

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, 9 June 2026 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

Councillor R Cozens, Councillor S Crosby, Councillor L Brazier,
Councillor S Forde, Councillor C Penny, Councillor P Taylor and
Councillor J Kellas

ALSO IN ATTENDANCE: Councillor N Allen, Councillor J Hall, Councillor S Haynes, Councillor
S Michael, Councillor P Rainbow and Councillor K Smith

APOLOGIES FOR ABSENCE: Councillor P Harris

386 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.

387 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

388 MINUTES FROM THE PREVIOUS MEETING HELD ON 21 APRIL 2026

The minutes from the meeting held on 21 April 2026 were agreed as a correct record and signed by the Chair.

389 HEATING AND GAS SERVICING POLICY (KEY DECISION)

The Business Manager - Building Safety & Asset Investment presented a report which sought approval for a Heating and Gas Servicing Policy which was attached as an appendix to the report. This policy was one of a suite of policies that covered all aspects of compliance which were designed to ensure that the Council had a robust approach to compliance and customer safety.

The Cabinet questioned the wording in Section 5.3 of the proposed policy and sought clarity as to the extreme circumstances in which a tenants' gas supply would be mechanically sealed.

AGREED (unanimously) that Cabinet approve the Heating & Gas Servicing Policy to ensure legal compliance and improved service delivery in line with legislation, regulation and industry best practice, subject to delegated authority being given to the Portfolio Holder for Housing to re-word the policy in relation to mechanically sealing gas supplies.

Reasons for Decision:

The Policy has been developed to align with organisational responsibilities, legislation and industry standards.

Options Considered:

No other option considered as this is a legal duty.

390 GAS METER MAKE SAFE POLICY (KEY DECISION)

The Business Manager - Building & Safety & Asset Investment presented a report which sought approval for a Gas Meter Make Safe Policy which was attached as an appendix to the report. This policy was one of a suite of policies that covered all aspects of compliance which were designed to ensure that the Council had a robust approach to compliance and customer safety.

The Cabinet requested that the numbers of properties where capping the gas supply were captured in the compliance report considered at performance meetings and sought clarification of the officer sign-off process and the reporting to the Portfolio Holder as required.

AGREED (unanimously) that Cabinet approve the Gas Meter Make Safe Policy to ensure legal compliance and improved service delivery in line with legislation, regulation and industry best practice.

Reasons for Decision:

The Policy has been developed to align with organisational responsibilities, legislation and industry standards.

Options Considered:

No other option considered as this is a legal duty.

391 PASSENGER LIFTS, STAIR LIFTS AND HOISTS POLICY (KEY DECISION)

The Business Manager - Building & Safety & Asset Investment presented a report which sought approval for a Passenger Lifts, Stair Lifts & Hoists Policy which was attached as an appendix to the report. This policy was one of a suite of policies that covered all aspects of compliance which were designed to ensure that the Council had a robust approach to compliance and customer safety.

AGREED (unanimously) that Cabinet approve the Passenger Lifts, Stair Lifts & Hoists Policy to ensure legal compliance and improved service delivery in line with legislation, regulation and industry best practice.

Reasons for Decision:

The Policy has been developed to align with organisational responsibilities, legislation and industry standards.

Options Considered:

No other option considered as this is a legal duty.

392 QUALITY & SAFETY STANDARD- HOUSING ASSET MANAGEMENT UPDATE

The Business Manager - Building Safety & Asset Management presented a report which provided Cabinet with an update on housing related functions and how these would inform the new Asset Management Strategy to ensure all homes were safe and decent. The report set out the year end performance against the Council's legal and regulatory landlord responsibilities for a range of asset management measures including the condition and safety of its stock, the energy rating of homes and compliance with the Decent Homes Standard,

AGREED (unanimously) that Cabinet note the current performance of the Council's housing and the forward plan for service delivery for the Asset management functions of Stock Condition; Decent Homes; Energy Performance; and the Housing Health & Safety Rating System (HHSRS).

Reasons for Decision:

To provide assurance on the work undertaken to ensure the safety of tenants and compliance with the regulatory standards.

Options Considered:

Not applicable, the report provides performance information.

393 HOUSING COMPLAINTS COORDINATOR AND COMPLAINTS UPDATE (KEY DECISION)

The Housing Regulatory Compliance Manager presented a report which set out the challenges facing housing services in relation to complaints and put forward proposals for improving the complaints handling service. It was reported that since the revised Housing Ombudsman Complaint Handling Code came into effect on 1 April 2024 there had been a continual increase in complaints, particularly in relation to time taken to complete repairs. This had impacted on the ability of officers to handle complaints in accordance with the Code. In addition, during 2023/24 the Government launched a 'Make Things Right' Campaign to raise greater awareness amongst social housing tenants of how they could make a complaint which had also resulted in increased numbers of formal complaints.

The proposals to manage the increased number of complaints were set out in the report and it was considered that having dedicated officers for complaints would improve the customer experience as they would have fewer points of contact and it would eradicate the need to repeat the same issue multiple times.

AGREED (unanimously) that Cabinet:

- a) make the existing Housing Complaints Coordinator role permanent;
- b) approve the additional roles of a Complaints and Learning / Improvement Officer (1FTE) on a permanent basis and a Complaints Coordinator (1 FTE) for a fixed term period of 1 year, with a further review to consider if this second role needs to be permanent;

- c) approve the required budget for 2026/27 of £119,450 to be funded from the HRA Service Improvement reserve;
- d) note the annual budget required (c. £100k) for future years will be added into the base budget at budget setting for 2027/28 onwards; and
- e) note the recruitment of temporary support until the above roles are approved and recruited (for approx. 6 months from April 2026).

Reasons for Decision:

To allow the Council to meet its obligations under the Housing Ombudsman Complaint Handling Code and provide an excellent complaint handling service for our customers.

Options Considered:

There has been close monitoring of complaints volumes and performance during the last 12 months, which is the basis of the recommendations and therefore no alternative options are being considered at this point.

394 HOUSING MANAGEMENT SYSTEM RESOURCES

The Director - Housing, Health & Wellbeing presented a report which sought approval for additional resources to manage the demand, challenges and opportunities within the Housing, Health & Wellbeing directorate. The report proposed the position of Digital Solutions being renamed Housing Systems Manager and the creation of two data analyst posts which were essential for managing and cleansing large datasets, identifying and resolving data quality issues, and generating tailored reports to inform decision-making across services.

In addition, the report proposed a Housing Systems Adoption Officer which would provide a supportive role to develop comprehensive training programmes and materials, deliver refresher courses, and support staff in using specialist software platforms.

AGREED (unanimously) that Cabinet approve:

- a) the creation of two additional Data Analyst posts for Housing Directorate systems managed within the Housing Systems Analyst team;
- b) the creation of a Housing Systems Adoption Officer reporting to the Assistant Director - Housing Strategy & Service Development; and
- c) the release of £82,900 from the HRA Service improvement reserve for 2026/27, with the full year cost being added into the base budget from 2027/28 onwards.

Reasons for Decision:

To increase the system adoption and training, improve the Council's data quality and reporting leading to strong assurance for the Council and Regulator of Social Housing on the quality of services being delivered.

Options Considered:

Do nothing is not a viable option, due the amount of data and training asks from across the directorate and dictated by the regulator and supplier. Officers within the housing analyst team are at capacity and therefore no capacity to take on these additional duties.

Temporary resourcing will not address the merging of systems and data that will come from local government reorganisation, in addition, the market for DDaT (Digital, Data and Technology) professionals is volatile.

395 GETTING TO KNOW YOU (GTKY) VISITS PROGRAMME

The Director - Housing, Health & Wellbeing presented a report which provided the Cabinet with an update on the progress and outcomes arising from the Getting to Know You (GTKY) visits programme undertaken by Housing Services. The programme commenced in October 2021 in response to increasing sector emphasis on landlords proactively knowing their tenants. The report provided full details of the success of the programme which had progressed to 81% of all properties visited, with a 15% failed access rate.

AGREED (unanimously) that Cabinet:

- a) note the progress and outcomes and feedback on the GTKY visits programme to March 2026;
- b) support the continued delivery of the GTKY programme as a key assurance and tenancy sustainment mechanism;
- c) note the link to the Tenant Census planned for 2026;
- d) support the risk-based approach to determine whether tenancy enforcement action is progressed regarding failed access; and
- e) note the onward progression of the report to Local Influence & Assurance Board.

Reasons for Decision:

This vital activity aligns with several Community Plan 2023 – 27 Ambitions as detailed in the report.

Options Considered:

None, GTKY visits are an essential activity to ensure we know our tenants and that they are safe in their homes.

(Councillor L. Brazier left the meeting following this item of business).

396 LOCAL REGENERATION FUND UPDATE (KEY DECISION)

The Business Manager - Economic Growth & Visitor Economy presented a report which provided an update, and sought various approvals, for projects within the Local Regeneration Fund (LRF) programme. The report gave specific updates in relation to 32 Stodman Street, Newark; Newark Cultural Heart Market Place improvement; Newark Castle Gatehouse; and the Ollerton and Clipstone regeneration schemes.

AGREED (unanimously) that Cabinet:

- a) note the updates associated with the LRF projects, as detailed throughout this report;

Stodman Street Re-Development

- b) approve a revenue budget from the Change Management Reserve as detailed in the exempt appendix to the report;

Castle Gatehouse

- c) approve an additional capital budget of up to £1,500,000, funded by the Change Management Reserve, as detailed in section 1.5 of the report; and

Ollerton Regeneration

- d) agree to commit £500,000 capital monies (fully funded by the LRF grant and NSDC committed Reserves) within the existing approved programme and add this to the proposed capital budget for 2026/27 to progress essential enabling works ahead of the completion of legal agreements and confirmation of planning consent, as set out in section 1.7 of the report.

Reasons for Decision:

The projects detailed within this report deliver on the LRF strategic objectives set by the UK Government, as well as the ambitions set out within the Community Plan. This includes driving improved health and wellbeing through the creation of community infrastructure and cultural/leisure opportunities as well as and opportunities for local people through skills and employment-based interventions and unlocking long-term sustainable economic growth.

Options Considered:

There remains an option not to proceed with the delivery of the projects within the LRF programme. This is not recommended as it would present a missed opportunity to deliver transformational and impactful change for the local community and to accelerate local economic growth.

397 NEWARK & SHERWOOD LOCAL PLAN - SCOPING CONSULTATION (KEY DECISION)

The Assistant Director - Planning & Economy presented a report which sought approval for the scoping consultation which was required ahead of the process for making a Local Plan. The requirements for the scoping consultation were prescribed under Regulation 20(1) of the Town and Country Planning (Local Planning) (England) Regulations 2026 and the proposed approach to this consultation, including the framework, was set out in the report.

AGREED (unanimously) that Cabinet:

- a) note the report;
- b) approve the scoping consultation proposals contained in Appendix 1 to the report;
- c) delegate authority to the Portfolio Holder for Sustainable Economic Development to agree the final Scoping Consultation document in consultation with the Planning Policy Board ready for consultation in July 2026; and
- d) delegate authority to the Portfolio Holder for Sustainable Economic Development to amend the proposed timetable for the Local Plan Scoping consultation, should this be necessary if the Council receive the Inspectors Report on the Amended Allocations and Development Management DPD.

Reasons for Decision:

To allow the Scoping Consultation in line with the agreed Newark & Sherwood Local Plan timetable.

Options Considered:

It was considered that the Scoping Consultation could be delayed, however this will have knock on consequences to the agreed timetable. Furthermore, additional government funding requires the Council to progress through Gateway 1 by the end of October 2026, which would be difficult if the scoping consultation was pushed into August and September 2026.

398 SUPPLEMENTARY PLANNING DOCUMENTS (KEY DECISION)

The Assistant Director - Planning & Economy presented a report which advised of the results of the consultation on the Draft Interim Affordable Housing Supplementary Planning Document (SPD) and the Draft Developer Contributions & Planning Obligations SPD and sought approval for a course of action for both.

In respect of the Interim Affordable Housing SPD, it was proposed that officers would prepare informal advice at a later date once local and national policy had become formalised. For the Draft Developer Contributions & Planning Obligations SPD, this had been amended to address comments raised during the consultation and was attached as an appendix 2 to the report for approval and adoption.

AGREED (unanimously) that Cabinet:

- a) agree the results of the consultation and the Council's proposed responses contained in Appendix 1;
- b) agree the proposed approach to affordable housing SPD set out at paragraph 2.5 of the report; and
- c) approve the adoption of the Developer Contributions & Planning Obligations SPD as set out at Appendix 2 as a Supplementary Planning Document.

Reasons for Decision:

To allow the District Council to adopt the Developer Contributions & Planning Obligations SPD.

Options Considered:

As Cabinet had agreed to prepare and consult on the two SPDs careful consideration was given to next steps following the receipt of the consultation responses. It was concluded that the proposed approach set out in the report is the only feasible approach.

399 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that, under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act.

400 LOCAL REGENERATION FUND UPDATE (KEY DECISION) - EXEMPT APPENDIX

The Cabinet considered the exempt appendix in relation to the Local Regeneration Fund Update.

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

401 RECHARGE OF SEWERAGE PLANT MAINTENANCE AND CLEANING (KEY DECISION)

The Cabinet considered the exempt report in relation to the recharge of sewerage and plant maintenance and cleaning.

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

Meeting closed at 8.27 pm.

Chair