

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Given the current emergency in respect of the Covid 19 pandemic and the decision taken to suspend committee meetings while social distancing measures continue, the urgency decision provision under Paragraph 7.2.1 of the Council's Constitution has been widened to extend the consultation to include the Leaders of all the political groups on the Council.

Subject: **Newark Towns Fund – Submission of Town Investment Plan
Heritage Action Zone – Entering into Contract with Historic England**

Appropriate Committee: **Policy & Finance and Economic Development Committees**

Details of Item (including reason(s) for use of urgency procedure):

That the Chief Executive, utilising officer delegated powers will:

1. Submit to the Ministry for Housing, Communities & Local Government (MCHLG) a copy of the Newark Town Investment Plan (TIP), as approved by the Newark Towns Board on or before 31 July 2020; and
2. Will enter into a contract on behalf of Newark & Sherwood District Council with Historic England for Newark to become a Heritage Action Zone (HAZ)

Newark Towns Fund and Town Investment Plan

In November 2019 Newark-On-Trent was one of 100 towns nationally identified as eligible to apply to Government for up to £25m. Proposals were required to be worked up via and approved by a Towns Board and reflected in the submission of a draft Towns Investment Plan to Government.

The Newark Towns Board has now met on 5 occasions and has worked to develop and agree Newark's challenges, an overall strategy for change and a number of flagship ambitious, transformational and critically deliverable projects with various organisations and industry. This strategy and investment is contained within a draft TIP which will now be presented to Government, which was approved by the Newark Towns Board on 17 July 2020. The TIP remains draft and not for publication until such time as the Government has agreed its contents and signed Heads of Terms with the Council to fund the projects. Such terms will be presented in due course, if, as, and when negotiations with the Government progress.

The TIP development process has involved extensive consultation with partners, the public, and local government. There have been 6 no. meetings of Towns Board sub groups which have focused on themes of 1) Education, Business and Skills, 2) Infrastructure, 3) Town Centre & Culture. There have been at least two presentations to all Town and Parish Councils within the towns fund area in addition to two briefings of all Members of the District Council. Public consultation was done remotely, using an online survey (over 1700 responses), CVS telephone interviews and a creative writing competition for schools in lockdown on the future of Newark. Cohort 1 of Towns Fund TIP submission must be made on or before 31 July 2020. After that, there is an up to 2 month period of negotiation with Government to agree Heads of Terms and a final TIP. There is then an up to 12 month period to develop businesses cases and draw down monies on any agreed projects. It is expected updates will be provided to the September and November cycles of Committee, notably Economic Development and Policy and Finance.

Heritage Action Zone (HAZ)

In May 2019 Historic England launched a Heritage High Street Action Fund (known as a HAZ) aimed at finding new ways to champion and revive historic high streets. 69 high streets across England, including Newark were successful at this expression of interest stage.

Since that time officers have been working with colleagues from Historic England to refine the HAZ boundary (Appendix 1) and agree the scope of the proposals, which will be:

- Urgent condition surveys and appraisals of key heritage at risk within the HAZ area, (including the Corn Exchange and former White Hart Inn);
- Shop front and upper floors 'development guide';
- Public realm and way-finding feasibility and visioning;
- Review of the local council tax and business rate regime to encourage repurposing and better utilisation of floor space, including upper floors;
- Tenant Advice document which will provide advice on how to approach lease and repair arrangements and good practice for re-negotiating leases (on both sides);
- Publication of a local book on Newark Heritage by Historic England.
- Creation of a cultural program of events, led by Inspire but created and delivered by a Cultural Consortium including NSDC.

In tandem with the above, the Newark Conservation Area Appraisal is to be completed by the end of 2020.

Equalities Implications

One of the key aims of the Cultural Programme is to engage with all members of the community. This work is on-going and will continue through the lifetime of the HAZ Scheme. We anticipate that new groups will form and we will make it a priority to seek out 'hard to reach' communities and encourage people to participate in our community and cultural activities and events. We are committed to moving from engagement and participation to partnership working and co-production with our communities.

Financial Implications

Towns Fund Revenue

Work to complete the TIP has been absorbed within the £162,019 awarded to the Council as part of its Towns Fund revenue allocation as part of the launch of the Towns Fund Prospectus in November 2019. Any additional revenue commitments will be sought from an additional revenue 'ask' as part of the TIP negotiation with Government

Towns Fund Capital

Some of the TIP proposals are on Council-owned land. Any detailed business case(s) for projects developed would need to be worked through in consultation with the Council. All will be subject to separate decisions, depending on budgetary timings by the Policy & Finance Committee and/or Full Council.

HAZ Revenue Current Year

For the current financial year, a total of £47,750 was expected to be committed by NSDC. This includes a contribution towards the HAZ officer post (this will be slightly less than anticipated due to the delay in appointment from April) and the tax and rates review. Modest sums would go towards key buildings such as the Corn Exchange and former White Hart. Historic England's contribution for this financial year is £86,250. See Appendix 2 for summary.

HAZ Revenue Future Years

For year 2021/22, NSDC contribution is £42,750

2022/23 - £23,250

2023/24 - £11,250

The total expenditure over the whole 4 years is £125k.

The remaining monies will be made up of £275k from Historic England and £150k from the private sector (eg. businesses who will contribute to shop front replacements).

Decision

1. Submit to the Ministry for Housing, Communities & Local Government (MCHLG) a copy of the Newark Town Investment Plan (TIP), as approved by the Newark Towns Board on or before 31 July 2020; and
2. Entering into a contract on behalf of Newark and Sherwood District Council with Historic England for Newark to become a Heritage Action Zone (HAZ)

Reason for Decision

To secure funding for the transformational regeneration of the town and to protect and enhance the towns listed and non-listed assets.

Members Consulted:

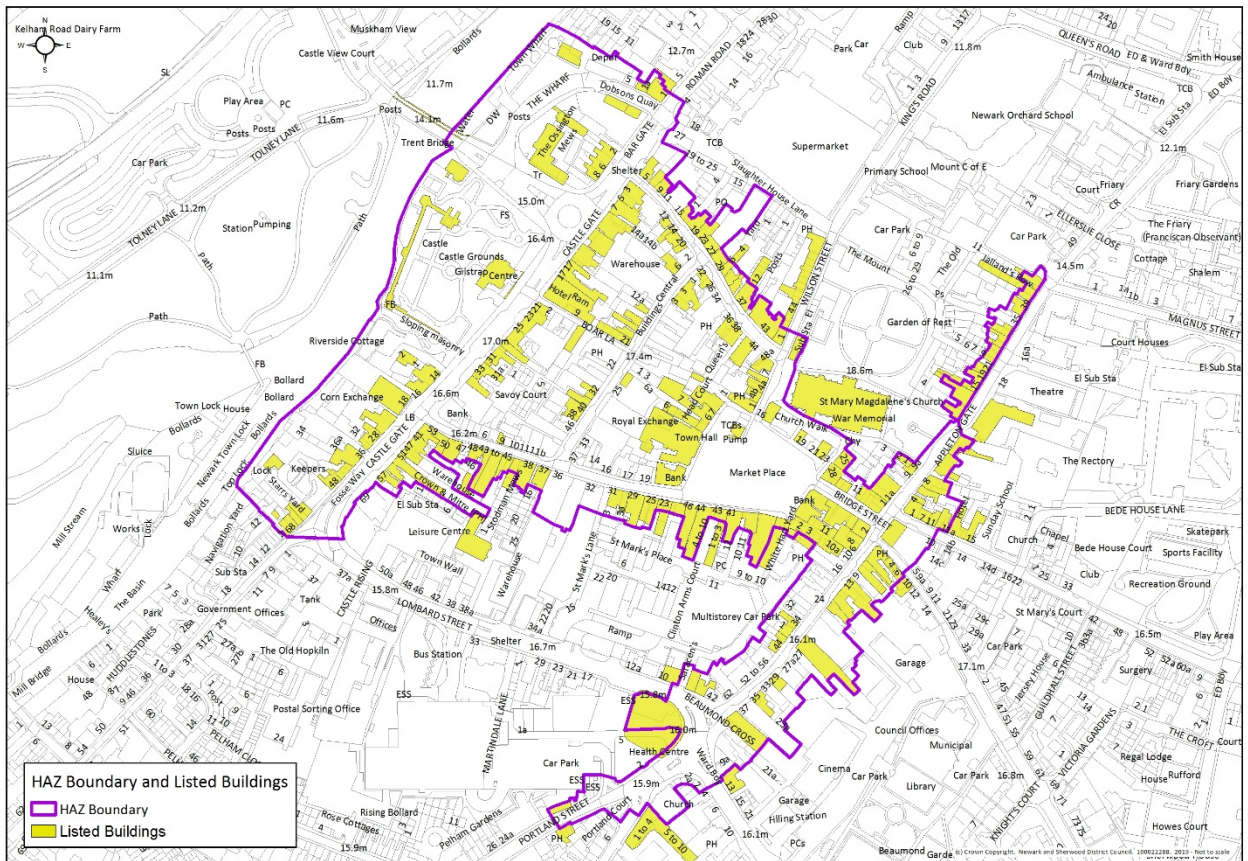
**Councillor David Lloyd
Councillor Keith Girling
Councillor Paul Peacock
Councillor Peter Harris
Councillor Gill Dawn**

**22nd July 2020
22nd July 2020
29th July 2020
Voicemail on 22nd July 2020
22nd July 2020**

Signed 

Date: 29 July 2020

APPENDIX 1



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Given the current emergency in respect of the Covid 19 pandemic and the decision taken to suspend committee meetings while social distancing measures continue, the urgency decision provision under Paragraph 7.2.1 of the Council's Constitution has been widened to extend the consultation to include the Leaders of all the political groups on the Council.

Subject: Parish & Town Council Initiative Fund and Community, Sports & Arts Grants Scheme

Appropriate Committees: Leisure & Environment, Homes & Communities and Policy & Finance

Details of Item

This urgency item is required to secure delegated authority to make grant awards under the Parish & Town Council Initiative Fund and the Community, Sports & Arts Grants Scheme in order to comply with the Council's Constitution and Financial Regulations.

Members will be aware that the Parish & Town Council Initiative Fund was approved by Policy & Finance Committee on 26 September 2019. However, the recommendation did not secure the necessary officer delegation to the appropriate Director to confirm the grant awards based on the recommendations of the Member Panel.

The Member Panel established by the Policy & Finance Committee met virtually on 21 May 2020 and the notes from this meeting are attached as an appendix to this urgency item. This urgent decision gives delegated authority to the Director – Housing Health & Wellbeing, following consultation with the Member Panel, to make the grant awards in accordance with the Council's approved Constitution and Financial Regulations. This delegation covers the decisions made on 21 May 2020 and future panel meetings going forward.

This urgency item also clarifies the position in respect of the Council's Community, Sports & Arts Grant Scheme. This scheme has been in operation for many years and was last reviewed when the Council operated a Cabinet System of decision-making. During this period of administration, the Portfolio Holder had delegated power to make decisions on grant awards through this scheme. However, following the return to the Committee System the recommendations of the Member Panel (Chairman and Vice Chairman and Opposition Spokesperson of Leisure & Environment Committee) are now to be delegated to the Director

– Housing, Health & Wellbeing for decision, to ensure that the decisions are in accordance with the Council’s approved Constitution and Financial Regulations.


Decision

That the Director – Housing, Health & Wellbeing be given delegated authority to approve grants based on Member recommendations through the Parish & Town Council Initiative Scheme and the Community, Arts & Sports Grant Scheme to ensure that the decisions are in accordance with the Council’s approved Constitution and Financial Regulations.

Members Consulted:

Cllr. David Lloyd – Leader of the Council and Chairman of Policy & Finance
Cllr. Paul Peacock – Leader of the Labour Group/Opposition Spokesperson for Policy & Finance
Cllr. Peter Harris – Leader of the Liberal Democrat Group
Cllr. Gill Dawn – Leader of the Independent Group
Cllr. Roger Jackson – Chairman of Leisure & Environment
Cllr. Yvonne Woodhead - Opposition Spokesperson for Leisure & Environment
Cllr. Tim Wendels – Chairman of Homes & Communities
Cllr. Kath Arnold - Opposition Spokesperson for Home & Communities

All Members consulted on 18 August 2020, Urgency Item emailed and follow up telephone call or voice mail message left.

Signed: 

Date: 24 August 2020

Director – Housing, Health and Wellbeing

PARISH AND TOWN COUNCIL INITIATIVE FUND - GRANT PANEL

THURSDAY, 21ST MAY, 2020

Present:

Councillors Maureen Dobson (Committee Member), K Girling (Committee Member), P Harris (Committee Member), R Holloway (Committee Member), R Jackson (Committee Member), N Mison (Committee Member), P Peacock (Committee Member) and T Wendels (Committee Member)

Apologies: Councillor D Lloyd

1 Appointment of Chairman

AGREED Councillor R Jackson was appointed Chairman of the Parish & Town Council Initiative Fund – Grant Panel for the ensuing year.

2 Declarations of Members Interests

Councillor P Peacock declared an interest on the Edwinstowe Parish Council Grant application on the grounds of bias, as he was a member of Edwinstowe Parish Council and took no part in the vote.

3 Terms of Reference

The Grant Panel considered the Terms of Reference for the Parish and Town Council Initiative Fund – Grant Panel.

The District Council's Community Relations Team managed the Parish and Town Council Initiative Fund established to assist and enable communities to bring about a positive and lasting change for the benefit of the whole community.

Applications for funding were sought from Town and Parish Council's within the Newark and Sherwood district. Where no formal parish council existed, the local District Councillor, with endorsement from the parish, would be eligible to apply on its behalf.

The focus of the £200,000 grant fund would be Cleaner, Safer, Greener (CSG) in line with the Council's commitment to making the District a better place to live and to 'improve the cleanliness and appearance of the local environment'. The grant fund would have themed rounds and would be available for projects that demonstrate lasting community benefit aligned to CSG principles.

The funding could contribute towards any project that improved a community asset whether that was a community building, the purchase of new equipment, the creation of local community projects and initiatives and supporting community focused groups in order to improve community engagement and community resilience in respect of the principles of CSG.

Members suggested that the scoring matrix be included in the report for future meetings and also requested how the funds would be distributed over the next four rounds of meetings. It was confirmed that a report regarding the distribution of the funding would be submitted to the next meeting of the Panel.

AGREED that:

- (a) the Terms of Reference for the Parish and Town Council Initiative Fund – Grant Panel be noted;
- (b) the scoring matrix be included in the report for future meetings; and
- (c) a report regarding the distribution of the funding be submitted to the next Panel meeting.

4 Parish & Town Council Grant Applications

The Panel considered applications from six Parish Councils: Blidworth, Edingley, Edwinstowe, Kings Clipstone, South Clifton and South Muskham.

The project outlined the total cost, the amount the applicant had applied for and whether the request met the Greener criteria. The information was contained within a table for Member consideration. Each application which was appended to the report, was considered individually.

a) Blidworth Parish Council

An application had been submitted on behalf of Blidworth Parish Council requesting a Grant for £220, 49% of the project cost of £448. The project met the Greener criteria and scored 100/100.

The project aimed to provide litter picking equipment for use in the village. Purchase of litter picking equipment including 20 litter pickers, 10 handy hoop bag holders, 48 pairs of protective gloves and 2 large boxes of refuse sacks.

Members commented that the scheme was suitable and met the criteria, the equipment cost however appeared expensive and they questioned whether the equipment could be sourced by the Council through procurement to achieve a better cost.

AGREED (unanimously) that:

- (a) a Grant for £220 be awarded to Blidworth Parish Council for the purchase of litter picking equipment for use in the village; and
- (b) the Health Improvement & Community Relations Manager make enquiries regarding securing the equipment through the Council's procurement procedure, to secure best value.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

b) Edingley Parish Council

An application had been submitted on behalf of Edingley Parish Council requesting a Grant for £9,403.60, 50% of the project cost of £18,807.20. The project could offer greener elements but would be subsidiary and scored 50/100.

The project would repurpose a builder's yard (including derelict portacabins) and provide a grass matrix mat surfaced car park on part of school field behind Edingley Old Schoolroom. The car park would help to reduce on street parking near the busy village hall, thereby reducing congestion. The increased parking facilities would be a benefit to businesses in the centre of the village as more people would be able to visit. There was also the potential to attract more passing trade enhancing the centre of the village.

Members considered the application and felt that the scheme did not meet the criteria, but was more suited to the 'Safer' scheme which would come in the next round of funding. The Health Improvement & Community Relations Manager confirmed that he would work with Edingley Parish Council to try and secure them funding through a different scheme.

AGREED (unanimously) that a Grant would not be awarded to Edingley Parish Council.

Councillor	Vote
Mrs M Dobson	Against
K Girling	Against
P Harris	Against
R Holloway	Against
R Jackson	Against
D Lloyd	Apology
N Mison	Against
P Peacock	Against
T Wendels	Against

c) Edwinstowe Parish Council

An application had been submitted on behalf of Edwinstowe Parish Council requesting a Grant for £20,000, 29% of the project cost of £69,000. The project met the Greener criteria and scored 100/100.

The project included the installation of a 30.36kWp Solar PV System with a 49kWh Lithium Battery Storage System and a 1000l Hot Water System heated purely by Solar PV fitted topavilion at Sherwood Fields, Edwinstowe. The project also included de-commissioning of the current ineffective gas boilers and isolation of the gas supply. The pavilion was owned by Edwinstowe Parish Council with a long term lease to the Robin Hood Colts, an Edwinstowe based sports organisation that provided football activities for boys and girls of all ages, including two senior teams.

Members considered the application and felt that the scheme was suitable to be awarded grant funding.

AGREED (unanimously) that a Grant be awarded to Edwinstowe Parish Council.
(Having declared an interest, Councillor P Peacock took no part in the vote).

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	Did not vote
T Wendels	For

d) Kings Clipstone Parish Council

An application had been submitted on behalf of Kings Clipstone Parish Council requesting a Grant for £9,431.79, 52.6% of the project cost of £17,930. The project did have some green aspects but were subsidiary and scored 97/100.

The Parish Council purchased a playing field in 2017 and the Councillors and a group of residents started to develop what was a storage shed into a meeting place. The “Village Shed”, a new community facility was established, however for this to be successful on a regular basis, more permanent facilities were required, such as a kitchen and additional shed to accommodate toilet facilities were essential. The “Village Shed” had easy access for all and was in walking distance for most residents and would aid community spirit & social inclusion.

Members considered the application but felt that the scheme did not meet the greener criteria. The Health Improvement & Community Relations Manager commented that there had been a Government Village Hall scheme which had currently run out of money, however he thought that as the scheme had been successful a future scheme may come forward. The Health Improvement & Community Relations Manager would work with Kings Clipstone Parish Council and try and secure some funding through alternative schemes.

AGREED (unanimously) that a Grant would not be awarded to Kings Clipstone Parish Council.

Councillor	Vote
Mrs M Dobson	Against
K Girling	Against
P Harris	Against
R Holloway	Against
R Jackson	Against
D Lloyd	Apology
N Mison	Against
P Peacock	Against
T Wendels	Against

e) South Clifton Parish Council

An application had been submitted on behalf of South Clifton Parish Council requesting a Grant for £266.44, 31% of the project cost of £859.72. The project met the Greener criteria and scored 100/100.

The project would provide a Refill Station to be established at South Clifton's Sports Pavilion as part of an initiative to reduce consumption of domestic single-use plastic. The Refill Station would allow villagers in South and North Clifton and adjacent communities to purchase environmentally-friendly household and personal care products which were cruelty-free, plastic-free and organic that could be decanted directly into their own containers. The scheme would significantly reduce quantity of single-use plastics bought and disposed of, as well as promoting products that were more earth-friendly. The refill station would open once a week initially and would be run by a team of volunteers.

Members considered the application and felt that the scheme was perfect to achieve grant funding.

AGREED (unanimously) that a Grant be awarded to South Clifton Parish Council.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

f) South Muskhams Parish Council

An application had been submitted on behalf of South Muskhams Parish Council requesting a Grant for £3,900, 41.8% of the project cost of £9,322.60. The project met the Greener criteria and scored 100/100.

The project included the installation of 24 solar panels on the village hall roof to generate renewable energy to increase energy efficiency of the building and reduce reliance on

importing power. The hall was the only public building serving 2 rural villages, neither of which had mains gas nor was in the designated place of safety in the event of flooding, loss of power or other emergency as outlined in the Parish Councils Emergency plan.

Members considered the application and felt it was a good scheme.

AGREED (unanimously) that a Grant be awarded to South Muskham Parish Council.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

5 Future meeting dates

Members commented that the Microsoft Teams meeting had gone well and would welcome future virtual meetings as this was a more efficient use of their time. It was suggested that the next meeting takes place in October 2020, preferably on a Monday at 2.30pm.

AGREED that the next meeting would take place in October 2020, on a Monday at 2.30pm.

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Subject:

Lorry Park Shower Upgrade

Appropriate Committee:

Policy & Finance and Economic Development

Details of Item (including reason(s) for use of urgency procedure):

Background Information

During the COVID-19 lockdown, the Council have kept Newark Lorry Park operating at full capacity, providing valuable parking facilities to keep the supply chains moving throughout the UK. Many Lorry Parks closed causing major issues for the haulage Industry.

Throughout this period, income forecasts were adjusted to represent expected losses. We anticipated that the lorry park would have reduced HGV parking for at least 3 months whilst the economy and sectors of the haulage industry recovered. The base budget represented 700 HGV's parking weekly and this was reduced by 25% for 12 weeks.

Snap Parking stated that many Lorry Parks that remained open suffered losses of around 30%.

A takeaway service was offered alongside the ranch café to continue to provide our loyal customers with food and refreshments throughout the lockdown period.

By continuing to operate, by the 7th week into the lockdown period we have seen our original target number of 700 HGV's parking at the Lorry Park. Taking into account current trends we believe that we will now be much closer to achieving our income target originally set for 2020-2021 for Lorry Park parking income.

However, considering these numbers we now have issues with the washroom facilities at the site. With around 150-160 drivers parking overnight, providing enough shower facilities during peak times with only 3 gents showers in the gents washroom area is proving difficult. To ensure we operate in a COVID-secure way, we have introduced additional extensive cleaning of the facility and a maximum capacity of four drivers in the gent's washroom.

Proposals

For many months, we have been looking at ways of continuing our improvements at Newark Lorry Park. Following the extension of the parking areas, introducing a Fuel Bunker and improving our offer at the Ranch Café, we are looking to meet expectations over the business plan period earlier than anticipated.

A budget of £15,000 was added to the Capital Programme to allow for improvements to the facilities during the 2020/21 budget process. However, due to the number of users of the washroom facilities, additional facilities are required to avoid the drivers queuing for lengthy periods waiting for a shower.

It is proposed to purchase a new modular shower block facility at a cost of £45,400. This would provide six new showers. Having a shower block separate from the washroom and toilets will help with the higher demand; continue our improvements on site as well ensuring the facilities are safe and COVID-secure for the users.

Equalities Implications

No equality implications.

Financial Implications

The Capital Programme currently has a budget of £15,000, approved at Policy & Finance Committee on 20 February 2020.

To ensure the facilities are COVID-secure, additional expenditure of £30,400 will be required. The additional funding received from the Ministry for Housing, Communities and Local Government (MHCLG) for COVID-19 related expenditure can finance this increase in budget.

Decision

To increase the current £15,000 Lorry Park Shower Upgrade scheme budget by £30,400 (financed by the allocation from MHCLG for additional expenditure as a result of COVID-19) to £45,400.

Reason for Decision

In order to start work as soon as possible making safe facilities for users.

Members Consulted:

Councillor David Lloyd - Chairman of Policy & Finance Committee – 03/08/2020
Councillor Paul Peacock - Opposition Spokesperson Policy & Finance – 03/08/2020
Councillor Gill Dawn – Leader - Independent Group – 03/08/2020
Councillor Peter Harris – Leader – Liberal Democrats - 03/08/2020
Councillor Keith Girling - Chairman of Economic Development Committee - 06/08/2020
Councillor Neal Mitchell – Opposition Spokesperson of Economic Development Committee - 06/08/2020

A handwritten signature in black ink, written in a cursive style, enclosed within an oval shape. The signature is slanted upwards from left to right.

Signed _____

Date 10/09/20