on Lead by Direction (Lead by order)**

A person in charge of a dog on land to which this order applies, must comply with a direction given to him or her by an Authorised Officer of the Authority to put and keep the dog on a lead unless:

- a. they have reasonable excuse for failing to do so; or
- b. the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to their failing to do so.



An Authorised Officer may only give direction under this order if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance or disturbance to any other person, or to a bird or another animal.

### **8.3 Dogs on Leads**

A person in charge of a dog on land detailed in **Schedule 1**, must keep the dog on a lead of fixed length and of not more than 2 metres unless:

- a. they have reasonable excuse for failing to do so; or
- b. the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to their failing to do so.

### **8.4 Dog Exclusion**

A person in charge of a dog must not take it into or keep it within land detailed in **Schedule 2** below unless:

- a. they have reasonable excuse for doing so; or
- b. the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to their failing to do so.

## **9. Exemptions**

Nothing in this order shall apply to a person who:

- a. is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- b. a person with a disability affecting their mobility, manual dexterity or ability to lift, carry or move everyday objects and who relies upon an assistance dog.

## **10. PENALTY FOR BREACH OF ORDER:**

10.1 An Authorised Officer may issue a fixed penalty notice to anyone who he/she believes has committed an offence under the terms of this Order. The Person issued with the fixed penalty notice shall have 28 days to pay the fixed penalty (in the sum of £100).

10.2 This will be reduced to £75 if the Fixed Penalty is paid (payment to be received by the Council) within 14 days of the date the Fixed Penalty Notice was issued. If payment is received in full within 28 days of the date the fixed penalty notice was issued, the Council will not take prosecution action.

10.3 Failure to pay may lead to prosecution. A person who fails to comply with any obligation imposed by this Order is guilty of a criminal offence by virtue of section 67(1)

of the Act and is liable to a fine on summary conviction not exceeding level 3 on the standard scale. (Currently set to not exceed £1000.) Should the Council have to prosecute anyone in relation to this Order the Council would also seek to recover, from the offender, any reasonable costs incurred.

## **11. DEFINITIONS**

- a. A person who habitually has a dog in his or her possession shall be taken to be in charge of the dog at any time, unless at that time some other person is in charge of the dog
- b. Placing the faeces in a receptacle on the land, which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land
- c. Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces, shall not constitute a reasonable excuse for failing to remove the faeces
- d. "An Authorised Officer of the Authority" means an employee, partnership agency or contractor of Newark and Sherwood District Council who is authorised in writing by Newark and Sherwood District Council for the purposes of giving directions under the Order
- e. In relation to the requirement for a dog to be on a lead, extendable leads are acceptable, but they must be locked at a length of 2 m or less
- f. The term "Assistance Dog" shall mean a dog which has been trained to assist a person with a disability
- g. The expression "disability" shall have the meaning prescribed in section 6 of the Equality Act 2010 or as may be defined in any subsequent amendment or re-enactment of that legislation.

## Schedule 1

This order applies to all land which is within the administrative area of Newark and Sherwood District Council and which is:

- a) A highway, footway, cycleway or footpath maintainable at the public expense, any grass verge maintained by the local authority, and which is adjacent to any carriageway or footway of any highway, any road subject to a 30-mph limit or less to that part of the carriageway of a highway which forms part of the gutter.
- b) The following pedestrian and parking areas:
- c) The following parks, church yards and cemeteries, gardens, recreation land, playing fields etc:
  - Newark Cemetery, London Road, Newark
  - Beckitts Field, Bathley Lane, Little Carlton
  - Higgins Mead, Southwell
  - Potwell Grasslands, Southwell
  - War Memorial, Southwell
  - Minster School, Southwell
  - Centenary Field, Southwell
  - Lowdham Cemetery
  - Village Hall Playing Field, Lowdham
  - Sports Ground, Southwell Road, Lowdham
  - Balderton Cemetery, Balderton
  - St Giles Churchyard, Balderton
  - Stafford Avenue play area, Balderton
  - Clipsham Close play area, Balderton
  - Balderton Lakes
  - Public footpath south of River Witham, Barnby in the Willows
  - Public footpath Long Lane, Barnaby in the Willows
  - Marsh Lane playing fields, Farndon
  -

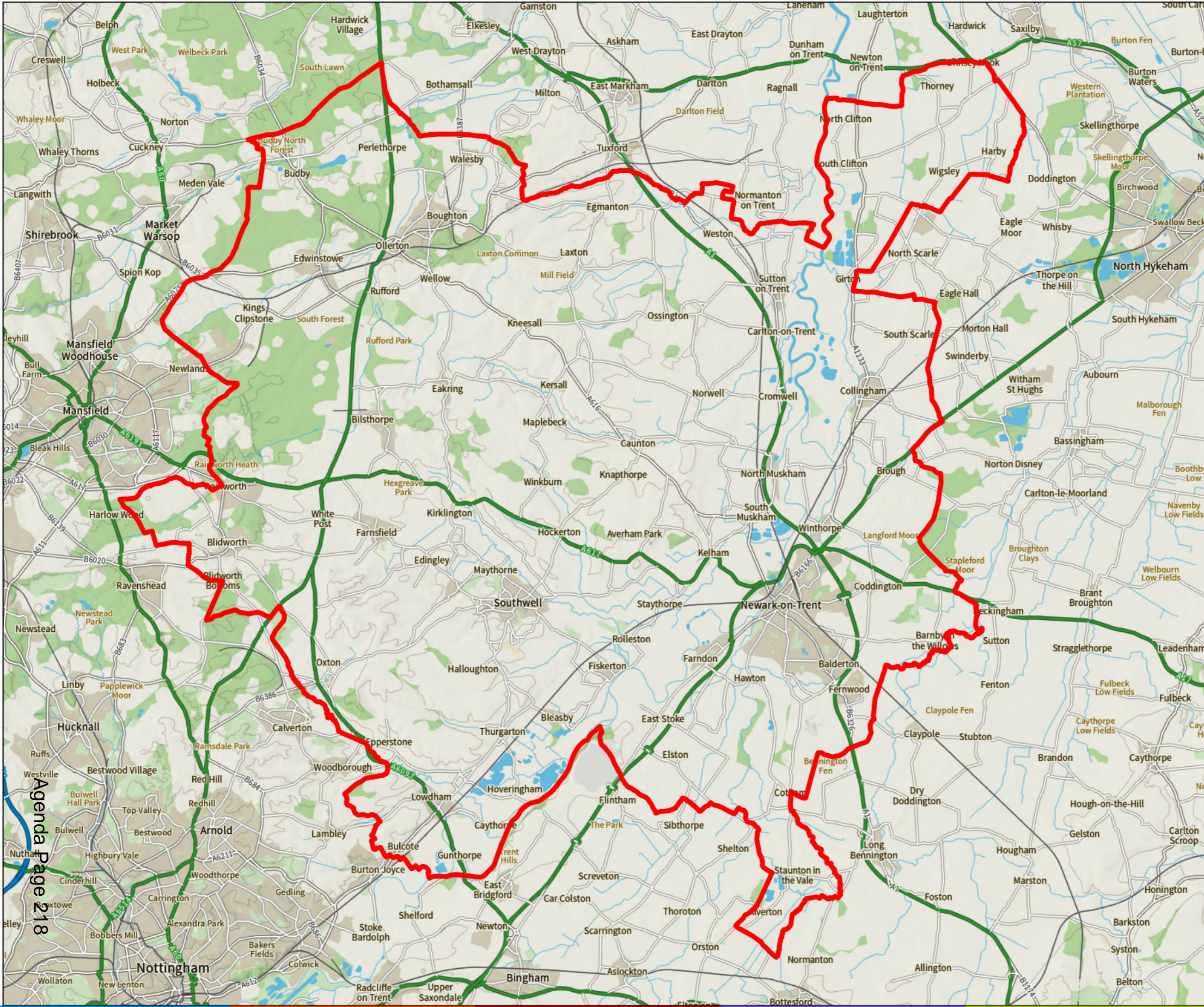


.....



**Legend**

 Public Space Protection Order



**Drawing Title**  
Newark and Sherwood District Council,  
Public Space Protection Order - Dog  
Fouling and Dogs on Leads by Direction

**Location**  
Newark and Sherwood District Council

**Drawing Reference**

Date Exported: 09/02/2024

Scale: 1:131,355



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**THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014("The Act")**

**PUBLIC SPACES PROTECTION ORDER (SCONCE AND DEVON PARK) 2024.**

1. Newark and Sherwood District Council ("The Council") being satisfied that:
  - a. Activities ("the activities") carried out within a public place within the Council's area have had a detrimental effect on the quality of life of those in the locality and/or
  - b. It being likely that the activities will be carried on in a public place and that they will have such an effect,
2. And upon the Council also being satisfied that the effect or likely effect of the activities
  - Is or is likely to be of a persistent or continuing nature
  - Is or is likely to be such as to make the activities unreasonable; and
  - Justifies the restrictions imposed by this Order
3. Pursuant to the requirements of section 72 of The Act, the Council;
  - a. Having had particular regard to the rights of freedom of expression and freedom of human assembly set out in Articles 10 and 11 of the European Convention on human Rights and,
  - b. Having carried out the necessary consultation, notification and publicity and
  - c. Having undertaken relevant and appropriate Equality Act 2010, impact assessments
4. **HAS DECIDED TO MAKE This PUBLIC SPACES PROTECTION ORDER under section 59 of the Act** (and of all other enabling powers);
5. This Public Spaces Protection Order shall come into effect on the                      day of                      2024 for a period of 3 years. It shall expire on                      day of                      2027, unless before it has expired, the Council extends, varies or discharges this Order.
6. This Order may be cited as the Newark and Sherwood District Council Public Spaces Protection Order (Sconce and Devon Park) 2024.
7. This Order covers the areas shown within the district of Newark and Sherwood District Council as shown on the map A (Attached)

---

**Conditions in the Order which are prohibitions:-**

8. In the restricted areas shown on the map A
9. It shall be an offence for any person to:
  - I. Light any fire, set fire to any plant, leaves, foliage, wood or other substance on the area inside the area on map A as outlined by the solid black line,
  - II. Bring any barbeque, Chinese lanterns, fireworks or any other article which causes a naked flame and/or which poses a risk of fire into the area on map A as outlined by the solid black line
  - III. Light any barbeque, Chinese lantern, fireworks or any other article which causes a naked flame and/or which poses a risk of fire inside the area on map A as outlined by the solid black line

**10. EXCEPTIONS:**

10. Rangers and officers employed by Newark and Sherwood District Council (or agents/contractors instructed by such an officer of the Council) may at appropriate times and location use lighted flames, set fires or burn vegetation for routine maintenance of the area. Such Rangers and officers employed by Newark and Sherwood District Council may also cause or permit fires to be lit on site under supervision as part of the education programme including fire safety carried out on site.

**11. PENALTY FOR BREACH OF ORDER:**

- 11.1 An Authorised Officer may issue a fixed penalty notice to anyone who he/she believes has committed an offence under the terms of this Order. The Person issued with the fixed penalty notice shall have 28 days to pay the fixed penalty (in the sum of £100).
- 11.2 This will be reduced to £75 if the Fixed Penalty is paid (payment to be received by the Council) within 14 days of the date the Fixed Penalty Notice was issued. If payment is received in full within 28 days of the date the fixed penalty notice was issued, the Council will not take prosecution action.
- 11.3 Failure to pay may lead to prosecution. A person who fails to comply with any obligation imposed by this Order is guilty of a criminal offence by virtue of section 67(1) of the Act and is liable to a fine on summary conviction not exceeding level 3 on the



standard scale. (Currently set to not exceed £1000.) Should the Council have to prosecute anyone in relation to this Order the Council would also seek to recover, from the offender, any reasonable costs incurred.

## **12. GENERAL DEFINITIONS.**

12.1 This Order applies to the land outlined on Map A attached to this Order, and being public land.

**“Public Land”** means all and any land in the administrative area of the Council to which the public or a section of the public has access on payment or otherwise as a right or by virtue of express or implied permission. Such land is identified in Schedule A hereto for the purposes of Section 59(4) of the Act and in this Order is referred to as the **“Restricted Areas”**.

12.2 In this Order an **“Authorised Officer”** means

Police Officer/PCSO; Authorised Officers of the Council or any other person authorised in writing by the Council for the purposes of enforcement of this Order.

12.3 Any reference to the singular applies equally to the plural and any reference to **“he”** shall be read to equally apply to **“she”**.

---

### **SCHEDULE:**

The following schedule, applies and forms part of this Order.

#### **Schedule - Map A**

---

## **13. Appeals**

13.1 Any challenge to this Order must be made in the High Court by an interested person within six weeks of it being made.

13.2 An interested person is someone who lives in, regularly works in, or regularly visits the Restricted Area. This means that only those who are directly affected by the restrictions have the power to challenge.

13.3 Interested persons can challenge the validity of this Order on two grounds:







**Legend**

 Public Space Protection Order



**Drawing Title**

Newark and Sherwood District Council,  
Public Space Protection Order – Fire  
Control, Sconce and Devon Park

**Location**

Sconce and Devon Park

**Drawing Reference**

Date Exported: 08/02/2024

Scale: 1:4,394



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**THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 (“The Act”)**

**PUBLIC SPACES PROTECTION ORDER (VICAR WATER COUNTRY PARK) 2024.**

1. Newark and Sherwood District Council (“The Council”) being satisfied that:
  - a. Activities (“the activities”) carried out within a public place within the Council’s area have had a detrimental effect on the quality of life of those in the locality and/or
  - b. It being likely that the activities will be carried on in a public place and that they will have such an effect,
2. And upon the Council also being satisfied that the effect or likely effect of the activities
  - Is or is likely to be of a persistent or continuing nature
  - Is or is likely to be such as to make the activities unreasonable; and
  - Justifies the restrictions imposed by this Order
3. Pursuant to the requirements of section 72 of The Act, the Council;
  - a. Having had particular regard to the rights of freedom of expression and freedom of human assembly set out in Articles 10 and 11 of the European Convention on human Rights and,
  - b. Having carried out the necessary consultation, notification and publicity and
  - c. Having undertaken relevant and appropriate Equality Act 2010, impact assessments
4. **HAS DECIDED TO MAKE This PUBLIC SPACES PROTECTION ORDER under section 59 of the Act** (and of all other enabling powers);
5. This Public Spaces Protection Order shall come into effect on the                      day of                      2024 for a period of 3 years. It shall expire on                      day of                      2027, unless before it has expired, the Council extends, varies or discharges this Order.
6. This Order may be cited as the Newark and Sherwood District Council Public Spaces Protection Order (Vicar Water) 2024.6. This Order covers the areas shown within the district of Newark and Sherwood District Council as shown on the maps A and B (Attached)

---

**Conditions in the Order which are prohibitions:-**

7. In the restricted areas shown on the maps A, and B

7.1 It shall be an offence for any person to:

- I. Light any fire, set fire to any plant, leaves, foliage, wood or other substance on the area inside the area on map A as outlined by the solid black line,
- II. Bring any barbeque, Chinese lanterns, fireworks or any other article which causes a naked flame and/or which poses a risk of fire into the area on map A as outlined by the solid black line
- III. Light any barbeque, Chinese lantern, fireworks or any other article which causes a naked flame and/or which poses a risk of fire inside the area on map A as outlined by the solid black line
- IV. It shall be an offence to smoke or have a lighted cigarette, cigar, pipe, or other mechanism for inhaling tobacco, illegal substances or other products by way of burning and inhaling smoke/fumes inside the area on map A as outlined by the solid black line

**8. EXCEPTIONS:**

8.1 Clause (IV) above does not apply in the zones specifically set out for smoking. These are outlined by the solid red line on Map A and on Map B. These areas are identified as:

- I. The area immediately outside of the Visitors Centre hosting the Café (currently named and known as Rumbles Café); restricted to the rear of the building including the outdoor seating facility for the café.
- II. The visitors car park area accessed from Mansfield Road, Mansfield NG21 9AA
- III. The exclusion zone located around the fishing lake (permitting smoking by angling club members and members of the public within that zone).

8.2 Rangers and officers employed by Newark and Sherwood District Council (or agents/contractors instructed by such an officer of the Council) may at appropriate times and location use lighted flames, set fires or burn vegetation for routine maintenance of the area. Such Rangers and officers employed by Newark and

Sherwood District Council may also cause or permit fires to be lit on site under supervision as part of the education programme including fire safety carried out on site.

**9. PENALTY FOR BREACH OF ORDER:**

9.1 An Authorised Officer may issue a fixed penalty notice to anyone who he/she believes has committed an offence under the terms of this Order. The Person issued with the fixed penalty notice shall have 28 days to pay the fixed penalty (in the sum of £100).

9.2 This will be reduced to £75 if the Fixed Penalty is paid (payment to be received by the Council) within 14 days of the date the Fixed Penalty Notice was issued. If payment is received in full within 28 days of the date the fixed penalty notice was issued, the Council will not take prosecution action.

9.3 Failure to pay may lead to prosecution. A person who fails to comply with any obligation imposed by this Order is guilty of a criminal offence by virtue of section 67(1) of the Act and is liable to a fine on summary conviction not exceeding level 3 on the standard scale. (Currently set to not exceed £1000.) Should the Council have to prosecute anyone in relation to this Order the Council would also seek to recover, from the offender, any reasonable costs incurred.

**10. GENERAL DEFINITIONS.**

10.1 This Order applies to the land outlined on Maps A and B attached to this Order, and being public land.

**“Public Land”** means all and any land in the administrative area of the Council to which the public or a section of the public has access on payment or otherwise as a right or by virtue of express or implied permission. Such land is identified in Schedule A hereto for the purposes of Section 59(4) of the Act and in this Order is referred to as the **“Restricted Areas”**.

10.2 In this Order an **“Authorised Officer”** means  
Police Officer/PCSO; Authorised Officers of the Council or any other person authorised in writing by the Council for the purposes of enforcement of this Order.

10.3 Any reference to the singular applies equally to the plural and any reference to **“he”** shall be read to equally apply to **“she”**.




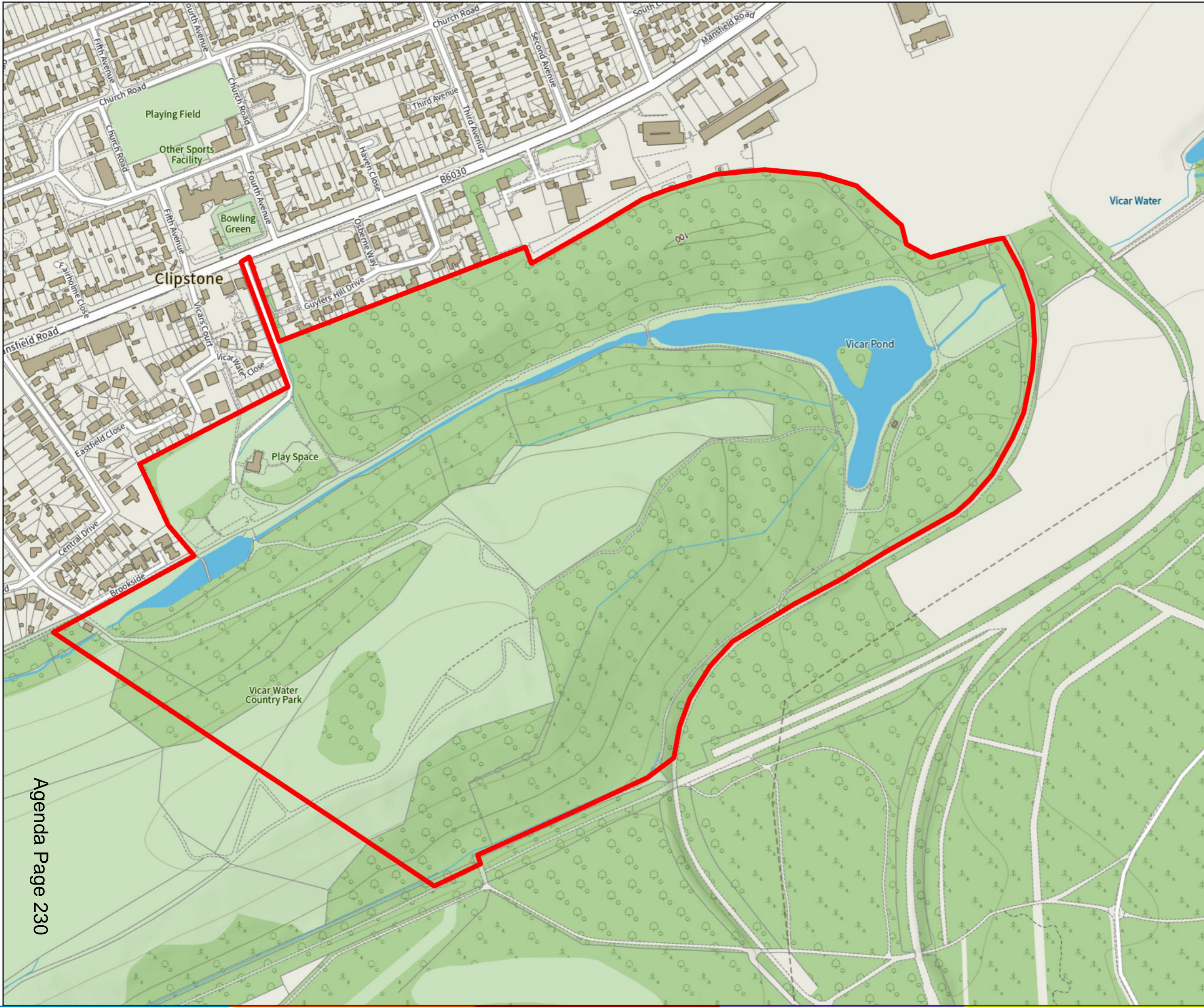






**Legend**

 Public Space Protection Order



**Drawing Title**  
Newark and Sherwood District Council,  
Public Space Protection Order – Fire  
Control, Vicar Water

**Location**  
Vicar Water

**Drawing Reference**

Date Exported: 08/02/2024

Scale: 1:3,951

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**THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 (“The Act”)**

**PUBLIC SPACES PROTECTION ORDER (Alcohol Control) (Newark Town Centre) 2024.**

1. Newark and Sherwood District Council (“The Council”) being satisfied that:
  - a. Activities (“the activities”) carried out within a public place within the Council’s area have had a detrimental effect on the quality of life of those in the locality and/or
  - b. It being likely that the activities will be carried on in a public place and that they will have such an effect,
2. And upon the Council also being satisfied that the effect or likely effect of the activities:
  - Is or is likely to be of a persistent or continuing nature
  - Is or is likely to be such as to make the activities unreasonable; and
  - Justifies the restrictions imposed by this Order
3. Pursuant to the requirements of section 72 of The Act, the Council;
  - Having had particular regard to the rights of freedom of expression and freedom of human assembly set out in Articles 10 and 11 of the European Convention on human Rights and,
  - Having carried out the necessary consultation, notification and publicity and
  - Having undertaken relevant and appropriate Equality Act 2010, impact assessments
4. **HAS DECIDED TO MAKE This PUBLIC SPACES PROTECTION ORDER under section 59 of the Act** (and of all other enabling powers);
5. This Public Spaces Protection Order shall come into effect on the                    day of                    2024 for a period of 3 years. It shall expire on                    day of                    2027, unless before it has expired, the Council extends, varies or discharges this Order.
6. This Order may be cited as the Newark and Sherwood District Council Public Spaces Protection Order (Alcohol Control) (Newark Town Centre) 2024.

7. This Order covers the areas shown within the district of Newark and Sherwood District Council as shown on the map(s) in Schedule A (Attached)

---

**8. Conditions in the Order which are prohibitions:**

8.1 In the restricted areas shown on the map(s) in Schedule A hereto, it shall be an offence for any person consuming or appearing to consume alcohol and that person is believed to be causing or likely to cause antisocial behaviour to;

a) Refuse to cease drinking the alcohol or anything which is believed to be alcohol;

AND

b) Refuse to surrender anything in their possession which is or which is believed to be, alcohol or a container for alcohol to the officer requesting it

8.2 Unless He/She has a reasonable excuse for failing to comply with an instruction under a) and b) above

**9. PENALTY FOR BREACH OF ORDER:**

9.1 An Authorised Officer may issue a fixed penalty notice to anyone who he/she believes has committed an offence under the terms of this Order. The Person issued with the fixed penalty notice shall have 28 days to pay the fixed penalty (in the sum of £100).

9.2 This will be reduced to £75 if the Fixed Penalty is paid (payment to be received by the Council) within 14 days of the date the Fixed Penalty Notice was issued. If payment is received in full within 28 days of the date the fixed penalty notice was issued, the Council will not take prosecution action.

9.3 Failure to pay may lead to prosecution. A person who fails to comply with any obligation imposed by this Order is guilty of a criminal offence by virtue of section 67(1) of the Act and is liable to a fine on summary conviction not exceeding level 3 on the standard scale. (Currently set to not exceed £1000.) Should the Council have to prosecute anyone in relation to this Order the Council would also seek to recover, from the offender, any reasonable costs incurred.

**10. GENERAL DEFINITIONS.**

10.1 This Order applies to the land described in Schedule A to this Order, being public land.

**“Public Land”** means all and any land in the administrative area of the Council to which the public or a section of the public has access on payment or otherwise as a right or by virtue of express or implied permission. Such land is identified in Schedule A hereto for the purposes of Section 59(4) of the Act and in this Order is referred to as the “Restricted Areas”.

10.2 In this Order an **“Authorised Officer”** means

Police Officer/PCSO; Authorised Officers of the Council or any other person authorised in writing by the Council for the purposes of enforcement of this Order.

10.3 Any reference to the singular applies equally to the plural and any reference to “he” shall be read to equally apply to “she”.

---

**SCHEDULE:**

The following schedule, applies and forms part of this Order.

**Schedule A - Map**

---

**11. Appeals**

11. Any challenge to this Order must be made in the High Court by an interested person within six weeks of it being made.

11.2 An interested person is someone who lives in, regularly works in, or regularly visits the Restricted Area. This means that only those who are directly affected by the restrictions have the power to challenge.


- a) Interested persons can challenge the validity of this Order on two grounds:
- b) That the Council did not have the power to make the Order or variation, or to include particular prohibitions or requirements;
- c) That one of the requirements of the Act, (for instance consultation), has not been complied with.







**Legend**

 Public Space Protection Order



**Drawing Title**  
Newark and Sherwood District Council,  
Public Space Protection Order - Control  
of Alcohol, Newark Town Centre

**Location**  
Newark Town Centre

**Drawing Reference**

Date Exported: 08/02/2024

Scale: 1:5,464



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**THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 (“The Act”)**

**PUBLIC SPACES PROTECTION ORDER (DISPERSAL)**

**(BALDERTON) 2024**

1. Newark and Sherwood District Council (“The Council”) being satisfied that:
  - a) Activities (“the activities”) carried out within a public place within the Council’s area have had a detrimental effect on the quality of life of those in the locality and/or
  - b) It being likely that the activities will be carried on in a public place and that they will have such an effect,
2. And upon the Council also being satisfied that the effect or likely effect of the activities
  - Is or is likely to be of a persistent or continuing nature
  - Is or is likely to be such as to make the activities unreasonable; and
  - Justifies the restrictions imposed by this Order
3. Pursuant to the requirements of section 72 of The Act, the Council;
  - a) Having had particular regard to the rights of freedom of expression and freedom of human assembly set out in Articles 10 and 11 of the European Convention on human Rights and,
  - b) Having carried out the necessary consultation, notification and publicity and
  - c) Having undertaken relevant and appropriate Equality Act 2010, impact assessments
4. **HAS DECIDED TO MAKE This PUBLIC SPACES PROTECTION ORDER under Section 59 of the Act** (and of all other enabling powers);

5. This Public Spaces Protection Order shall come into effect on the                    day of                    2024 for a period of 3 years. It shall expire on                    day of                    2027, unless before it has expired, the Council extends, varies or discharges this Order.
6. This Order may be cited as the Newark and Sherwood District Council Public Spaces Protection Order (Balderton) (Dispersal) 2024.
7. This Order covers the areas shown within the district of Newark and Sherwood District Council as shown on map A (Attached)

---

**Conditions in the Order which are prohibitions:-**

8. This Order applies to land known as Balderton Lakes, Coronation Park and Lakeside Shopping Centre, Balderton, Newark, Nottinghamshire as outlined in Map A “the Land”.
9. If the conditions in 10 is met, a police officer, police community support officer, or an Authorised Officer of the council (“Authorised Officer”), may direct a person who is in any location on the Land to which this order applies to:
  - a) Leave the location, or part of the location, and
  - b) Not to return to the location, or part of the location, for the period specified in the direction (“the exclusion period”)
10. The condition is that an Authorised Officer has reasonable grounds to suspect the behaviour of the person has contributed to or likely to contribute to members of the public in the area being alarmed, harassed or distressed.
11. The exclusion period may not exceed 48 hours.
12. A direction under this Order-
  - a) Be given in writing, unless that is not reasonably practicable,
  - b) Must specify the area to which it relates
  - c) May impose requirements as to the time by which the person must leave the area and the manner in which the person must do so (including the routes)

13. A person, given a direction to leave by an Authorised Officer, who fails without reasonable excuse to comply with it, commits an offence.

**14. PENALTY FOR BREACH OF ORDER:**

14.1 An Authorised Officer may issue a fixed penalty notice to anyone who he/she believes has committed an offence under the terms of this Order. The Person issued with the fixed penalty notice shall have 28 days to pay the fixed penalty (in the sum of £100).

14.2 This will be reduced to £75 if the Fixed Penalty is paid (payment to be received by the Council) within 14 days of the date the Fixed Penalty Notice was issued. If payment is received in full within 28 days of the date the fixed penalty notice was issued, the Council will not take prosecution action.

14.3 Failure to pay may lead to prosecution. A person who fails to comply with any obligation imposed by this Order is guilty of a criminal offence by virtue of section 67(1) of the Act and is liable to a fine on summary conviction not exceeding level 3 on the standard scale. (Currently set to not exceed £1000.) Should the Council have to prosecute anyone in relation to this Order the Council would also seek to recover, from the offender, any reasonable costs incurred.

**15. GENERAL DEFINITIONS.**

15.1 This Order applies to the land outlined on Map A attached to this Order, and being public land.

**“Public Land”** means all and any land in the administrative area of the Council to which the public or a section of the public has access on payment or otherwise as a right or by virtue of express or implied permission. Such land is identified in Schedule A hereto for the purposes of Section 59(4) of the Act and in this Order is referred to as the **“Restricted Areas”**.

15.2 In this Order an **“Authorised Officer”** means

Police Officer/PCSO; Authorised Officers of the Council or any other person authorised in writing by the Council for the purposes of enforcement of this Order.

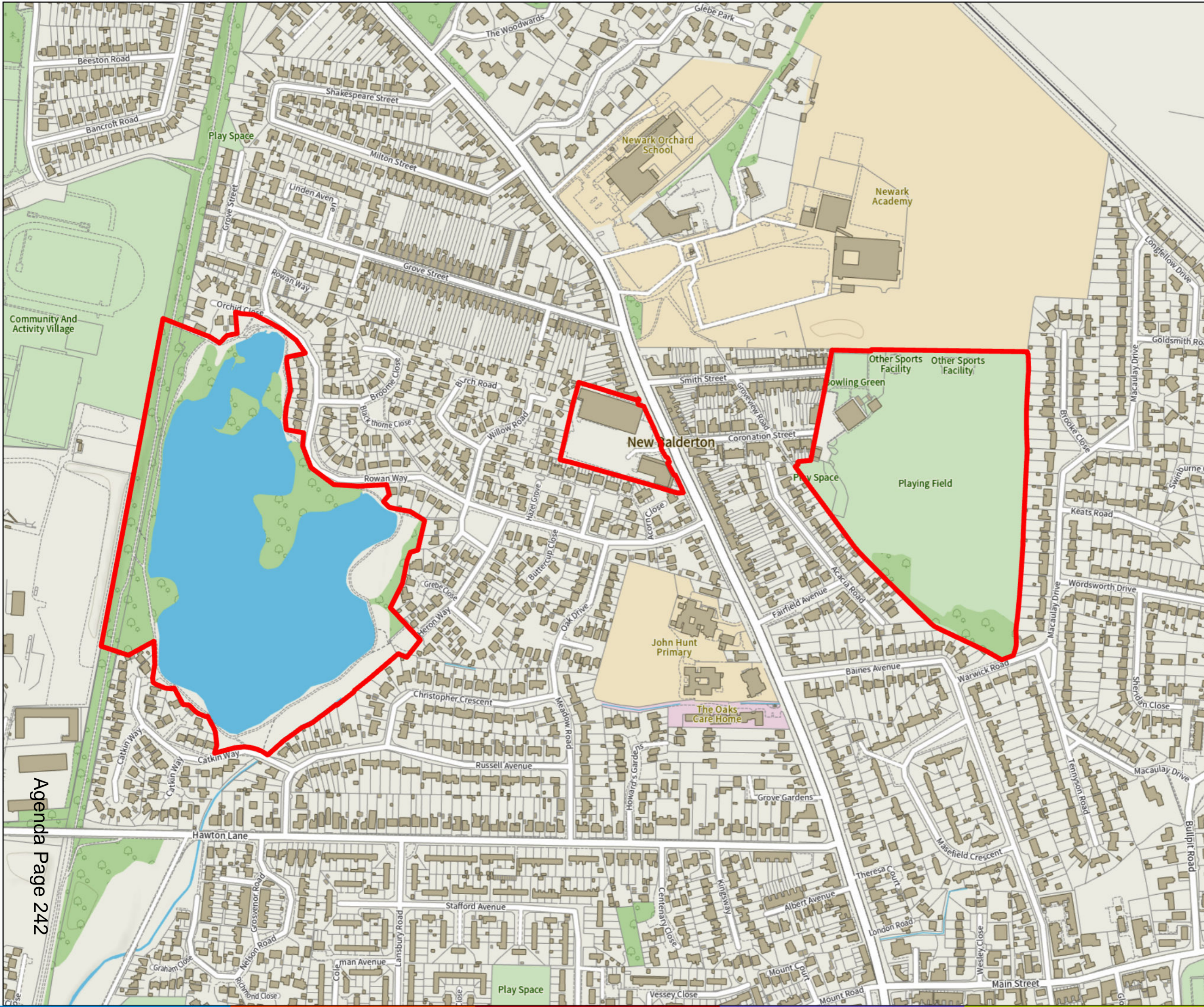






**Legend**

 Public Space Protection Order



**Drawing Title**  
Newark and Sherwood District Council,  
Public Space Protection Order -  
Dispersal, Balderton

**Location**  
Balderton

**Drawing Reference**

Date Exported: 08/02/2024

Scale: 1:4,056



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**THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 (“The Act”)**

**PUBLIC SPACES PROTECTION ORDER (DISPERSAL)**

**(NEWARK TOWN CENTRE) 2024**

1. Newark and Sherwood District Council (“The Council”) being satisfied that:
  - a) Activities (“the activities”) carried out within a public place within the Council’s area have had a detrimental effect on the quality of life of those in the locality and/or
  - b) It being likely that the activities will be carried on in a public place and that they will have such an effect,
2. And upon the Council also being satisfied that the effect or likely effect of the activities
  - Is or is likely to be of a persistent or continuing nature
  - Is or is likely to be such as to make the activities unreasonable; and
  - Justifies the restrictions imposed by this Order
3. Pursuant to the requirements of section 72 of The Act, the Council;
  - a) Having had particular regard to the rights of freedom of expression and freedom of human assembly set out in Articles 10 and 11 of the European Convention on human Rights and,
  - b) Having carried out the necessary consultation, notification and publicity and
  - c) Having undertaken relevant and appropriate Equality Act 2010, impact assessments
4. **HAS DECIDED TO MAKE This PUBLIC SPACES PROTECTION ORDER under Section 59 of the Act** (and of all other enabling powers);

5. This Public Spaces Protection Order shall come into effect on the                    day of                    2024 for a period of 3 years. It shall expire on                    day of                    2027, unless before it has expired, the Council extends, varies or discharges this Order.
6. This Order may be cited as the Newark and Sherwood District Council Public Spaces Protection Order (Newark Town Centre) (Dispersal) 2024.
7. This Order covers the areas shown within the district of Newark and Sherwood District Council as shown on map A (Attached)

---

**Conditions in the Order which are prohibitions:-**

8. This Order applies to land known as Newark Town Centre, Newark, Nottinghamshire as outlined in Map A “the Land”.
9. If the conditions in 10 is met, a police officer, police community support officer, or an Authorised Officer of the council (“Authorised Officer”), may direct a person who is in any location on the Land to which this order applies to:
  - a) Leave the location, or part of the location, and
  - b) Not to return to the location, or part of the location, for the period specified in the direction (“the exclusion period”)
10. The condition is that an Authorised Officer has reasonable grounds to suspect the behaviour of the person has contributed to or likely to contribute to members of the public in the area being alarmed, harassed or distressed.
11. The exclusion period may not exceed 48 hours.
12. A direction under this Order-
  - a) Be given in writing, unless that is not reasonably practicable,
  - b) Must specify the area to which it relates
  - c) May impose requirements as to the time by which the person must leave the area and the manner in which the person must do so (including the routes)



13. A person, given a direction to leave by an Authorised Officer, who fails without reasonable excuse to comply with it, commits an offence.

**14. PENALTY FOR BREACH OF ORDER:**

14.1 An Authorised Officer may issue a fixed penalty notice to anyone who he/she believes has committed an offence under the terms of this Order. The Person issued with the fixed penalty notice shall have 28 days to pay the fixed penalty (in the sum of £100).

14.2 This will be reduced to £75 if the Fixed Penalty is paid (payment to be received by the Council) within 14 days of the date the Fixed Penalty Notice was issued. If payment is received in full within 28 days of the date the fixed penalty notice was issued, the Council will not take prosecution action.

14.3 Failure to pay may lead to prosecution. A person who fails to comply with any obligation imposed by this Order is guilty of a criminal offence by virtue of section 67(1) of the Act and is liable to a fine on summary conviction not exceeding level 3 on the standard scale. (Currently set to not exceed £1000.) Should the Council have to prosecute anyone in relation to this Order the Council would also seek to recover, from the offender, any reasonable costs incurred.

**15. GENERAL DEFINITIONS.**

15.1 This Order applies to the land outlined on Map A attached to this Order, and being public land.

**“Public Land”** means all and any land in the administrative area of the Council to which the public or a section of the public has access on payment or otherwise as a right or by virtue of express or implied permission. Such land is identified in Schedule A hereto for the purposes of Section 59(4) of the Act and in this Order is referred to as the **“Restricted Areas”**.

15.2 In this Order an **“Authorised Officer”** means


Police Officer/PCSO; Authorised Officers of the Council or any other person authorised in writing by the Council for the purposes of enforcement of this Order.







**Legend**

 Public Space Protection Order



**Drawing Title**  
Newark and Sherwood District Council,  
Public Space Protection Order -  
Dispersal, Newark Town Centre

**Location**  
Newark Town Centre

**Drawing Reference**

Date Exported: 08/02/2024

Scale: 1:5,464

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**THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 (“The Act”)**

**PUBLIC SPACES PROTECTION ORDER**

**(EAKRING ROAD)**

1. Newark and Sherwood District Council (“The Council”) being satisfied that:
  - a. Activities (“the activities”) carried out within a public place within the Council’s area have had a detrimental effect on the quality of life of those in the locality and/or
  - b. It being likely that the activities will be carried on in a public place and that they will have such an effect,
2. And upon the Council also being satisfied that the effect or likely effect of the activities
  - a. Is or is likely to be of a persistent or continuing nature
  - b. Is or is likely to be such as to make the activities unreasonable; and
  - c. Justifies the restrictions imposed by this Order
3. Pursuant to the requirements of section 72 of The Act, the Council;
  - a. Having had particular regard to the rights of freedom of expression and freedom of human assembly set out in Articles 10 and 11 of the European Convention on human Rights and,
  - b. Having carried out the necessary consultation, notification and publicity and
  - c. Having undertaken relevant and appropriate Equality Act 2010, impact assessments
4. **HAS DECIDED TO MAKE This PUBLIC SPACES PROTECTION ORDER under Section 59 of the Act** (and of all other enabling powers);
5. This Public Spaces Protection Order shall come into effect on the                    day of  
2024 for a period of 3 years. It shall expire on            day of                    2027, unless  
before it has expired, the Council extends, varies or discharges this Order.

6. This Order may be cited as the Newark and Sherwood District Council Public Spaces Protection Order (Eakring Road) 2024.
  7. This Order covers the areas shown within the district of Newark and Sherwood District Council as shown on map A (Attached in the Schedule)
- 

**8. Conditions in the Order which are prohibitions:**

- 8.1 This Order applies to land known as Eakring Road, Newark, Nottinghamshire as outlined in Map A "the Land".
- 8.2 The public right of way over the Highway is restricted at all times so that passage and repassage thereover may not occur to persons operating motorised vehicles as defined below save for:
  - The Police, Fire and Rescue Service or Emergency Ambulance Services;
  - Forestry Commission or those authorised by them;
  - A local authority undertaking a statutory duty or
  - Any statutory undertaker provider of gas, electricity or water services or communications provider which maintains apparatus in the Highway being the "Authorised Groups".
- 8.3 A barrier or barriers may be installed, operated and maintained at each of the respective ends of the Restricted Access Highways. Newark and Sherwood District Council is responsible for maintaining and operating the barrier or barriers.  
The responsible department for the maintenance and operation of the gates can be contacted on 01636 650 000.

**9. PENALTY FOR BREACH OF ORDER:**

- 9.1 An Authorised Officer may issue a fixed penalty notice to anyone who he/she believes has committed an offence under the terms of this Order. The Person issued with the fixed penalty notice shall have 28 days to pay the fixed penalty (in the sum of £100).
- 9.2 This will be reduced to £75 if the Fixed Penalty is paid (payment to be received by the Council) within 14 days of the date the Fixed Penalty Notice was issued. If payment is received in full within 28 days of the date the fixed penalty notice was issued, the Council will not take prosecution action.

9.3 Failure to pay may lead to prosecution. A person who fails to comply with any obligation imposed by this Order is guilty of a criminal offence by virtue of section 67(1) of the Act and is liable to a fine on summary conviction not exceeding level 3 on the standard scale. (Currently set to not exceed £1000.) Should the Council have to prosecute anyone in relation to this Order the Council would also seek to recover, from the offender, any reasonable costs incurred.

## **10. GENERAL DEFINITIONS.**

10.1 This Order applies to the land outlined on Map A attached to this Order, and being public land.

**“Public Land”** means all and any land in the administrative area of the Council to which the public or a section of the public has access on payment or otherwise as a right or by virtue of express or implied permission. Such land is identified in Schedule A hereto for the purposes of Section 59(4) of the Act and in this Order is referred to as the **“Restricted Areas”**.

**“Motorised Vehicles”** include but are not limited to the following:

Motor car, trucks, vans, 4x4s, HGVs, LGVs, modified vehicles, motor cycles, cross bikes and trail bikes, quad bikes and trikes, electric scooters and mini moto bikes (whether petrol, diesel or electric or any other form of automatic propulsion).

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### **SCHEDULE:**

The following schedule applies and forms part of this Order.

#### **Schedule - Map A**

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### **Appeals**


Any challenge to this Order must be made in the High Court by an interested person within six weeks of it being made.

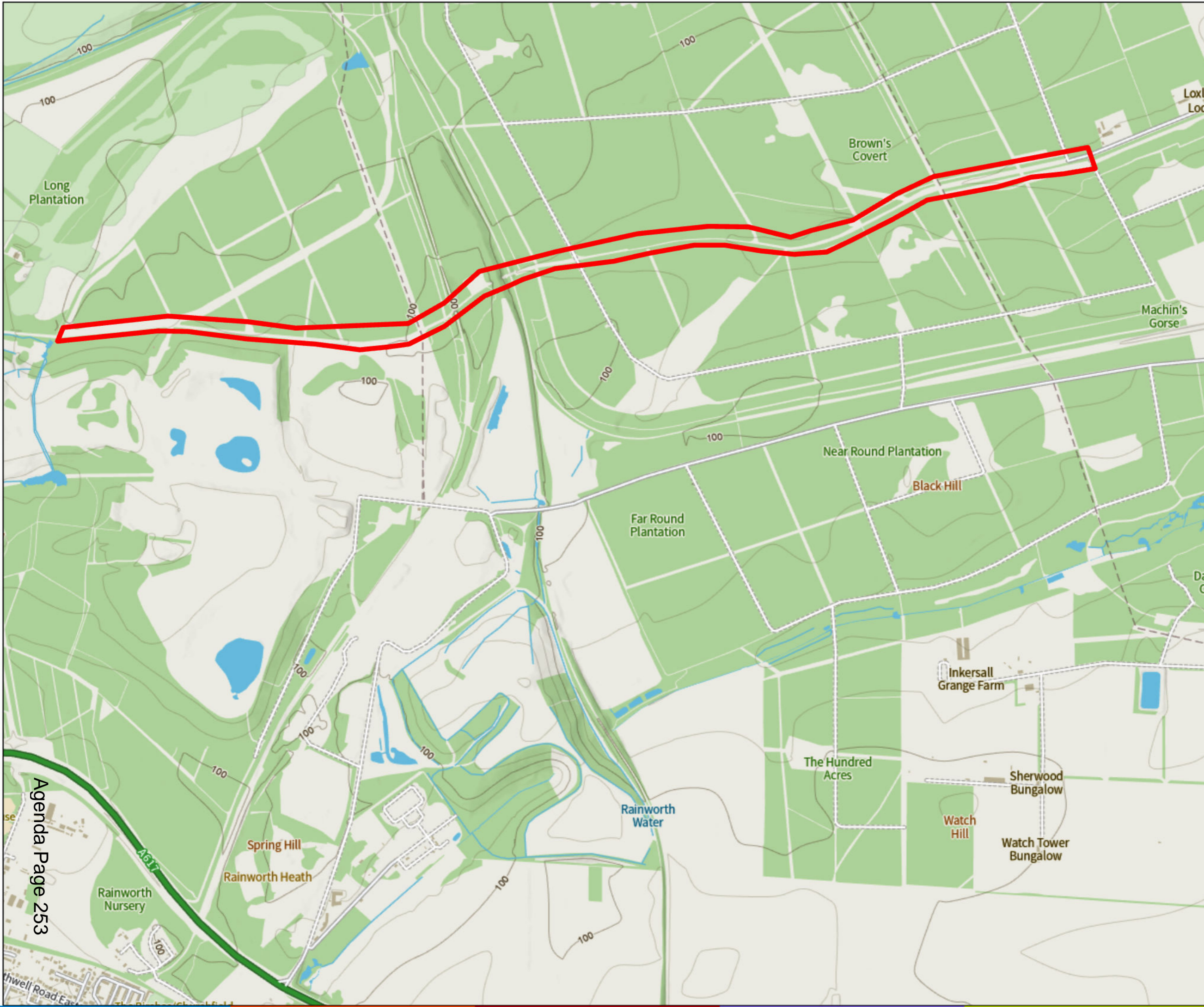
An interested person is someone who lives in, regularly works in, or regularly visits the Restricted Area. This means that only those who are directly affected by the restrictions have the power to challenge.





**Legend**

 Public Space Protection Order



**Drawing Title**

Newark and Sherwood District Council,  
Public Space Protection Order -  
Prohibition of Vehicles , Eakring Road

**Location**

Eakring Road

**Drawing Reference**

Date Exported: 08/02/2024

Scale: 1:12,438

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Report to: Cabinet Meeting - 20 February 2024

Portfolio Holder: Susan Crosby, Health, Wellbeing & Leisure

Director Lead: Suzanne Shead, Director - Housing, Health & Wellbeing

Lead Officer: Cara Clarkson, Business Manager - Regeneration & Housing Strategy, Ext. 5923  
 Andy Hardy, Sports, Community Facilities and Events Manager, Ext. 5708

Report Summary	
<b>Type of Report</b>	Open Report, Key decision
<b>Report Title</b>	Newark & Sherwood's Playing Pitch and Outdoor Sport Strategy 2023-2033
<b>Purpose of Report</b>	To present the 2023-2033 Playing Pitch and Outdoor Sport Strategy for approval.
<b>Recommendations</b>	It is recommended that Cabinet approve the Playing Pitch and Outdoor Sport Strategy (as at <b>Appendix A</b> which has been published separately to the main agenda).
<b>Alternative Options Considered</b>	<p>The alternative option is to not adopt a Playing Pitch and Outdoor Sport Strategy.</p> <p>Neither the strategy itself, nor direct investment in playing pitches/ outdoor sports facilities, are a statutory responsibility of the district council. However, as articulated in section 1.2 and 1.3, the evidence to support the district council contributing to the delivery of facilities through its role as Local Planning Authority and in its role supporting healthy, active and sustainable communities, is strong.</p>
<b>Reason for Recommendations</b>	<p>The adoption of this strategy supports delivery across a wide range of community plan objectives, provides an evidence base for planning policy and future funding, and sets out priorities for investment to ensure that playing pitches and outdoor sports meet the needs of the growing population of Newark and Sherwood.</p> <p>In particular, the adoption of the strategy supports the following community plan objectives:                      Objective 1: Improve health and wellbeing.                      Objective 5: Protect and enhance the district's natural environment and green spaces.                      Objective 7: Celebrate and invigorate community spirit, pride of place and a sense of belonging.</p>

## 1.0 **Background**

1.1 In December 2022 Newark & Sherwood District Council commissioned Knight, Kavanagh & Page Ltd (KKP) to develop a Playing Pitch and Outdoor Sport Strategy and Action Plan for the district.

1.2 The adoption of a Playing Pitch and Outdoor Sport Strategy is not a statutory requirement for district councils however, the Local Government Association state the following:

*“...when it comes to why councils, health and wider partners should invest in creating the conditions and opportunities for communities to be active, the evidence is very clear. Not only does movement, physical activity and exercise reduce the risk of major illnesses, improve mental wellbeing and help manage existing health conditions, being physically active leads to better outcomes, including:*

- i. improved learning and attainment*
- ii. increasing productivity in the workplace*
- iii. stress management*
- iv. the development of social skills*
- v. better social interaction*
- vi. improved air quality*
- vii. increasing social cohesion*
- viii. reducing the burden on social care and NHS services*

1.3 This strategy is brought forward in support of the wider objectives within the Community Plan including: to improve health and wellbeing, protect and enhance the district’s natural environment and green spaces and celebrate and invigorate community spirit, pride of place and a sense of belonging.

1.4 KKP has developed the strategy (as at Appendix A published separately to this agenda) using Sport England’s ‘Playing Pitch Strategy Guidance’ (for playing pitch sports) and Sport England’s ‘Assessing Needs and Opportunities Guide’ (for “non-pitch” sports).

1.5 The PPOSS delivers the evidence required to ensure that sufficient land is available to meet existing and projected future outdoor sport requirements. It provides a robust evidence base that will inform planning policy and other relevant strategies to enable the development of local policies, planning and sports development and is capable of:

- i. Providing a clear framework for all playing pitch and outdoor sport providers, including the public, private and third sectors.
- ii. Clearly addressing the needs of all identified sports within the area, highlighting particular local demand issues.
- iii. Addressing issues of population growth and major growth/regeneration areas.
- iv. Addressing issues of cross boundary facility provision.
- v. Addressing issues of accessibility, quality and management with regard to facility provision.
- vi. Standing up to scrutiny at a public inquiry as a robust study.
- vii. Supporting funding applications.
- viii. Providing realistic aspirations which can be considered within the local authority’s budgetary position and procurement regime.

- 1.6 The PPOSS includes outdoor sports facilities owned and operated by public, private and third sector organisations and includes: Football, Rugby Union, Rugby League, Hockey, Tennis, Cricket, Lawn Bowls, Netball, Artificial Grass Pitches (AGP's) and Athletics.
- 1.7 Most sports facilities within Newark & Sherwood are owned by town/parish councils or sports clubs/organisations. The PPOSS recognises that NSDC's role in the delivery of new or improved sports facilities is primarily to provide a robust evidence base and policy to support the securing of new on-site facilities or S106 contributions from housing development to enable the enhancement of existing or where required new provision.
- 1.8 The District Council's role is also critical as an enabler; engaging with and developing strategic partnerships with national and local sporting bodies, funders, private and third sector bodies and local clubs to co-ordinate projects and unlock the necessary funding to deliver such projects identified within the action plan.
- 1.9 The action plan cannot be delivered in isolation and in recognition of the role of partners in the delivery of sporting infrastructure, a partnership steering group has contributed to the development of this strategy, along with discussions with the eight Governing Bodies of Sports (NGB's) included in the PPOSS as outlined below and in excess of 50 sports clubs and education establishments as well as the Town and Parish Council's.
  - i. Bowls England
  - ii. England Athletics
  - iii. England and Wales Cricket Board
  - iv. England Hockey
  - v. England Netball
  - vi. Nottinghamshire County Cricket
  - vii. Nottinghamshire Football Association
  - viii. The Football Foundation
  - ix. Rugby Football Union
  - x. The Lawn Tennis Association
  - xi. Sport England

## **2.0 Strategy Findings**

- 2.1 The strategy sets a vision to provide clear focus and desired outcomes for the PPOSS.

*"To ensure that there are enough playing pitch and outdoor sport facilities in Newark & Sherwood of the right type and the right quality to help its residents to increase their physical activity levels and support their mental and physical health and wellbeing now and in the future."*

- 2.2 To achieve this vision the PPOSS will deliver the following objectives:
  - i. Ensure that all valuable facilities are protected for the long-term benefit of sport.
  - ii. Promote a sustainable approach to the provision of playing pitches and management of sports clubs.
  - iii. Ensure that there are enough facilities in the right place to meet current and projected future demand.
  - iv. Ensure that all clubs have access to facilities of appropriate quality to meet current needs and longer-term aspirations.

2.3 The Strategy applies the principles of Sport England’s ‘Strategic Planning Model’ aims and will allow the Council to align its objectives to the three Planning and Strategy objectives which seek to ‘Protect existing facilities’, ‘Enhance/ enhance access to, existing facilities’ and ‘Provide new facilities’.

2.4 The strategy identifies the following priority recommendations across each sport (below). Further detail by geography and at club and facility level, are contained within the strategy.

Sport	Priority recommendations
Football	<ul style="list-style-type: none"> <li>◀ Protect the existing quantity of pitches (unless replacement provision meets NPPF and Sport England Playing Field Policy requirements and is agreed upon and provided).</li> <li>◀ Where pitches are overplayed and assessed as poor or standard quality, prioritise investment and review maintenance regimes to ensure it is of an appropriate standard to sustain use and improve quality.</li> <li>◀ Utilise the Football Foundation’s PitchPower app to assist in the improvement and ongoing maintenance of provision.</li> <li>◀ Work to accommodate future demand at sites which are not operating at capacity.</li> <li>◀ Seek to gain access to sites not currently available for community use, particularly where large quantities of pitches are provided, such as Dukeries Academy and John Hunt Primary and Nursery School.</li> <li>◀ Improve ancillary facilities where there is a demand to do so and where it can benefit the wider footballing offer, such as Sherwood Fields (Robin Hood Colts FC) and The Acres Playing Field.</li> <li>◀ Where appropriate, help to facilitate partnerships and/or lease arrangements with large, sustainable, development-minded clubs to manage their own sites.</li> <li>◀ Work with the necessary stakeholders to source a suitable site for Newark &amp; Sherwood United FC to support the growth of the Step 5 club.</li> <li>◀ Work with Nottinghamshire FA and the Football Foundation to update the current Local Football Facilities Plans (LFFP) as to have a more up-to-date picture for the future of football in Newark &amp; Sherwood.</li> </ul>
3G pitches	<ul style="list-style-type: none"> <li>◀ Protect current stock of 3G pitches.</li> <li>◀ Work with relevant partners to deliver additional 3G pitches in the district to cater for football training demand.</li> <li>◀ Work with partners such as the Football Association, Football Foundation, the Rugby Football Union, Sport England and other National Governing Bodies as applicable to identify the most suitable locations to build new 3G pitches to alleviate known shortfalls.</li> <li>◀ Ensure that any new 3G pitches have community use agreements in place.</li> <li>◀ Ensure that all other full size and larger smaller sized pitches remain on the FA register and are re-tested every three years to sustain certification.</li> <li>◀ Ensure all current and future providers have in place a sinking fund to ensure long-term sustainability.</li> <li>◀ Ensure that all new 3G pitches are constructed to meet FA recommended dimensions and quality performance standards.</li> <li>◀ Look to increase the number of 3G pitches within Newark &amp; Sherwood at relevant sites by using the findings from the PPOSS and the 2019 Local Football Facilities Plan, with priority sites such as Newark Academy and one of the grass pitches and Minster School.</li> </ul>

Sport	Priority recommendations
	<ul style="list-style-type: none"> <li>◀ Look to install new full size 3G provision in the Southwell Analysis Area as the reduce shortfalls, with a priority placed on a multisport offering with a WR 3G pitch as to reduce football and rugby union shortfalls.</li> <li>◀ Look to transfer mini demand from grass pitches to 3G in line with the FA ambition for 50% of all mini match play to take place on 3G pitches.</li> <li>◀ Work with Nottinghamshire FA and the Football Foundation to update the current LFFP as to have a more up-to-date picture for the future of football in Newark &amp; Sherwood.</li> </ul>
Cricket	<ul style="list-style-type: none"> <li>◀ Protect existing quantity of cricket squares.</li> <li>◀ Retain a supply of disused sites to serve as a strategic reserve for future demand.</li> <li>◀ Improve quality at sites assessed as poor and standard quality and ensure quality is sustained at sites assessed as good through partnership working with NCCC.</li> <li>◀ Address overplay via quality improvements, NTP installation and consideration of hybrid wickets in the future.</li> <li>◀ Pursue improved security of tenure for clubs without ownership or a long-term lease arrangement in place, particularly those engaging in lease renewals.</li> <li>◀ Improve the changing and ancillary facilities where there is a need to do so, with priorities placed at Newark Ransome and Marles CC, Coddington and Winthorpe CC and Edingley CC.</li> <li>◀ Consider options to increase and improve stock of suitable practice facilities, as four clubs raise the need for additional training facilities at its home sites. Support should be provided to Farndon CC to install fixed lane practice nets to the former bowling green at Farndon Recreation Ground.</li> <li>◀ Continue to support ECB initiatives such as All Stars and Dynamos and ensure unaffiliated demand and recreational cricket is provided for.</li> </ul>
Rugby union	<ul style="list-style-type: none"> <li>◀ Protect the existing quantity of rugby union pitches including those used for curricular and extra-curricular demand.</li> <li>◀ Support clubs in taking part in the GMA pitch advisory service to explore technical requirements to improve pitch quality to address overplay.</li> <li>◀ Work with clubs to improve their ancillary offer where this a need to do so, such as the poor quality provision at Boughton Sports Field accessed by Ollerton RFC.</li> <li>◀ Look to increase the number of sports lit pitches or install dedicated sports lit training areas at sites where it would be beneficial for clubs to do so, with priority places on the senior pitch at Minster School for the use of Southwell RFC.</li> <li>◀ Ensure that any residential development considers potential increases in demand for the sport and that new provision or contributions are properly sought through utilisation of the Sport England Playing Pitch Calculator.</li> <li>◀ Consider the feasibility of the development of a WR compliant 3G pitch, with the senior pitch at Minster School the most appropriate choice with Southwell RFC and Southwell City FC as partner clubs.</li> <li>◀ Work with Ollerton RFC to agree a long term tenure agreement for Boughton Sports Field to ensure the clubs long term sustainability.</li> </ul>
Rugby league	<ul style="list-style-type: none"> <li>◀ Continue to ensure that any demand continues to be met outside of the Authority.</li> </ul>
Hockey	<ul style="list-style-type: none"> <li>◀ Protect the sand based AGPs at Magnus Sports Centre and Minster School for continued hockey use.</li> <li>◀ Work with partners to provide a replacement surface to the AGP at Minster School.</li> <li>◀ Ensure all hockey suitable AGPs have a sinking fund in place for their eventual refurbishment.</li> </ul>

Sport	Priority recommendations
	<ul style="list-style-type: none"> <li>◀ Consider a 3G pitch conversion to the 20-year-old AGP provided at Dukeries Academy to reduce shortfalls in the Sherwood Analysis Area. This should only take place if the AGP at Minster School has already been resurfaced.</li> </ul>
Bowls	<ul style="list-style-type: none"> <li>◀ Protect existing quantity of currently used greens and, as a minimum, sustain quality.</li> <li>◀ Ensure that any proposed development of currently used greens is mitigated in line with NPPF.</li> <li>◀ Assist clubs, where possible, with any future ancillary provision improvements such as Blidworth BC, Ollerton BC and Bilsthorpe BC.</li> <li>◀ Monitor capacity levels of highly supported clubs such as Southwell Town BC and Newark Northern BC to ensure they have sufficient capacity.</li> <li>◀ Support clubs with plans to increase membership so that growth can be maximised.</li> <li>◀ Look to extend the current lease agreement with Newark Northern BC and Newark Town Council as to secure its long-term security.</li> </ul>
Tennis	<ul style="list-style-type: none"> <li>◀ Protect existing quantity of courts.</li> <li>◀ Improve court quality at sites assessed as poor or standard quality and sustain quality at sites assessed as good, especially at sites in use by clubs or that are (or could be) well used for recreational demand.</li> <li>◀ Linked to the above, improve park courts as a priority to create a year-round recreational tennis option to meet local demand.</li> <li>◀ Explore options to further improve the recreational tennis offer via utilisation of technology provided by the LTA (e.g., ClubSpark) to support the customer journey and through investment into facilities and accompanying ancillary provision.</li> <li>◀ Work with Caunton TC towards its goal of installing additional courts at its site to support the Club with its current capacity balance.</li> <li>◀ Ensure sinking funds are put into place by providers for long-term sustainability.</li> <li>◀ Explore installation of additional sports lighting at club-based venues, such as Newark TC. Support Collingham TC, Caunton TC and Southwell LTC in upgrading its current sports lights to LED.</li> <li>◀ Improve ancillary provision at club sites, where it is required, such as improving the offering at Farnsfield TC (Farnsfield Bowling and Tennis Club).</li> </ul>
Netball	<ul style="list-style-type: none"> <li>◀ Protect quantity of courts.</li> <li>◀ Seek to improve poor quality courts quality through resurfacing or improved maintenance.</li> <li>◀ Explore options to increase sports lighting across Newark &amp; Sherwood.</li> <li>◀ Open discussions with sites that already allow community use of other facilities to determine whether provision could be opened for community use, such as The Suthers School and Magnus Sports Centre.</li> <li>◀ Look to continue and expand the use of courts for England Netball initiatives such as Back to Netball and Walking Netball, with Minster School a possible venue for hosting such sessions.</li> <li>◀ Facilitate improved engagement between England Netball and schools.</li> <li>◀ Look to install sports lights to the provision at YMCA (Newark), The Suthers School and Magnus Sports Centre as a means of increasing the total number of sports lit courts.</li> </ul>
Athletics	<ul style="list-style-type: none"> <li>◀ Ensure the track and supporting facilities at the YMCA (Newark) are retained and remain in good condition for as long as possible.</li> <li>◀ Support clubs, running groups, events and England Athletics initiatives such as Park Run and pursue increased participation, where possible.</li> </ul>

Sport	Priority recommendations
	<ul style="list-style-type: none"> <li data-bbox="400 197 1385 297">◀ Continue to increase participation both within affiliated clubs and the wider running market, signposting potential club members from the likes of Parkrun events and other health initiatives.</li> <li data-bbox="400 297 1385 405">◀ Considerations should be made for the installation of mini, compact or active tracks to the North of the District as to increase the amount of athletics provision provided.</li> <li data-bbox="400 405 1385 510">◀ Considerations should be made to resurface the 400m cinder track with a macadam or low-cost synthetic surface to create a better-quality running facility.</li> </ul>

## 2.5 **Conclusions from the Strategy:**

The following conclusion have been drawn by KKP within the strategy:

- 2.5.1 The existing position for most sports is that there is a mixture of shortfalls, spare capacity and sufficient capacity, the future position shows the exacerbation of current shortfalls and the creation of shortfalls for some sports and in some areas where demand is currently being met.
- 2.5.2 3G pitch shortfalls will remain in four of the five analysis areas, with shortfalls most apparent in the Newark Analysis Area. As such efforts should be made to increase the number of 3G pitches as to better support football demand.
- 2.5.3 Rugby union has shortfalls apparent at two of the three club-based sites, whilst Ollerton RFC is looking to agree security of tenure for its site. Shortfalls at Newark RFC are minimal with the Club's large site able to accommodate lots of demand, whilst Southwell RFC requires support to reduce its heavily overplayed pitches.
- 2.5.4 Hockey demand within Newark & Sherwood is currently adequately catered for. However, the existing pitch at Minster School is due to fall out of use over the lifespan of the PPOSS and will require a surface replacement.
- 2.5.5 From a non-pitch perspective, in general, current and future demand is being met across Newark & Sherwood, however, on a site-by-site basis there are shortfalls identified.
- 2.5.6 Where demand is being met, this does not equate to a surplus of provision, with any spare capacity instead considered a potential solution to overcoming shortfalls. As such, there is a clear need to protect all existing provision until all demand is met, or there is a requirement to replace provision to an equal or better quantity and quality before it is lost, in line with NPPF and Sport England's Playing Fields Policy. In addition, there remain some area and site-specific issues that need resolving despite no overall capacity issues, such as those relating to quality and security of tenure.
- 2.5.7 Where shortfalls are present, for the most part, they can be met by better utilising current provision, such as through improving quality, installing additional sports lighting, improving ancillary facilities, and enabling access to existing unused provision, such as at unavailable school sites. However, there is an overall shortfall of full size 3G pitches identified across Newark & Sherwood, and these shortfalls cannot be addressed unless this type of pitch is approved and constructed.



### **3.0 Funding the Strategy and Action Plan**

- 3.1 The strategy demonstrates, that whilst the provision of sport and recreational facilities is not a statutory responsibility for Newark and Sherwood District Council, the council is committed to realising benefits from the sustainable provision of playing pitches and outdoor sporting facilities for residents, communities and the economy.
- 3.2 A detailed assessment of each facility across the district, along with recommendations is included within the strategy document. Strategic partnerships will be essential to addressing the vast majority of recommendations within the action plan and will be central in unlocking access to facilities not currently accessible to the public and to unlocking funding.
- 3.3 Accordingly the District Council will work with key partners to ensure there is a shared understanding of the demand for playing pitches and outdoor sports facilities, the benefits of provision and the shared responsibility to deliver for communities through collaboration with:
- Local sports clubs and providers
  - National Sporting Bodies e.g. The Football Foundation
  - Private Sector Investors e.g The Premier League
  - Grant making bodies
  - Town and Parish Councils
  - Schools and other providers of local playing pitches
  - Central Government Funders e.g. to access Levelling Up/ Shared Prosperity/ Other funding
  - Housing Developers – in the negotiation of S106/ CIL contributions
  - Sport England
  - Nottinghamshire County Council and Public Health
  - The NHS
- 3.4 Where a need is identified, aligned to council priorities, the council may support projects through direct investment including through the allocation of S106 contributions, Community Infrastructure Levy where appropriate, and through direct capital investment.
- 3.5 Capital investment by the district council, where clear priorities have been identified and where the benefits to the community are clear, will support a range of long-term objectives within the community plan. Commitment from the council will also act as a significant enabler when working with other funders, demonstrating the council's commitment, driven by a robust evidence base, to jointly contributing to facilities in the district.

#### **Addressing the Most Pressing Need**

- 3.6 In recognition of the most pressing need within the strategy, the delivery of 3G pitches across the district, officers have been working with the Football Foundation, Football Association and Premier League to develop a strategic 'portfolio' approach to funding multiple football pitches across Newark and Sherwood.

- 3.7 A portfolio approach would allow the council and partners to plan for the future and secure economies of scale and value for money by delivering a programme of investment rather than one pitch at a time. There is national interest from the Football Foundation and Premier League as to the ambition of Newark and Sherwood District in forward planning for delivery and the strength of our data in determining need.
- 3.8 This project, if approved, would aim to secure match funding for 5x 3G pitches across Newark and Sherwood to be delivered over a three-year period. It is anticipated that the total capital cost of this investment would be circa £5m of which a minimum of 60% would be secured externally with 40% (£2m) maximum contribution from the district council. Securing the council's commitment for this will be critical in taking forward a formal application with the football Foundation for our portfolio approach.

#### **4.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Financial Implications – FIN23-24/2070**

- 4.1 There are no further direct costs associated with these strategies, however, further capital and revenue budget provision to progress a selected number of the Council's ambitions to improve sports and recreation facilities in the district (including those described in section 3.6-3.8) has been included in the Draft 2024-25 budget for member consideration. Revenue budget will enable schemes to be developed through appropriate project management whilst capital monies will be used for direct provision and leverage where appropriate to secure external capital and revenue investment.

#### **4.2 Equality and Diversity**

The Play Pitch and Outdoor Sports Strategy is designed to increase the accessibility of play pitch and outdoor sport facilities across the district. Projects brought forward by the council under this strategy will be subject to an Equality Impact Assessment to ensure that the project does not place barriers to participation or cause disadvantage to any protected groups.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None



Report to: Cabinet Meeting - 20 February 2024

Portfolio Holder: Councillor Susan Crosby, Health, Wellbeing & Leisure

Director Lead: Suzanne Shead, Director - Housing, Health & Wellbeing

Lead Officer: Cara Clarkson, Business Manager - Regeneration & Housing Strategy, Ext. 5923  
 Andy Hardy, Sports, Community Facilities and Events Manager, Ext. 5708

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	Newark & Sherwood’s Sport & Recreation Facilities Strategy 2023-2033
<b>Purpose of Report</b>	To present the 2023-2033 Sport & Recreation Facilities Strategy for approval.
<b>Recommendations</b>	That Cabinet approve Newark & Sherwood’s Sport & Recreation Facilities Strategy 2023-2033 (as at <b>Appendix A</b> which has been published separately to the main agenda).
<b>Alternative Options Considered</b>	<p>The alternative option is to not adopt a Sport &amp; Recreation Facilities Strategy.</p> <p>Neither the strategy itself, nor direct investment in sport and recreation facilities, are a statutory responsibility of the district council. However, as articulated in section 1.2 of this report and within the strategy itself, the evidence to support the district council contributing to the delivery of facilities through its role as Local Planning Authority and in its role supporting healthy, active and sustainable communities, is strong.</p>
<b>Reason for Recommendations</b>	<p>The adoption of this strategy directly supports delivery across a number of community plan objectives, provides an evidence base for planning policy and future funding, and sets out the strategic approach to identify priorities for investment to ensure that sports and recreation facilities provided across the District meet the needs of Newark &amp; Sherwood’s growing population.</p> <p>Specifically, the adoption of the strategy supports the following community plan objectives:                      Objective 1: ‘Improve health and wellbeing’ and</p>

	Objective 7: ‘Celebrate and invigorate community spirit, pride of place and a sense of belonging’ and will contribute to Objective 4 ‘Reduce Crime and Anti-Social Behaviour’.
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## **1.0 Background**

- 1.1 The District Council adopted the Sport & Recreation Facilities Improvement Plan 2014 – 2021 in 2014 and delivered a number of strategic projects (whether directly by the District Council or in collaboration with partners) that improved the facilities on offer across our district.
- 1.2 Whilst the provision of sport and recreational facilities is not a statutory responsibility for a District Council, when it comes to why councils, health and wider partners should invest in creating the conditions and opportunities for communities to be active, the evidence is very clear. Not only does movement, physical activity and exercise reduce the risk of major illnesses, improve mental wellbeing and help manage existing health conditions, being physically active leads to better outcomes, including:
- improved learning and attainment
  - increasing productivity in the workplace
  - stress management
  - the development of social skills
  - better social interaction
  - improved air quality
  - increasing social cohesion
  - reducing the burden on social care and NHS services
- 1.3 This strategy outlines how we will assess future investment in sport and recreation facilities against a ‘Hierarchy of Provision’, taking into consideration key factors including predicted population growth, impact on demand and current facilities – type, number and condition, and the aspirations of local clubs and sports to develop.
- 1.4 Accordingly, the Sport and Recreation Facilities Strategy 2023 – 2033 (Appendix A and published separately to this agenda) will help the Council, its community partners and residents, over the duration of the Strategy, secure access to high quality sport and recreation facilities across the district that are accessible, affordable and sustainable, thereby contributing to improving the health and wellbeing of our residents.
- 1.5 The Strategy will also align to the National Planning Policy Framework, Sport England and local policies of the District Council including the Newark and Sherwood Local Plan to provide an evidence base of current and future needs based on population growth through housing development.
- 1.6 This strategy is brought forward in support of the wider objectives within the Community Plan including: ‘to Improve health and wellbeing’, and ‘celebrate and invigorate community spirit, pride of place and a sense of belonging’ and to contribute to ‘reducing crime and anti-social behaviour’.

## **2.0 Strategy Vision**

- 2.1 The over-arching vision for this strategy is:

‘To support all residents to improve their health and wellbeing by enabling the provision of accessible and sustainable sport and recreation facilities that meet the current and future need’.

2.2 This Strategy will help to guide the future provision of sports and recreation facilities across Newark and Sherwood to ensure that as a district council we play our part in ensuring that facilities meet the needs of residents now and in the future. The strategy will do this by:

### 2.2.1 **Protecting our Existing Facilities**

It will:

- Provide an updated audit of current formal sports and recreation facilities provision, developing an evidence base that supports the case for funding opportunities.
- Optimise the use of and economic viability of existing facilities through promotion and support.
- Promote the role of leisure, sports and recreation facilities in health improvement, active lifestyles and contribution to the local economy.
- Increase public awareness of the district’s sports and recreation facilities.
- Maintain dialogue with local providers and clubs to support their continued delivery and growth ambitions.

### 2.2.2 **Improving/Improving Access to our Existing Facilities**

It will:

- Improve the quality of current assets by working across partners to secure funding.
- Identify and unlock facilities that are currently not accessible to community use e.g. through the development of ‘Community Use Agreements’ where appropriate to secure community access to non-district Council owned or controlled facilities.
- Identify where community use of school facilities is feasible and most needed to address any identified deficits in local facility provision.
- Promote sports and recreation development initiatives to unlock latent demand by identifying where the lack of facilities might be suppressing participation levels.
- Use insight data to identify future trends in sports participation and provision and align to social need to balance supply and demand challenges and opportunities.

### 2.2.3 **Planning for and Providing New Facilities**

It will:

- Inform the development and implementation of planning policy by providing an evidence base for the review of the Local Plan and other associated planning and strategic policies and documents.
- Inform the assessment of planning applications that will affect existing facilities or may provide an opportunity to enhance or supplement the existing facilities to improve local standards of provision.
- Assess future supply and demand for facilities as a result of new housing development and associated population growth through the ‘planning gain’ and Section 106 Developer Contributions Supplementary Planning Document.

- Work with partners across government, health, sport and community groups to support partnerships that facilitate improvements to sport and recreation facilities in our communities.

### **3.0 Scope of the Strategy**

- 3.1 Sport and recreation facility infrastructure can be ordered within a ‘Hierarchy of Provision’ with a smaller number of large multi-use sites which are located in strategic locations with high population density and a greater number of smaller, local community facilities.
- 3.2 For the purpose of this strategy these facilities have been stratified in to three distinct categories, ‘District Council Owned Lesiure Centres’, ‘Strategic Sport Hubs’ and ‘Local Community Sports Facilities’ whereby the Council’s four leisure facilities are supplemented by a further eight large sporting hubs and under pinned by a significant number of smaller local community sports facilities across the whole district.
- 3.3 The council also recognises the importance of informal provision in helping to address physical inactivity and wellbeing within the community, including the very significant contribution made by parks, open spaces and public rights of way. These are not, however, considered as part of this strategy, which focusses on primarily indoor formal sports and recreation facilities.
- 3.4 Further detail on open spaces can be found in our ‘Open Space’ Strategy 2022 and Playing Pitch Strategy 2023, which details sports pitch provision covering, Athletics, Bowls, Cricket, Football, Hockey, Netball, Rugby and Tennis at all sites across the district.
- 3.5 The Strategy applies the principles of Sport England’s ‘Strategic Planning Model’ aims and will allow the Council to align its objectives to the three Planning and Strategy objectives which seek to ‘Protect’, ‘Enhance’ and ‘Provide’ sport and recreation facilities as below:-
- 3.5.1 **TO PROTECT THE RIGHT OPPORTUNITIES IN THE RIGHT PLACES.** Existing provision should be protected unless an assessment has demonstrated there is an excess of the provision and the specific buildings or land are surplus to requirements; or the loss would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the former or current use.
- 3.5.2 **TO ENHANCE OPPORTUNITIES THROUGH BETTER USE OF EXISTING PROVISION.** The use of existing provision should be optimised, for example through quality, access and management improvements supported by appropriate ancillary facilities.
- 3.5.3 **TO PROVIDE NEW OPPORTUNITIES TO MEET THE NEEDS OF CURRENT AND FUTURE GENERATIONS.** Appropriate new provision that meets needs and encourages people to play sport and be physically active should be provided by adapting existing places and through new development.

#### **4.0 Meeting the Future Need**

4.1 This strategy demonstrates, that whilst the provision of sport and recreational facilities is not a statutory responsibility for Newark and Sherwood District Council, it does recognise the significant benefits from the provision of facilities for its residents, communities and economy.

4.2 Strategic partnerships will therefore be essential to meeting future need and the ongoing delivery of sport and recreation facilities, including unlocking access to facilities not currently accessible to the public and in unlocking funding. Section 1.2 of this strategy outlines how we will work strategically across planning policy, partners and funders to ensure that the framework for prioritising investment in facilities is clear.

4.3 Accordingly the District Council will work with key partners to ensure there is a shared understanding of the demand for facilities, the benefits of provision and the shared responsibility to deliver for its communities through collaboration with:

- Central Government Funders e.g. to access Levelling Up/ Shared Prosperity/ Other funding
- Housing Developers – in the negotiation of S106/ CIL contributions
- Sport England
- Private Sector Investors e.g The Premier League
- National Sporting Bodies e.g. The Football Foundation
- Grant making bodies
- Local sports clubs and providers
- Nottinghamshire County Council and Public Health
- The NHS
- Town and Parish Councils
- Schools and other providers of local facilities

#### **5.0 Determining Future Priority Projects**

5.1 In order to achieve the Strategies Vision, the district council will, when considering its future priority projects, will align actions to the 'Hierarchy of Provision' categories whereby Category 1 facilities will remain the council's immediate priority, thereafter Category 2 and 3 will be considered to determine what support and potential investment may be secured for such facilities from funding sources available to the Council, in order to align to Sport England's Protect, Enhance, Provide model.

5.2 When considering the provision of new facilities or enhancements to existing facilities outside of council ownership, the council will consider:

- Demand and need data
- Existing local provision
- Availability of funding
- Alignment with priorities

5.3 In progressing projects there are various avenues to pursue to secure investment in the provision or improvement of sport and recreation facilities in the

district. However, to secure funding for a project, consideration needs to be given to where the funding will come from and how much will be required to deliver a successful outcome.

5.4 Accordingly, the District Council will work with partners to secure the necessary funding to deliver its aspirations which are based on evidence of need. Sources of funding will include but are not restricted to:

- Sport England
- National Governing Bodies of Sport
- The Football Foundation
- County, District and Town/Parish Councils
- Section 106 Developer Contributions
- Government Grant Programmes
- Health Funding
- Grant Making Trusts
- Private Sector Funding

5.5 The success of such negotiations will be driven by the alignment of individual project objectives to the expectations and requirements of the funding partners, where outputs and outcomes assessed to deliver a value for money return on the investment and the delivery of significant community, health and social benefits.

## **6.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### **6.1 Financial Implications – FIN23-24/2070**

There are no further direct costs associated with this strategy, however, further capital and revenue budget provision to progress a selected number of the Council's ambitions to improve sports and recreation facilities in the district has been included in the Draft 2024-25 budget for member consideration. Revenue budget will enable schemes to be developed through appropriate project management whilst capital monies will be used for direct provision and leverage where appropriate to secure external capital and revenue investment.

### **6.2 Equality and Diversity**

The Sport and Recreation Facilities Strategy is designed to increase the accessibility of indoor facilities across the district. Projects brought forward by the council under this strategy will be subject to an Equality Impact Assessment to ensure that the project does not place barriers to participation or cause disadvantage to any protected groups.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None