



**TOWN COUNCIL MEETING**

**WEDNESDAY 15<sup>TH</sup> OCTOBER 2014**

Thursday 9<sup>th</sup> October 2014

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 19:00 on Wednesday 15<sup>th</sup> October 2014 to be held in the Council Chamber at the Town Hall.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. C. Mellor'.

**Mr Alan Mellor**  
**Town Clerk**





## A G E N D A

|           |  |                          |                |
|-----------|--|--------------------------|----------------|
| <b>1</b>  | <b>Apologies for Absence</b>   |                          |                |
| <b>2</b>  | <b>To approve the Minutes of the Meeting of the Town Council held on Wednesday 13<sup>th</sup> August 2014</b> | <b>Minutes Attached</b>  | <b>Page 5</b>  |
| <b>3</b>  | <b>To receive Declarations of Interest from Members and Officers</b>   | <b>Verbal</b>            |                |
| <b>4</b>  | <b>To receive the Minutes of the following Committees:</b>   |                          |                |
| <b>4a</b> | <b>Planning &amp; Regeneration Committee held on Wednesday 3<sup>rd</sup> September 2014</b>                   | <b>Minutes Attached</b>  | <b>Page 11</b> |
| <b>4b</b> | <b>Environment &amp; Leisure Committee, held on Wednesday 17<sup>th</sup> September 2014</b>                   | <b>Minutes Attached</b>  | <b>Page 21</b> |
| <b>4c</b> | <b>Planning &amp; Regeneration Committee, held on Wednesday 1<sup>st</sup> October 2014</b>                    | <b>Minutes Attached</b>  | <b>Page 25</b> |
| <b>4d</b> | <b>Youth Council Committee, held on Wednesday 6<sup>th</sup> August 2014</b>                                   | <b>Minutes Attached</b>  | <b>Page 33</b> |
| <b>4e</b> | <b>Finance &amp; Policy Committee, held on Wednesday 8<sup>th</sup> October 2014</b>                           | <b>MINUTES TO FOLLOW</b> | <b>Page 37</b> |
| <b>5</b>  | <b>Town Mayor's Announcements</b>  | <b>Verbal Report</b>     |                |
| <b>6</b>  | <b>Town Council Leader's Announcements</b>   | <b>Verbal Report</b>     |                |
| <b>7</b>  | <b>Town Clerk's Announcements</b>  | <b>Verbal Report</b>     |                |
| <b>8</b>  | <b>Public Speaking at Town Council Meetings</b>  | <b>Report Attached</b>   | <b>Page 39</b> |
| <b>9</b>  | <b>Review of Polling Districts, Polling Places &amp; Polling Stations</b>                                      | <b>Report Attached</b>   | <b>Page 41</b> |
| <b>10</b> | <b>Appointment of Honorary Recorder</b>  | <b>Report Attached</b>   | <b>Page 47</b> |

### Pre-Group Meetings:

|          |              |                           |                       |
|----------|--------------|---------------------------|-----------------------|
| <b>1</b> | <b>19:00</b> | <b>Conservative Group</b> | <b>Committee Room</b> |
| <b>2</b> | <b>18:30</b> | <b>Independent Group</b>  | <b>Pickin Room</b>    |





# NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU  
 Tel: 01636 680 333 ~ Fax: 01636 680 350  
 Email: post@newark.gov.uk ~ Website: www.newark.gov.uk

Agenda Item No: 2

Committee Date: Wednesday 15<sup>th</sup> October 2014

Minutes of the Meeting of the Town Council held on Wednesday 13<sup>th</sup> August 2014 in the Council Chamber of the Town Hall.

| Membership Present:             | Town Mayor   | Cllr T Bickley JP (in the Chair)   |
|---------------------------------|--|--|
|                                 | Councillors  | P Baggaley<br>Mrs I Brown<br>K Clayton<br>M G Cope<br>Mrs R Crowe (Ap)<br>R A Crowe (Ap)<br>Mrs G Dawn<br>Miss R Dawn (Ap)<br>L Goff<br>D Jones<br>D Lloyd<br>D R Payne<br>B Richardson<br>T Roberts MBE<br>Mrs M Tribe<br>S Wallace<br>C Wetton |
| <b>Apologies received from:</b> | Councillors  | Mrs R Crowe, R A Crowe, Miss R Dawn  |
| <b>Town Council Staff:</b>      | Town Clerk<br>Mayor's Secretary/PA<br>to the Town Clerk  | Alan Mellor<br>Helen Crossland – taking minutes  |
| <b>Public:</b>                  | There were three members of the public present together with three members of Newark Town Youth Council. |  |
| <b>Venue:</b>                   | Council Chamber  | Town Hall  |

**TC15/14/15 Minutes of the Town Council Meeting held on Wednesday 18<sup>th</sup> June 2014**

The Minutes of the last Town Council Meeting held on Wednesday 18<sup>th</sup> June 2014 were **AGREED** as a true and accurate record, and signed by the Chairman.

**TC16/14/15 Declarations of Interest**

It was **AGREED** to accept any Declarations of Interest as they may arise during the meeting.

**TC17/14/15 Youth Council Minutes, Wednesday 11<sup>th</sup> June 2014**

It was pointed out that the date of this meeting was incorrect on the Agenda page 3, and should read 'held on Wednesday 11<sup>th</sup> June 2014' not Wednesday 6<sup>th</sup> August 2014.

Cllr Mrs G Dawn presented the Minutes of the Youth Council held on Wednesday 11<sup>th</sup> June 2014.

**TC18/14/15 Planning & Regeneration Committee Minutes, Wednesday 2<sup>nd</sup> July 2014**

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 2<sup>nd</sup> July 2014.

**Page 16 – Banners and Signs**

Cllr D Lloyd asked to raise this issue; in the Minutes of that meeting a suggestion was made that a motion should be put to this Council meeting, but unfortunately this had not been done.

Cllr Lloyd went on to say that the District Council has produced a Shopfronts and Advertisements Design Guide SPD that will hopefully strengthen powers available to control these issues and will give a clear protocol which can be communicated to businesses and policed with a fair and even hand.

The County Council, District Council and Newark Town Council should meet to discuss a protocol and processes that all three Councils agree with.

The Town Clerk informed Members that he had already had some communications with Highway Officers and had thanked them for taking prompt action in removing the banners in question.

The Town Clerk had also informally agreed to meet with Highway Officers to see if there is a long term solution to deal with this, along with the District Council.

The Town clerk undertook to arrange a meeting with the County & District Council officers to progress the matter as soon as possible.

**PR11/14/15 – Notice of NSDC Planning Decisions**

Cllr T Roberts MBE asked if the Town Clerk had any update on Application No PREAPP/00014/14 – Demolition of signal box, Newark Castle Station Signal Box; was the building may be of historical significance?

The Town Clerk said that he had contacted Network Rail and reiterated what we were already aware of, that the crossing was due to be changed in November 2015. He had also asked if the box was a Listed Building and had they got the necessary planning permissions to deal with the future of the signal box. Network Rail did not know and are looking into this issue. The Town Clerk is still awaiting a response to this question.

**TC19/14/15 Environment & Leisure Committee Minutes, Wednesday 16<sup>th</sup> July 2014**

The Chairman, Cllr D Jones, presented the Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday 16<sup>th</sup> July 2014.

**EL13/14/15 – War Memorial**

Cllr D Jones updated Members on the subject of adding the name of William Pride to the War Memorial and the criteria for such additions. It had now been agreed, in conjunction with the Royal British Legion, that this name should be added; the family had been informed and were happy with the progress. Unfortunately it was not possible to add the name in time for the World War 1 commemorations that had taken place last week, but it would be done in time for Remembrance Day.

The Town Clerk confirmed that the work would be done in the early part of September.

**TC20/14/15 Planning & Regeneration Committee Minutes, Wednesday 30<sup>th</sup> July 2014**

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 30<sup>th</sup> July 2014.

**PR19/14/15 – Miscellaneous Applications, b – Licensing Applications**

Cllr D Lloyd pointed out that there had been **No Objection** raised to the application from 18 Castle Gate at the meeting; he had since been informed that the application was to extend the opening hours to 3.30am. This information was not available at the meeting and Cllr D Lloyd was sure that if it had, an objection would have been raised.

Cllr D Payne informed Members that the time for objections had already passed.

**C – Network Rail**

Cllr S Wallace informed Members that there had been confusion regarding the deadlines for various consultations and he was able to tell Members that Network Rail would accept and consider any comments up until the end of August.

Cllr L Goff raised the concerns that had been brought up by Cllr S Wallace concerning the poor attendance of Members from the Independent Group on this Committee. Cllr S Wallace re-iterated his concerns; Cllr Mrs G Dawn responded that members of her Group had other commitments and were not always able to attend every meeting.

The Town Clerk clarified the Membership of this Committee had been altered at the Town Annual Meeting and was now in line with the 'Political Balance' of the Town Council as for all the other Committees, i.e., there were 9 Members – 4 Independent Group, 1 Non-aligned Independent, and 4 Conservative.

**TC21/14/15 Finance & Policy Committee Minutes, Wednesday 6<sup>th</sup> August 2014**

The Chairman, Cllr D Lloyd presented the Minutes of the Meeting of the Finance & Policy Committee, marked 'MINUTES TO FOLLOW' in the Agenda, held on Wednesday 6<sup>th</sup> August 2014.

**TC22/14/15 Town Mayor's Announcements**

The Town Mayor, Councillor Tom Bickley, announced that 3 members of the Youth Council were 'moving on' to pastures new. Two of those were present at the meeting, Thomas Eason and Marie Hibbert. The Town Mayor thanked them for their participation and support of this venture and presented them with Certificates on behalf of the Town Council.

The Town Mayor also announced that he was holding a Quiz Night on Friday 12<sup>th</sup> September; tickets were available at a cost of £6.50 each and all Councillors were welcome to attend.

#### **TC23/14/15 Town Council Leader's Announcements**

The Town Council Leader, Councillor Mrs Gill Dawn, also thanked the Youth Council, particularly the Chairman who was also present at the meeting, for their enthusiasm and commitment, and gave her best wishes to the two members that were leaving and said she was looking forward to meeting their replacements. Cllr Mrs Dawn said that the Youth Council were an excellent example to the young people of Newark.

#### **TC24/14/15 Town Clerk's Announcements**

The Town Clerk, Mr Alan Mellor, informed Members that a letter of thanks had been received from the Parish Church for the Annual Grant granted to them by the Town Council.

#### **TC25/14/15 Newark's of the World**

Cllr D Lloyd started the discussion on this Agenda Item. Cllr Lloyd was concerned that as the invitation was for an event to be held in September 2015 any decision taken now by this Council would 'bind' the next Town Council administration, and also the next Town Mayor.

He explained that in 2020 it would be the four hundredth anniversary of the Pilgrim Fathers setting sail for America. He understood that plans were being made by Visit England at a national level and Experience Nottinghamshire locally to mark this with a series of events across the County and that it may be appropriate to tie in the 'Newarks of the World' with this event.

Cllr Lloyd proposed that the Town Council decline the invitation for a visit in 2015 but retain the Reserve Fund until 2020 to provide funding to support the Pilgrim Fathers celebrations which could include an invitation to 'Newarks of the World' to visit Newark and take part in the events which are planned for that year.

Cllr T Roberts MBE then spoke and pointed out that the invitation letter received (as in the Agenda) was addressed to Newark Mayor and Contacts; this was also a general invitation to the people of Newark to attend the event if they wish, it was not necessarily just about the Civic Party from the Town Council.

Cllr D Jones pointed out that to decline this invitation would also 'bind' the next Town Council. In his opinion, it was important for businesses to make contact with people from other parts of the world. Cllr D Jones proposed that the Town Council indicate that they could not make a decision until May 2015, and that perhaps a lot of work could be done between now and 2018 when we ask them back.

Cllr Mrs G Dawn then seconded Cllr D Lloyds proposal; she said she had heard all this before in 1995 and 1997 when Newark Town Council had taken part in events like this. The people of the Town do not pay their taxes for people to go and make friends!

Cllr M Cope said he was supportive of Cllr D Lloyds proposal, and also that given the potential business benefit of engaging with a sister town in America it was perhaps more appropriate for this to be the responsibility of the District Council.

Cllr T Roberts reiterated his earlier comment – what about the citizens of Newark? If people chose to go to California, under their own steam, and pay for it out of their own pocket, then this should be encouraged and the letter received should be made public, possibly via the Newark Advertiser.

Cllr B Richardson then spoke; he had been an official visitor previously. He said, upon reflection, he could not see any benefit to the people of Newark from the visit. He said that because he had taken part in a previous official visit he would abstain from any vote.

Cllr Mrs M Tribe said that she hoped that the next administration would have a more positive attitude towards the Newark of the World reunion.

Cllr P Baggaley agreed with Cllr Mrs Tribe and said we should be more positive about these efforts to build relationships across the world.

Cllr D Lloyds proposal that a letter of thanks be sent to California, declining the invitation and explaining the reasons why, was then put forward; it had already been seconded by Cllr Mrs G Dawn.

Following a vote, the proposal was **AGREED**.

**TC26/14/15 Community Governance Review**

Members fully supported the proposed boundary changes as set out in the Agenda Report and asked the Town Clerk to inform the District Council of this.

|                        |               |                      |                                     |
|------------------------|---------------|----------------------|-------------------------------------|
| <b>Meeting Closed:</b> | <b>8.00pm</b> | <b>Next Meeting:</b> | <b>15<sup>th</sup> October 2014</b> |
|------------------------|---------------|----------------------|-------------------------------------|





# NEWARK TOWN COUNCIL

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Tel: 01636 680 333 ~ Fax: 01636 680 350  
Email: post@newark.gov.uk ~ Website: www.newark.gov.uk

Agenda Item No: 4a

Committee Date: Wednesday 15<sup>th</sup> October 2014

## PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 3<sup>rd</sup> September 2014 in the Council Chamber of the Town Hall.

| Membership Present: | Councillor                                    | L Goff (Chairman)   |
|---------------------|---|---|
|                     | Councillor                                    | P Baggaley (Ap)<br>Mrs I Brown<br>K Clayton<br>R Crowe (Ap)<br>D Lloyd<br>B Richardson (Vice Chairman)<br>A Roberts MBE (Ap)<br>S Wallace |
| In Attendance       | Councillor<br>Town Clerk                      | Mrs G Dawn<br>Alan Mellor   |
| Apologies           | Cllrs P Baggaley, R Crowe and                 |   |
| Taking Minutes:     | PA to the<br>Town Clerk                       | Mrs H Crossland   |
| Public:             | There were two members of the public present. |   |
| Venue:              | Council Chamber, Town Hall                    |   |

### PR20/14/15 Minutes

The Minutes of the last meeting held on Wednesday 30<sup>th</sup> July, 2014 were **AGREED** and signed as a true and correct record.

### PR21/14/15 Matters Arising

There were no matters arising.

**PR22/14/15 Declarations of Interest**

It was **AGREED** to accept Members declarations as and when they arose during the meeting.

**PR23/14/15 Outstanding Planning Applications**

**14/01244/LBC 1 Parliament Street, Newark**

Installation of kitchen in existing lounge/diner to form a lounge/kitchen. Convert existing ground floor kitchen to bedroom, brick up existing ground floor kitchen door.

**No Objection was raised to this application.**

**14/01321/ADV The Post Office, 11 Paxtons Court, Newark**

Internally illuminated fascia sign and non illuminated hanging sign.

**Objection was raised to this application**, for the following reason:

- As this building is in a Conservation Area, there should not be any internally illuminated signs.

**14/01342/ADV London Road Service Station, London Road, Newark**

Four fascia signs and five other signs.

**No Objection was raised to this application**, provided it complies with the District Council's current Planning Policy with regard to signs.

**14/01373/FUL 19 Middleton Road, Newark**

Householder application for proposed first floor rear extension to existing family dwelling.

**No Objection was raised to this application.**

**14/01376/FUL Brunel Court, Brunel Drive, Newark**

Change of use to vehicle hire.

**No Objection was raised to this application.**

Comment was made that it was good to see a Nationwide Company bringing their business to Newark.

**14/01386/LBC 53 London Road, Newark**

Removal of existing solid wall between kitchen/utility to provide larger area. Removal of stud cladding to fireplace. Install new stud wall for repositioned WC and HB.

**No Objection was raised to this application.**

**14/01395/ADV Northgate Retail Park, Northgate, Newark**

Illuminated shop front fascia sign.

**No Objection was raised to this application.**

- 14/01453/LBC & 14/01465/ADV** **Fat Face, 38-40 Middlegate, Newark**  
Redecoration of shop front. New projecting sign and signage.  
**No Objection was raised to this application.**
- 14/01466/ADV** **Sue Ryder Care, 21 Market Place, Newark**  
Replacement x 1 fascia sign, addition x a hanging/projecting sign.  
**No Objection was raised to this application, subject to a requirement that the first floor windows are suitably obscured so that storage inside cannot be seen.**
- 14/01470/ADV** **Andy Oliver Photography, The Wharf, Newark**  
Replace existing front lit signage like for like with exception to colour and name.  
**No Objection was raised to this application.**
- 14/01505/FUL** **Emmanuel Christian Centre, Rufford House, Sherwood Avenue, Newark**  
Change of use to incorporate B1 and D1 ancillary use for substance misuse and counselling service. The service will incorporate care planned counselling and intervention work, one to one counselling, clinical support and harm reduction services. The service will also provide support to family and carers, employment advice support and group work. The service is designed to wrap around support and counselling to anyone who is affected by substance misuse issues.  
It was **NOTED** that the Lawful Development Certificate had not been issued for Proposed Use as D1.  
**No Objection was raised to this application.**

**PR24/14/15 Notice of NSDC Planning Decisions**

The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

The Committee was also pleased to note that N&SDC had agreed with this Committee on Application No 14/01071/FUL, and it had been refused.

**PR25/14/15 Miscellaneous Applications**

**a. Amended/Additional Applications**

**37A Beacon Hill Road, Newark**

Erection of dwelling (revised scheme pursuant to approval 12/00725/OUT).

It was pointed out that some of the residents of Beacon Hill Road were not aware of what the revised scheme involved. There was concern that there would be no footpath access to the Country Park.

The Committee decided **Not to Object to the application subject to the revised application not limiting access to nearby properties and the adjacent Country Park.**

**b. Notification of Appeals**

**Land Off Heaton Close, Newark**

Erection of three bungalows – access from Heaton Close and Randall Close.

Members **NOTED** the above appeal application.

**PR26/14/15 DRAFT SUPPLEMENTARY PLANNING DOCUMENTS CONSULTATION**

**1. Draft Conversion of Traditional Rural Buildings SPD**

Members considered this document and **AGREED** that the following comments should be submitted to Newark & Sherwood District Council:

- The Document is not clear as to the definition of what is rural and what is traditional.
- There is a presumption that old buildings will not be brought back into use; this will guarantee that historic buildings of worth will go to rack and ruin. This point is borne out by the ongoing situation with the old Robin Hood Hotel buildings which have been left in a state of complete disrepair for too many years and remain a blight on an important gateway entrance to the town centre.

**2. Draft Householder Development SPD**

Members considered this document and **AGREED** that the following comments should be submitted to Newark & Sherwood District Council:

- In terms of the 3 documents, this was deemed to be the most 'user friendly'.
- Mention is made of Conservation Areas – it is suggested that the document should include a list of all such designated areas.
- There is no mention of consultation on modifications to planning applications that have been approved. N&SDC should have a policy of consultation when this occurs.
- There appears to be no consideration in the document of issues of potential over development within an existing plot.

**3. Draft Shopfronts and Advertisements SPD**

Members considered this document and **AGREED** that the following comments should be submitted to Newark & Sherwood District Council:

The context of the SPD could go farther in seeking to realise the 'enabling' role of conservation and planning to the economic and societal vitality of Newark Town. Iteration of the purpose, and extent, of Conservation Areas (and the associated CAMPs should they exist and be up-to-date) would add to the holistic purpose of the SPD. Key additions around the "streetscape" could, and should, include fabric such as:

- Metal poles for lighting and signage (are they not supposed to be painted black? Recent additions are galvanised steel – see traffic signals next to Betfred)
- Paving and surfacing (protection of what exists and defining what can be permitted. Iteration of the supposed County policy on the length of time that

tarmacadam patching can be tolerated would be advantageous – as would actual enforcement). The recent tarmac addition by the District Council at the entrance to Chain Lane should not have been permissible)

- Street Furniture – what style, colours, fabrics and locations
- Use of land/highway in front of shops/cafes – to simply permit some use without any design guidelines entirely mitigates any policies on blinds, fabrics etc
- Planting – what exterior features are permissible (indeed, to be encouraged) and what style should be applied to planters around the Town Centre.

The SPD does not appear to have been much revised since its last inception and it is quite apparent that a thorough site visit has not been undertaken as part of the desktop research. Some examples are given in this response, but not all due to the wish not to unduly isolate specific retailers. It is suggested that the LDF Task and Finish Group undertake a site visit of the Newark Town Centre Conservation Area prior to further considering and finalising this policy. Any such visit would demonstrate that the extant SPD has not been enforced for some time and, as a by-product, shopkeepers take their lead from what is around them rather than seeking advice. In particular, corporate bodies appear to have a free reign whereas smaller independents are seeking to apply heritage principles – this is an unjust impact upon those that are guarantors of smaller (and more historic) units and who have a lesser wherewithal to invest. Examples include EE (internally illuminated frontage), Halifax (illuminated frontage and 2 ATMs in an Art Deco building), Santander. It is emphasised here that there will be a lost opportunity if the SPD, and related enforcement/publicity, are not improved.

The SPD on Householder Development is constructed in a manner that is readily accessible, with diagrams, appendices and 'lay' interpretation. This SPD however, is not readily accessed (is there an assumption that retailers have a greater expertise and/or finances to seek advice?) and, as such, risks mitigating its own ends by being so constructed.

It is very disappointing that the SPD consultation is not coterminous to the N&SDC review of signage – something it is understood has been requested by NTC and at N&SDC also. The learning from the latter will surely influence this document and, rightly, should be integral to its content if there is to be proper implementation.

There should be specific content for each Conservation Area, and the boundaries of these should be shown in an Appendix. Newark and Southwell in particular merit content specific to their locality.

The SPD must detail enforcement activity, and N&SDC should properly enforce any policy it adopts. One might suggest that the horse has bolted on much of the SPD already in place and it appears an injustice that some shopkeepers will carry costs and be subject to penalties while others are overlooked. By way of example, the Sue Ryder premises in the Market Square have had a non-compliant shopfront for over 13 years and, despite a recent application for a new frontage, there appears to be little by way of improvement. Perhaps the N&SDC might apply Conservation Grants in order to bring about uniformity and compliance – albeit the injustice would thus persist if not open to all retailers/premises.

The current SPD represents a lost opportunity to restore and protect the presentation of Newark Town. In particular, with the National Civil War Centre being imminent, and the trails/apps linked to this, every effort should be being made to not only present Newark Town to best effect but to better realise the economic and cultural consequence that Planning services can realise.

### **Comments on Specific Content**

#### **Design Principle 3: Design Detailing**

Albeit that fascia are covered elsewhere in the document, with regard to iteration and ease of access, they should be included in these principles. Specifically, a principle against the covering of fascias and/or a read-across to the policy on page 28. Sub-section 4.3.4, second bullet, refers to fascia (with technical language which is not explained in the glossary) and so it seems sensible to include a specific principle. It should also be iterated that signs within fascia (in particular correx and plastic) are impermissible. There are in excess of 12 shopfronts including these.

#### Design Principle 6: Upper Floors

It would be complementary, and of benefice to the streetscape, to have principles specific to upper floors. One with regard to the maintenance, and protection, of false windows (painted onto bricked up areas) and another with regard to the view into upper floor windows. Many retailers use upper floors for storage and the content is visible directly from the street. Applying internal window film or requiring pertinent obscuring would add much more to the streetscape. It should also be noted that some units are now using window film to carry adverts on upper floor windows (which is preferable to seeing stored items) but on which there appears to be no specific principle to be applied.

#### Design Principle 9: Canopies and Blinds

At sub-section 4.13 of the preamble, there is a three-line paragraph with regard to ATMs. Almost every ATM in Newark Town is non-compliant with this principle – most of which have been through the Planning process. A specific Principle on ATMs should be included and it should be enforced, otherwise all reference may as well be removed. Similarly, where the ATM is located into glass on the shopfront, there should be a principle which mitigates against the illumination being applied internally.

#### Design Principle 10: Shopfront Security

Whilst there is total support for resisting external shutters and grilles, there could be wider consideration for a principle on internal security applied to windows. The document shows excellent examples but there are exemplified throughout Newark Town of shutters being applied inches behind the glass plate. Albeit there is an empathy for shopkeepers with regard to security, these are little better than external shutters. Potentially, shopkeepers prefer to use shutters as the policy prohibits them from using lighting to the shopfront which both lessens security and denies the opportunity to advertise wares outside hours of opening. This matter should be reconsidered.

#### Design Principle 12: Number, positioning and size of signs

As earlier mentioned, an iteration of what 'signage'/advertisement is permissible in upper floor windows would be useful further principle here.

#### Design Principle 13: Fascia Signage

Section 5.8 – as previously indicated, there are many frontages which would be deemed non-compliant with this guidance. What is the intention? Retrospective enforcement? It is felt improper that new applications suffer when they are surrounded by such examples – many of which are from the last 2 years. The principles say they are "inappropriate" – are they permissible or not?

Similarly, "hand painted lettering applied directly onto a timber fascia will be encouraged" – what of the recent example in the market square that took this literally? Wouldn't 'professional' be an useful insertion to the principle? That unit incidentally may have been subject to enforcement and has now applied a vinyl sign onto two visible new wooden battens.

#### Design Principle 14: Hanging and Box Signs

Albeit it may be assumed obvious, sub-section 5.15 refers to “projecting box signs” – what are these, and how are they distinct from a hanging sign? It is assumed that they are of the variety that is supported by side brackets such as the very large gym box sign on Castle Gate that has been permitted.

Banner signs are referred to in this section, again as “inappropriate” and not as ‘impermissible’. There should be a more detailed section and a ‘beefed up’ principle against these (which then needs iterating in 5.23) which both prohibits these and, expounds the policy(s) of the County and District on using banners on railings and walls around the Town.

It is queried whether one hanging sign per shop is technically correct or whether it should be per unit of the shop i.e. Boots Opticians occupying more than one unit but being assessed as a single shop.

It is also noted that there are existing brackets (historic) on premises where there is no hanging-sign and it is felt that there should be a principle to encourage retailers to retrospectively apply such signs as would have been the case in the streetscape in the past.

There needs to be guidance and/or a principle with regard to the height of hanging signs. A minimum height from the pavement is included but in term of the streetscape, varying heights for each premises is incongruous. Castle Gate from its junction with Stodman Street to Lombard Street is the ideal example where each premise has positioned their sign up or down so they are visible from approaching traffic – until a very large box sign obliterated all views.

Two further issues which are mentioned here, as there is no other obvious place to detail them:

Hanging baskets/troughs – as referred to in the preamble, these should be encouraged but it is useful to retailers to understand the number, height, stress-testing and County requirements here in order to support them.

Ashtrays – several hostelries are located in historic buildings and it is understood that they are unable to have ashtrays fitted to the exterior both because of the potential damage to mortar and also to discourage people smoking in the street. With regard to the latter, there is an empathy but it is felt that this negates the littering of streets by people arriving at hostelries with the need to extinguish their cigarette on arrival. Where this is the case, could additional street bins be provided or a variance in the policy to permit small black ashtrays while licensees are encouraged to limit smoking on the street (a condition that has successfully been applied to some pubs).

#### Design Principle 15: Sign Illumination

It is considered overly prescriptive that no form of illumination appears permissible to premises which do not operate at night-time. It is felt conducive to the appearance, and security, of the Town if retailers can sympathetically illuminate their window frontages. Either by way of subtle internal spots/uplighters or by revising the policy on swan-neck lighting to specify a maximum and a limit on the luminescence. Again, it is pointed out that the numerous examples of non-compliance re ATMs and fascias make this policy impracticable.

It is thought that the use of halo lighting would be better iterated in the design principles rather than solely the preamble.

#### 5.21 – Flags

While supporting the policy, it is already in contravention. St Marks Place hang ‘flag’ banners either side of the entrance at the former Clintons Arms. These are a welcome addition to the streetscape but appear to be impermissible. Could the policy be revised to reflect actuality? It is also felt that rather than adding in a hyperlink to planning guidance, the content could be inserted into the SPD as these

latter sections send the reader to various other sources of information which is felt add to complexities for retailers seeking to be compliant.

### 5.23 – A-Boards

It has been suggested that banners be iterated in this section.

It is further suggested that this section cannot be finalised ahead of the N&SDC signage review.

The policy needs reviewing in entirety due to the blight that A-Boards cause. In particular, guidance on design, material, size and location – it is considered that this would be a lost opportunity to standardise design and realise an improvement to the streetscape. Potentially, a list of approved suppliers could be provided if there were such a standard guidance (albeit in the early years of the policy, shopkeepers might properly be encouraged by way of grant to replace their existing A-boards). An example of sympathetic A-boards can be found at the Prince Rupert. Instead of referring people to the County policy on the number and location of A-boards, it is felt imperative that the content be repeated in this section (it is recognised that this may cause policies to be reviewed out of sync but it thought unlikely that the County Policy would change).

There is no reference to boards attached to shopfronts temporarily i.e. blackboards. Again, the majority of these in the Town are welcome, in particular at butchers and the like because they have an historic place. However, with no policy, there is the risk of imitation and/or enforcement against those that could/should be permitted.

5.24 – is simply impenetrable. This is not a criticism of the author, rather the situation we are in. The previous section suggests that NCC need to give permission on public footways. This section then says that N&SDC can give permission. Then Government guidance is linked. This somewhat reflects actuality in that enforcement and permission falls by the wayside due to the complexity of land ownership and the limits on personnel to realistically enforce any policy countywide. It is suggested that NCC, N&SDC and, where applicable, a Parish/Town Council have one single policy which stipulate clearly what can be permitted, by whom and devolves oversight and enforcement. This should be part of the N&SDC signage review for Newark. Such a policy should also integrate banners/additional advertising. Whilst there is an empathy for retailers wishing to advertise specific events/promotions, there need to be limitations and it is felt that any advertisement for an event/retailer outside the immediate premises (potentially a 6 mile radial) should be expressly forbidden by way of banners. To this extent, consideration should be given in this policy to the use of the sides of buildings (some historic adverts – often for businesses that have long since gone – are not expressly protected) where there are niches and or billboards (see side of Argos from Beaumont Cross perspective). Also bus-stops and local authority provided advertising space.

Albeit by exception, it is questioned whether this section shouldn't also include advertising on paving? NCC pasted a safety message onto the pavement adjacent to the TSB which is now in tatters. Whilst there is a public safety message, this set a poor example and is entirely incongruous to the setting.

It is posited that the N&SDC review of signage might positively consider whether a sympathetic form of totems, or similar signage, could be installed in the Town. Fingerposts are so subtle that they almost disappear and the purpose is thus lost in the miasma of other signs. However, to counter the proliferation of A-boards, and to signpost premises off the 'beaten track', totems could serve a useful purpose. There are retailers in some fine historic buildings that, by virtue of the layout of Newark, are difficult to find and would suffer more from limits on A-boards although they ought to have restrictions upon them. Similarly, consideration for sympathetic information boards around the Town could be useful – at present they are only

found at the Wharf, Castle and Town Hall. It would be pleasing to see the restoration of interpretation boards alongside these as were previously found at the Wharf and the Bear Post (but in materials less susceptible to vandalism and weathering).

#### 6.0 Permissions and Consents

6.1 – it is felt that there needs to be improved publicity for retailers/shopkeepers. Perhaps a small A5 flier with NNDR bills? This would both capture newer retailers and advise them of the need for permissions, and remind all others perpetually. This might, in turn, reduce the need for enforcement but certainly improves the public service. It is questioned whether N&SDC review its charges, especially for pre-planning advice, with regard to Listed Buildings and/or those in Conservation Areas in order to further mitigate non-compliance. Similarly, in 6.3 where Listed Building Consent is detailed – a retailer might find themselves needing to submit 3 applications (planning, advertisement, LBC .... Maybe even Change of Use and/or LDC). It is understood that these are legal requirements but it is questioned whether there could be streamlining of the process and certainly whether this SPD could include a diagram(s)/checklists for the stages and permissions to be followed (again, the Householder Development SPD is exemplary in this respect).

#### Equality Impact Assessment

It is felt that the sections on Disability and Age might be amended. With regard to Disability (and age-related infirmity), A-boards and street clutter are pertinent both to ambulant disabilities and to visual disabilities. With regard to Age, three recent Government studies into High Streets indicated the need to ‘future proof’ such areas to cope with the increasing drift toward day-time weekday retailing being predominantly used by older people. As such, similar issues to those for Disability would pertain (as a positive contribution to equalities). Finally, Appendix 2 suggests nil impact “to promote and support the social capital across the District” whereas it might be considered that a protected and improved streetscape could improve pride and a sense of belonging. Also, a single “+” “to protect and enhance the rich diversity of the natural, cultural and built environmental and archaeological assets of the District” and “to provide better opportunities for people to value and enjoy the District’s heritage”– surely simply by virtue of the policy matter these should be “+++” or is this a reflection of the level of implementation and enforcement?

In addition it was felt that the objection to Dutch Blinds is not supported by any evidence as to why they should not be allowed. It was felt that such blinds were acceptable and in many situations are considered to be less dangerous than other types of blinds.

Finally Members felt very strongly that the policy would not benefit Newark town centre if it wasn’t appropriately enforced. It is self evident with numerous examples that current policies are regularly flouted with minimal, if any, enforcement action taken. If this is allowed to continue when the new policy is introduced it is likely to quickly become ineffective without a reasonable level of enforcement activity.

|                        |               |                      |   |
|------------------------|---------------|----------------------|---|
| <b>Meeting Closed:</b> | <b>8.40pm</b> | <b>Next Meeting:</b> | <b>Wednesday 1<sup>st</sup> October, 2014</b> |
|------------------------|---------------|----------------------|---|





# NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU

Tel: 01636 680 333 ~ Fax: 01636 680 350

Email: [post@newark.gov.uk](mailto:post@newark.gov.uk) ~ Website: [www.newark.gov.uk](http://www.newark.gov.uk)

Agenda Item No: 4b

Committee Date: Wednesday 15<sup>th</sup> October 2014

## ENVIRONMENT & LEISURE COMMITTEE MINUTES

Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday, 17<sup>th</sup> September 2014 in the Council Chamber, Town Hall.

| Membership:       | Councillor                                   | D Jones (in the Chair)  |
|-------------------|--|---|
|                   | Councillors                                  | P Baggaley<br>Mrs I Brown<br>M G Cope<br>R A Crowe (Ap)<br>Mrs R Crowe (Ap)<br>Mrs G Dawn<br>L Goff<br>Mrs M Tribe (Ap) |
| Apologies:        | Councillors                                  | R A Crowe, Mrs R Crowe, Mrs M Tribe   |
| Officers Present: | Town Clerk                                   | Alan Mellor   |
|                   | Deputy Town Clerk                            | James Radley  |
|                   | Curator                                      | Patty Temple  |
|                   | There were two members of the public present |   |
| Venue:            | Council Chamber, Town Hall                   |   |
| Taking Notes:     | Helen Crossland – PA to the Town Clerk       |   |

### Matters discussed

#### EL15/14/15 Minutes

The Minutes of the previous meeting held on Wednesday 16<sup>th</sup> July 2014 were accepted as a true and accurate record and signed by the Chairman.

**EL16/14/15 Matters Arising**

**EL13/14/15 War Memorial**

Cllr L Goff thanked the Town Clerk and Deputy Town Clerk for enabling the name of William Pride to be added to the War Memorial; it was particularly fitting as it had been put on to coincide with the anniversary of his death.

**EL17/14/15 Declarations of Interest**

Cllr D Jones declared a personal non-prejudicial interest in Agenda Item 7 – Allotment Charges Review.

Cllr L Goff declared a personal interest in FoNC.

It was **AGREED** that any other Declarations of Interest be taken as they arise on the Agenda.

**EL18/14/15 Museum Update**

(i) After discussion, Members **APPROVED** the loaning of the Stanley Spencer *Poppies* to St Paul's Cathedral in London, subject to the Museum Curator being content with the arrangements.

(ii) Members **AGREED** to pay an annual fee of £49.00 to be placed on a filming register for opportunities in historic sites.

(iii) The Museum Curator informed Members that if the paintings were to be purchased there would be some additional cost for conservation work and re-framing; this could be met from the existing budget.

Members then **APPROVED** the purchase of three paintings by H H Cubley.

(iv) Other museum activities were **NOTED**, and the Curator was thanked for her ongoing work with schools in particular.

**EL19/14/15 Cemetery Update**

Members **NOTED** the work undertaken by Remedi during the last year.

**EL20/14/15 Allotment Charges Review**

Members **CONSIDERED** this item and **AGREED** to increase future allotment charges by 5% from October 2015 as set out in the Agenda report.

**EL21/14/15 Town Centre Planters**

Members **AGREED** that existing town centre ground based black planters should be filled with winter planting at the end of the summer season.

**EL22/14/15 NEWARK SPORTS HUB PROJECT**

Cllr P Baggaley declared a personal non-prejudicial interest in this item.

As this item was discussed it was noted that the report is already out of date and that some of the figures were wrong.

Cllr Baggaley informed Members that from the Sports Clubs point of view, they were as satisfied as they could be with the Draft Playing Pitch Strategy, as appended to the Agenda.

The next process was to start working on the planning application.

The Newark Sports Association now needs to have a meeting and agree what the 'Master Plan' will be.

Cllr Cope thought that it was a very useful document and one that had needed to be produced for any funding to be applied for, from anywhere.

Members did not have any additional comments to make on the Draft Playing Pitch Strategy before it's submission to Newark & Sherwood District Council on 29<sup>th</sup> September 2014.

Before Members left the meeting, the Deputy Town Clerk announced that Newark had won a 'Silver Gilt' Award in the East Midlands in Bloom competition. More points were gained this year than before, so although the result was the same as last year, it was pleasing that there had been improvement in the overall score.

|                        |               |                      |   |
|------------------------|---------------|----------------------|---|
| <b>Meeting Closed:</b> | <b>7.35pm</b> | <b>Next Meeting:</b> | <b>Wednesday 5<sup>th</sup> November 2014</b> |
|------------------------|---------------|----------------------|---|





# NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU

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Agenda Item No: 4c

Committee Date: Wednesday 15<sup>th</sup> October 2014

## PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday, 1<sup>st</sup> October 2014 2014 in the Council Chamber, Town Hall.

| <b>Membership Present:</b> | <b>Councillor</b>                           | <b>L Goff (Chairman)</b>  |
|----------------------------|---|---|
|                            | Councillor                                  | P Baggaley<br>Mrs I Brown<br>K Clayton<br>R Crowe<br>D Lloyd<br>B Richardson (Vice Chairman) (A)<br>A Roberts MBE (Ap)<br>S Wallace |
| <b>In Attendance</b>       | Town Clerk                                  | Alan Mellor   |
| <b>Apologies</b>           | Cllrs A Roberts MBE                         |   |
| <b>Taking Minutes:</b>     | Town Clerk                                  | Alan Mellor   |
| <b>Public:</b>             | There were 8 members of the public present. |   |
| <b>Venue:</b>              | Council Chamber, Town Hall                  |   |

### **PR27/14/15 Minutes**

The Minutes of the last meeting held on Wednesday 3<sup>rd</sup> September, 2014 were **AGREED** and signed as a true and correct record.

### **PR28/14/15 Matters Arising**

There were no matters arising.

**PR29/14/15 Declarations of Interest**

It was **AGREED** to accept Members declarations as and when they arose during the meeting.

**PR30/14/15 Outstanding Planning Applications**

The Chairman of the Committee advised that he was changing the order of applications on the agenda and would deal with Application 14/01598/FULM as the first item as there were a number of members of the public and a representative from the developers who were in attendance for this particular item.

The Chairman also invited the Committee to consider allowing the public to speak on this particular application, following a vote this was agreed. Some Members expressed concern that the issue of public speaking was not included in the Town Council's Standing Orders and that there was a danger that this Committee could be treating applications inconsistently in this regard. The Town Clerk was asked to submit a report to the Full Town Council for it to consider changing Standing Orders to clarify the issue of public speaking at meetings.

The Town Clerk then suggested the following arrangements for public speaking at this meeting:

- (i) A member of the public can speak before the application is debated by the Committee,
- (ii) Members of the public should indicate in advance if they wished to speak,
- (iii) Any speaker can only talk once on the application and cannot enter into the subsequent debate.

**14/01598/FULM Land at the Junction of Kelham Road and Great North Road, Newark**

Planning permission for the demolition of existing buildings and for the erection of a Class A1 retail food store and petrol filling station along with associated parking, servicing, landscaping, public realm, access works and other associated works.

Prior to this application being considered three members of the public spoke on the application: Mrs J Gulliford & Mrs K Walsh opposed the application, Mr T Marriott also spoke without expressing a clear opinion either way.

Mr King representing the developer was also in attendance, a letter from him to Members was distributed but he didn't speak on the application.

Cllr S Wallace expressed concerns about the impact that increased traffic would have on the junctions adjacent to the site and the knock on effects for the town centre. Whilst he welcomed the increased train service between Nottingham & Lincoln which would see an increase in the

number of trains stopping at Newark Castle Station, this would also result in an increase in the number of times the railway barriers would be down across the Great North Road. He felt that would exacerbate the traffic congestion that can arise when the barriers are closed to allow trains through.

Cllr P Baggaley also expressed concerns about the traffic impact the development would have on Newark. He also felt that the Town Council should have developed a Town Plan that could have helped resist this development. In addition he felt that the current trend for shopping was away from large out of town supermarkets to smaller more local outlets.

Cllr D Lloyd explained to members of the public that the Town Council was only a non-statutory consultee on planning applications and had no control on many of the services and issues which they had raised. He supported what had already been said about the traffic impact that the development would have. Whilst acknowledging that a traffic impact assessment had been undertaken he was concerned that it had been done at certain times of the day and didn't fully reflect the wider traffic situation at other times of the day. In addition whilst a Retail Capacity study had been undertaken he felt that it provided little evidence that the development would result in an increased number of people coming into the town. Further this study identified four competing retail units but appeared to ignore the retail units at Northgate and Balderton. He felt that the development would not be in accordance with the local Planning Policy which protects the view of Newark Castle. Finally he was critical of Nottinghamshire County Council who appeared to be desperate to sell this site and achieve a capital receipt of some £4.5m, they don't have a traffic plan for Newark which is suffering from traffic congestion already and this development will only make the situation worse. If the application is eventually approved he would call upon the County Council to ring fence the capital receipt for spending on traffic measures in Newark to mitigate the impact that it will have on the town.

Cllr K Clayton said that Newark does not need another out of town supermarket and the application didn't appear to provide sufficient evidence to support one.

Cllr Mrs I Brown re-iterated the fact that Newark was already suffering from significant traffic congestion and that this development would only make the position worse.

The Town Clerk advised Members that to date the

District Council had not received any comments back from either the County Council, Highways Agency or Network Rail on the traffic impact the development would have. He further advised that it would be unlikely that the District Council would be considering the application within the next two months and therefore suggested that, at this stage, the Town Council write expressing its grave concerns about the application with regard to the traffic impact, the retail impact on the town centre and the environmental impact on the view of Newark Castle. The application could then be re-submitted to a future meeting of this Committee when, hopefully, the views and comments on the above three statutory consultees is known.

Members **AGREED** to this proposed course of action.

**14/00735/FUL British Telecom, Telephone Exchange, Lombard Street, Newark**

Replace 3 no. existing antennas with 3 no. new antennas, install 2 no. small equipment cabinets on the rooftop and development ancillary thereto.

**No Objection was raised to this application.**

**14/01548/RMA Land off Heaton Close, Newark**

Erection of 3 no. dwellings (approval of access, appearance, landscaping, layout, scale). Resubmission of 14/00936/RMA). Revised plans for this application were also considered.

**No Objection was raised to this application.**

**14/01553/FUL 29 Winchilsea Avenue, Newark**

Householder application for single storey rear extension.

Cllr R Crowe registered a personal non-prejudicial interest in this application.

**No Objection was raised to this application.**

**14/01591/FUL Northgate Retail Park, Newark**

Erection of two adjoin restaurant units under flexible uses A1, A3 and A5.

Following a debate it was **AGREED to Object** to this application on the following grounds:

- (i) The proposal will result in the loss of 38 car parking spaces on the site. This together with increased traffic flows arising from the restaurants will have an adverse impact on traffic in the town centre and around the Northgate Retail Park,

- (ii) The development represents on over intensive use of the site,
- (iii) There are no arrangements proposed to deal with and manage increased litter from the units.

**14/01643/FUL      23 Park Crescent, Newark**

Householder application for the erection of boundary wall 0.9m high with 0.9m high timber fencing and 1.8m high timber fencing and gate (retrospective).

**No Objection was raised to this application.**

**14/01664/FUL      Maltkiln Lane, Newark**

Erection of non-food A1 retail unit and A3 (restaurant/ café) unit along with associated parking and landscaping.

Following a debate it was **AGREED to Object** to this application on the following grounds:

- (i) The proposal will result in increased traffic flows arising from the restaurants and will have an adverse impact on traffic in the town centre and around the Northgate Retail Park,
- (ii) The development represents on over intensive use of the site,
- (iii) There are no arrangements proposed to deal with and manage increased litter from the units.

**14/01677/FUL      32 Ashworth Close, Newark**

Householder application for erection of first floor side extension to house over existing ground floor accommodation.

**No Objection was raised to this application.**

**14/01435/FUL      Bowbridge Primary School, Bailey Road, Newark**

Construction of a new single storey building to provide a nursery as part of the early years and early intervention service.

**No Objection was raised to this application.**

**14/01663/LBC      63B London Road, Newark**

Re-instate non load bearing wall and re-instate doorway.

**No Objection was raised to this application.**

**14/01699/ADV      The Old Post Office Public House, 34 Kirk Gate, Newark**

Illuminated Signage.

It was **AGREED to Object** to this application on the grounds

that the illuminated signage was not in accordance with the current Planning Policy for signs within the town centre Conservation area.

**14/01712/FUL 3 Magnus Street, Newark**

Householder application for proposed single storey rear extension and installation of solar panels to the main roof on the front south elevation.

It was **AGREED to Object** to this application on the grounds that the solar panels which are part of the application are not in accordance with the current Planning Policy for a Conservation area.

**PR31/14/15 Notice of NSDC Planning Decisions**

The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

**PR32/14/15 Miscellaneous Applications**

**a. Licensing Applications**

Cllr I Brown registered a prejudicial interest in these applications, she left the room and took no part in the debate.

**The Old Post Office, 34 Kirkgate, Newark**

**Minor Variation**

The Town Clerk advised the Committee that this item should be withdrawn. The District Council had notified the Town Council of the wrong end date for comments and the application had already been dealt with.

**Castlegate Fish Bar, Newark**

**Variation to the Premise Licence**

**No Objection was raised to this application.**

**b. Amended/Additional Planning Applications**

**11/01300/OUTM – PA Freight Services Ltd, International Logistics Centre, Park House, Farndon Road, Newark (Additional)**

**Additional information received which includes an Ecological Assessment and updated information from the applicant.**

Reconfiguration of access arrangements to existing freight yard and provision of new parking and turning area for commercial vehicles. Redevelopment of site involving demolition of some existing buildings and construction of 3 no. new commercial buildings. Appearance and details of new buildings will be a Reserved Matter.

Cllr L Goff registered a personal non prejudicial interest in this application.

**No Objection was raised to this application.**

**14/01321/ADV – Post Office, 11 Paxtons Court, Newark (Amended)**

Internally illuminated fascia sign and non-illuminated hanging sign.

**No Objection was raised to this application.**

**14/00999/FULM – Smith, Noble, Haslam, Wilson, Jenison and Clifton Houses, Grange Road, Newark (Amended)**

Proposed security, accessibility and environmental improvements/refurbishment to above property

**No Objection was raised to this application.**

|                        |               |                      |  |
|------------------------|---------------|----------------------|--|
| <b>Meeting Closed:</b> | <b>8.50pm</b> | <b>Next Meeting:</b> | <b>Wednesday 29<sup>th</sup> October, 2014</b> |
|------------------------|---------------|----------------------|--|





# NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU  
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Agenda Item No: 4d

Committee Date: Wednesday 15<sup>th</sup> October 2014

## YOUTH COUNCIL MINUTES

Minutes of the Meeting of the Youth Council held on Wednesday, 6<sup>th</sup> August 2014, at 5pm in the Council Chamber at the Town Hall.

|                          |  |  |   |
|--------------------------|--|--|---|
| <b>Membership:</b>       | Robert Hughes<br>Laura Fairfax (A)<br>Eliot Reid<br>Thomas Morrell<br>Rebecca Keetley<br>Sharnon Smith (A)<br>Shanay Cotton (Ap) | Chairman<br><br><br><br>Vice Chairman  | The Newark Academy<br>The Newark Academy<br>Magnus C of E Academy |
| <b>In attendance:</b>    | Cllr Mrs G Dawn<br>Cllr T Roberts MBE<br>Cllr T Bickley<br>Mrs L Millard   | Councillor<br>Councillor<br>Councillor | Newark Town Council<br>Newark Town Council<br>Newark Town Council<br>Newark Advertiser  |
| <b>Apologies:</b>        | As above   |  |   |
| <b>Officers Present:</b> | Alan Mellor  | Town Clerk                             | Newark Town Council   |
| <b>Venue:</b>            | Council Chamber, Town Hall   |  |   |
| <b>Taking Notes:</b>     | Thomas Morrell   | Youth Councillor                       | Magnus C of E Academy   |

### Matters discussed

#### YC44/13/14 Apologies for Absence

RH opened the meeting at 5PM. The chairman explains he has received apologies from Mandy Wright.

The Town Clerk gave Helen Crossland's apologies.

Apologies had been received from: Rebecca Keetley & Eddie Fenwick.

**YC45/13/14 Minutes of the last meeting**

The minutes of the last meeting were agreed to be a true and accurate record.

**YC38/13/14 Matters Arising**

**Invite to London - RJ**

The Youth Council has received a response to their invite to RJ MP; RJ invited the Y/C to use a committee room in the Houses of Commons in which to perform their meeting in. Following a discussion, it was decided to instead, invite RJ MP to the Council Chambers to have a meeting.

**Fly Grazing**

Terry Baily has been invited to the next meeting where he will inform the Y/C on the problem of 'Fly Grazing'.

**YC46/13/14 Recruitment**

The Youth Council agreed that new members were required to fill the spaces left by members moving on to Uni and such. RH explained that a good target area may be NCS Graduates; he went on to explain (following a question from AM) that their skills may come in useful and invaluable. The Y/C will be recruiting 16-17 year olds.

RH asked AM how big the maximum capacity for the Y/C would be. AM explained that – in an attempt to shadow the T/C – it would not exceed 18 members. The Y/C agreed to set the Y/C as 8 Magnus members, 8 Newark Academy members and 2 NCS Graduates. It was also AGREED to have no members below the school age of year 10, and that the end of sixth form would be the maximum age. RK will be running the recruitment on behalf of Magnus and will talk to TRMBE asap. RH, on the other hand, will talk to Alexis Knock on behalf of the Y/C. ER suggested that RH work from year 13 downwards and RK works from year 10 upwards. This was AGREED.

**YC47/13/14 Hawtonville Project (NSDC)**

RH explained about the project and what it entailed. Noting especially on the youth impact. RH, RK and SC talked in a group. RK has agreed to be the Hawtonville Representative on behalf of the Y/.

**YC42/13/14 Youth Council Logo Consultation (RH)**

The Y/C took a vote on the 'new' logo. 4 members disagreed with the logo and 1 unstained. The Y/C agreed to continue use of the original T/C logo.

**YC48/13/14 Volunteering**

The Y/C AGREED they are eager to help. However, there have been no messages from Phil Beard (in charge of parks).

**YC49/13/14 Youth Council & NCS – the future**

N/A

**YC50/13/14 Official departure of past members**

The Y/C will be losing a few members. The members are: Marie Hibbert, Thomas Eason, and Andrezej Molenda. The members, past and present, have been invited to the T/C meeting on 13/08/14 at 7PM.

**YC51/13/14 Association with the British Youth Council**

TM explained about the BYC and the benefits from being a part of it. The YC AGREED to join.

**YC52/13/14 Any Other Business**

There being no further business, the meeting was promptly closed.

|                        |              |                      |   |
|------------------------|--------------|----------------------|---|
| <b>Meeting Closed:</b> | <b>17:40</b> | <b>Next Meeting:</b> | <b>Wednesday 08<sup>th</sup> October 2014</b> |
|------------------------|--------------|----------------------|---|





# NEWARK TOWN COUNCIL

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**Agenda Item No: 4e**

**Committee Date: Wednesday 15<sup>th</sup> October 2014**

## **FINANCE & POLICY COMMITTEE MINUTES**

Minutes of the Finance & Policy Committee held on Wednesday, 8<sup>th</sup> October 2014 in the Council Chamber, Town Hall.

## **MINUTES TO FOLLOW**



TOWN COUNCIL

|                   |   |
|-------------------|---|
| <b>SUBJECT:</b>   | <b>PUBLIC SPEAKING AT TOWN COUNCIL MEETINGS</b> |
| <b>REPORT BY:</b> | <b>TOWN CLERK</b>                               |

**1. Recommendations**

1.1 Members are asked to:

- (i) Consider in principle whether or not public speaking should be permitted at Town Council meetings,
- (ii) If it is agreed that public speaking should be permitted which meetings this should be applied to,
- (iii) Subject to (i) and (ii) above; request the Town Clerk to submit a further report to the next full Town Council meeting with detail proposals for the specific arrangements which should be followed.

**2. Background**

2.1 At the last meeting of the Planning & Regeneration Committee there were a small number of members of the public present who wished to speak on the planning application for the proposed Sainsbury's supermarket on Great North Road.

Following a discussion Members agreed that they would allow the public to speak on that occasion. This is the second instance in recent months when this Committee has allowed public speaking.

Members did however raise concerns about the ad hoc nature of such decisions and it was agreed that the matter be submitted to the Town Council for further consideration.

2.2 The Town Council's Standing Orders are silent on the issue of public speaking at Town Council meetings, however I understand that historically it has been custom and practice that the public are not permitted to speak.

At present therefore it is down to individual Committees to consider such proposals and, if agreed, the public are able to speak without any formal structure or controls in place. This can lead to inconsistencies between meetings if the decision is left to discretion of the Members who are present at any particular meeting.

2.3 I would suggest therefore that the Town Council should consider whether or not public speaking is to be accepted at any, or all, of its' Committee meetings and the full Town Council meeting itself. This policy can then be specifically included within the Standing Orders and there will be no need for individual Committees to make decisions in the future.

2.4 However I would also advise that if the Town Council is minded to allow public speaking that it should also consider the detailed arrangements that accompany it. By way of example the last Planning Committee also agreed that the following rules be followed in that instance:

- (i) A member of the public can speak before the application is debated by the Committee,
- (ii) Members of the public should indicate in advance if they wished to speak,

(iii) Any speaker can only talk once on the application and cannot enter into the subsequent debate.

2.5 At this stage I would ask members to consider the principle of introducing public speaking at Committee meetings and the full Town Council and, if it is agreed, that a further report is submitted to the next Town Council meeting with detailed proposals for the specific arrangements to be followed that can then be included in the Town Council's Standing Orders.

**3. Financial, Legal, Risk and Equality Issues**

3.1 None.

|                           |   |
|---------------------------|---|
| <b>Background Papers:</b> | <b>None.</b>  |
| <b>Lead Officer:</b>      | <b>Alan Mellor</b><br><b>Tel: 01636 684801</b><br><b>Email: alan.mellor@newark.gov.uk</b> |

**TOWN COUNCIL**

|                   |   |
|-------------------|---|
| <b>SUBJECT:</b>   | <b>REVIEW OF POLLING DISTRICTS, POLLING PLACES &amp; POLLING STATIONS</b> |
| <b>REPORT BY:</b> | <b>TOWN CLERK</b>   |

**1. Recommendations**

1.1 Members are asked to consider whether or not to submit any formal comments on the review of Polling District & Polling Places being undertaken by the District Council.

**2. Background**

2.1 The District Council is currently undertaking a review of polling districts and polling places. Attached at Appendix 1 is a copy of the correspondence received as part of this review.

2.2 At this stage the District Council are asking stakeholders and the community for any comments they may have on the current arrangements and locations. The deadline for comments is 31<sup>st</sup> October 2014.

Members may wish to consider the current position and submit individual comments to the District Council. In addition Members may wish to consider submitting comments from the Town Council

**3. Financial, Legal, Risk and Equality Issues**

3.1 None.

|                           |  |
|---------------------------|--|
| <b>Background Papers:</b> | <b>None.</b>   |
| <b>Lead Officer:</b>      | <b>Alan Mellor</b><br>Tel: 01636 684801<br>Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a> |



Don't lose your right to vote X  
Elections & Electoral Registration Office  
Kelham Hall, Kelham, Newark, Nottinghamshire, NG23 5QX



Telephone Helpline: 01636 655247  
Website: [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)  
Email: [voting@newark-sherwooddc.gov.uk](mailto:voting@newark-sherwooddc.gov.uk)

To: All Consultees

Dear Consultees,

**Review of Polling Districts, Polling Places and Polling Stations**

In accordance with the Electoral Administration Act 2006 Newark & Sherwood District Council are conducting a review of polling districts and polling places used for elections within the Newark and Sherwood district.

As part of this review the Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.

I am writing to you as a potential stakeholder or as a representative of a group that may wish to make representations in relation to the review. Anyone making representations should, if possible, offer suggestions as to alternative places that may be used as polling places. All representations will be published on the Council's website. The Returning Officer will make comment on proposals as to the alteration of polling districts and polling places, on which representations are made.

Details of how you can submit representations, the review process and the consultation document are on the Council's website at [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk). If you do not have access to the internet, please contact us if you wish to receive a copy. The deadline for the submission of representations is 31<sup>st</sup> October 2014.

The timetable for the review is as follows:-

- Comments from consultation to be received by 31<sup>st</sup> October 2014
- General Purposes Committee to consider all representations at their meeting on 20<sup>th</sup> November 2014
- Full Council to consider and approve final scheme on 16<sup>th</sup> December 2014

The final scheme will set out the designation of polling districts, places and stations. Further details of revised polling districts in light of changes to District Ward Boundaries, will be published in December 2014.

If you have any queries or require any further information, please contact Nigel Hill, Business Manager Democratic Services on the above telephone number.

Yours sincerely,

A.W. Muter  
Chief Executive

**Newark and Sherwood District Council**



**Review of Polling Districts and Polling Places 2014**

**Consultation Document**

**September 2014**

## **Background**

Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the Representation of the People Act 1983 in respect of the way in which reviews of polling districts and polling places must be carried out.

The most important change to note is that by 31<sup>st</sup> January 2015 every relevant authority must have undertaken and completed a review of all the polling districts and polling places in its area. This consultation document has been produced as part of Newark and Sherwood's review.

The last review of polling districts and places was undertaken in December 2011.

## **Definitions**

### **Polling Districts**

A polling district is a geographical area created by the sub-division of an electoral area, such as a parliamentary constituency or a ward.

As the relevant authority, the Council is responsible for designating polling districts, and must therefore seek to ensure that all electors in the area have reasonable facilities for voting as are practicable in the circumstances.

### **Polling Places**

A polling place is a geographical location in which a polling station is situated. Although it is usual to have one polling station in one polling place, there are situations where several polling stations are located in one polling place.

As the relevant authority, the Council is responsible for determining polling places, and must therefore make sure that the polling places are accessible to all electors and must take into account the accessibility needs of disabled people.

### **Polling Stations**

A polling station is the actual area in which the process of voting takes place and must be located in the polling place designated for the particular polling district. The polling station may consist of a whole room or in certain circumstances a designated area within a room or building.

The (Acting) Returning Officer for the particular election is responsible for providing a sufficient number of polling stations and allotting electors to those polling stations.

## The Review Process

The timetable for the review is set out below:

|   |                  |
|---|------------------|
| Publication of notice and consultation document – consultation opens  | 1 September 2014 |
| Closing date for representations  | 31 October 2014  |
| Report on representations to General Purposes Committee<br>General Purposes to recommend a final scheme to the Full Council                           | 20 November 2014 |
| Full Council to agree final scheme  | 16 December 2014 |
| General Purposes Committee to receive and publish details of new<br>District Wards and polling districts arising from the Further Electoral<br>Review | 15 January 2015  |

The publication of this consultation document represents the first stage of the review. The existing schedule of polling districts and polling places are detailed in this document.

Please note that these are the existing polling districts and do not reflect the new boundaries that are being brought about via the Further Electoral Review. Details of these will be published in January 2015. These will then relate to the polling places and stations which are those on which we are now seeking comments.

You are invited to comment on the existing scheme, and if you feel it appropriate you may suggest changes to polling district boundaries or alternative proposals for polling places.

All representations will be published on the Council's website. Any representations you wish to make should be submitted by Friday 31<sup>st</sup> October 2014.

All representations should be sent to:

Electoral Services  
Kelham Hall  
Kelham  
Newark  
Nottinghamshire  
NG23 5QX

If you prefer you can email your representations to [voting@newark-sherwooddc.gov.uk](mailto:voting@newark-sherwooddc.gov.uk)

**TOWN COUNCIL**

|                   |                          |
|-------------------|--------------------------|
| <b>SUBJECT:</b>   | <b>HONORARY RECORDER</b> |
| <b>REPORT BY:</b> | <b>TOWN CLERK</b>        |

**1. Recommendations**

1.1 Members are asked to:

- (i) Formally accept the resignation of Richard Inglis from the position of Honorary Recorder of Newark,
- (ii) Appoint James Howlett as the new Honorary Recorder of Newark.

**2. Background**

2.1 Members were advised of the decision of Judge Inglis to retire from the position of Honorary Recorder at the annual Mayor Making meeting held on 11<sup>th</sup> May 2014.

The Town Council appointed Judge Richard Inglis to the position of Honorary Recorder in 2000 and he has served in this position since then.

2.2 The Town Council has the power to appoint to such a position arising from the fact that Newark had 'Borough' status prior to Local Government reorganisation in 1974. Newark Borough Council had the power by Charter to appoint a Recorder and this power has been preserved with the Town Council.

2.3 Judge Inglis has also put forward James Howlett as a possible replacement, James is a Barrister who lives locally in Farndon.

Following informal discussions with the Leaders of the two main Groups, I wrote to the Senior Presiding Judge for England & Wales advising him of the position and consulting him on the proposal to appoint James Howlett as the new Honorary Recorder for Newark.

2.4 I have now been advised that the Senior Presiding Judge, after consulting with the Midland Presiding Judges, has agreed to the appointment of James Howlett to this position.

**3. Financial, Legal, Risk and Equality Issues**

3.1 None.

|                           |   |
|---------------------------|---|
| <b>Background Papers:</b> | <b>Correspondence in Honorary Recorder file.</b>  |
| <b>Lead Officer:</b>      | <b>Alan Mellor</b><br><b>Tel: 01636 684801</b><br><b>Email: alan.mellor@newark.gov.uk</b> |