



TOWN COUNCIL MEETING

WEDNESDAY 19TH SEPTEMBER 2018

Thursday 13th September 2018

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.30pm on Wednesday 19th September 2018 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', with a long horizontal stroke extending to the right.

Mr Alan Mellor
Town Clerk



A G E N D A

1	Apologies for Absence		
2	To approve the Minutes of the Meeting of the Town Council held on Wednesday 20th June 2018	Minutes Attached	Page 5
4	To receive Declarations of Interest from Members and Officers	Verbal	
5	To receive the Minutes of the following Committees:		
5a	Planning Committee held on Wednesday 27th June 2018	Minutes Attached	Page 9
5b	Finance & General Purposes Committee held on Wednesday 11th July 2018	Minutes Attached	Page 17
5c	Planning Committee held on Wednesday 1st August 2018	Minutes Attached	Page 21
5d	Planning Committee held on Wednesday 29th August 2018	Minutes Attached	Page 27
5e	Finance & General Purposes Committee held on Wednesday 5th September 2018	Minutes Attached	Page 37
8	Town Mayor's Announcements	Verbal Report	
9	Town Council Leader's Announcements	Verbal Report	
10	Town Clerk's Announcements	Verbal Report	
11	Political Balance	Report Attached	Page 41
12	Voluntary Body Grant Applications	Report Attached	Page 45

Pre-Group Meetings:

1	7.00pm Conservative Group	Committee Room
2	7.00pm Independents	Pickin Room
3	7.00pm Labour Group	Old Robing Room



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 9th September 2018

Minutes of the Meeting of the Town Council held on Wednesday 20th June 2018 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr T Roberts MBE (in the Chair)
	Councillors	Mrs C Barker-Powell Mrs I Brown (Ap) M Cleasby M G Cope Mrs R Crowe (Ap) R A Crowe Mrs G Dawn (Ap) P Duncan Ms H Gent (Ap) K Girling (Ap) L Goff S Haynes D Hyde D Jones D Lloyd M Skinner R Williams
Apologies received from:	Councillors	Mrs I Brown, Mrs R Crowe, Mrs G Dawn, Ms H Gent & K Girling
Town Council Staff:	Town Clerk	Alan Mellor
	Mayor's Officer	P Tomlinson
Mayor's Chaplain		Rev D Pickersgill
Public:	There were two members of the public present.	
Venue:	Council Chamber	Town Hall

TC01/18/19 Minutes of the Town Council Meeting held on Wednesday 18th April 2018

Cllr M Cope challenged the accuracy of Minute TC64/17/18; the Minute recorded the request from Cllr K Girling that there be a 'Recorded Vote' on his motion, however the Minute does not include the result of the voting.

The Town Clerk agreed that the outcome of the 'Recorded Vote' should have been included in this Minute. The result of the voting was: 17 votes for, no votes against and one abstention.

Subject to the above change the Minutes of the Town Council Meeting held on Wednesday 18th April 2018 were **AGREED** as a true and accurate record, and will be signed by the Mayor.

TC02/18/19 Minutes of the Annual Meeting of the Town Council held on Sunday 13th May 2018

The Minutes of the Annual Meeting of the Town Council held on Sunday 13th May 2018 were **AGREED** as a true and accurate record, and signed by the Mayor.

TC03/18/19 Declarations of Interest

It was **AGREED** to accept any Members Declarations, if any arose, during the meeting; all Declarations of Interest should already be contained within the Agenda reports.

TC04/18/19 Minutes of the Planning Committee, Wednesday 30th May 2018

The Chairman, Cllr M Skinner, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 30th May 2018.

TC05/18/19 Minutes of the Finance & General Purposes Committee, Wednesday 13th June 2018

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 13th June 2018, marked **TO FOLLOW** in the Agenda.

Cllr L Goff thanked Members for deciding not to move the Memorial to the Fallen from Newark Cemetery.

Revenue Out Turn & Final Accounts 2017/18

TC06/18/19 (i) Members **NOTED** the Annual Internal Audit Report for 2017/18 which had been duly signed by the Internal Auditor.

TC07/18/19 (ii) Members **APPROVED** the Town Council's Annual Governance Statement as set out in Section 1 of the Annual Return for the financial year ended 31st March 2018.

The Annual Governance Statement was then signed by the Town Mayor and the Town Clerk prior to consideration of the Accounting Statements.

TC08/18/19 (iii) Members **APPROVED** the Town Council's financial statements as set out in Section 2 of the Annual Return for the financial year ended 31st March 2018.

TC09/18/19 Doris Bainbridge Trust Fund Final Accounts 2017/18

Cllr L Goff thanked Members for the continuing support of the Sunday Band Concerts with the support of this Trust Fund.

Cllr P Duncan added that this year's concerts had been arranged at a lower cost than in previous years.

Members **APPROVED** the financial accounts for the 2017/18 financial year for the Doris

Bainbridge Trust Fund.

TC10/18/19 Town Mayor's Announcements

The Town Mayor announced that his first charity event for his three nominated charities; Royal British Legion, St Mary's Church and the Newark Children's Bereavement Centre, will be a Quiz Night to be held on September 10th at the Town Hall.

TC11/18/19 Town Council Leader's Announcements

The Town Council Leader, Cllr D Lloyd, thanked all the Town Council team for their hard work and effort over the weekend at the Newark Festival and the Food & Drink Festival. The weekend had been a great success and there had been very positive feedback on this year's Festival.

TC12/18/19 Town Clerk's Announcements

The Town Clerk, Mr Alan Mellor, reminded Members that over the coming weekend there was a visit from the Town Council's twin town in Germany; Emmendingen and that the Armed Forces Day Parade was taking place on Sunday 24th June.

TC13/18/19 Questions

The Chairman of the Finance & General Purposes Committee **CONSIDERED** the Question received by the Town Clerk in accordance with Standing Order 8 (2) and **AGREED** to give an oral reply to Cllr M Skinner and all other Town Councillors.

Cllr D Lloyd thanked Cllr M Skinner for his question but said that he could not agree with it.

However he will ask the Town Clerk to investigate what policies are in place which deal with:

- Street Furniture
- 'A' Boards
- Street Pavement Licences

Further to ascertain whether or not any of the policies can be devolved from the County or District Council down to the Town Council.

Cllr D Lloyd then undertook to discuss with Newark & Sherwood District Council a joint approach to the policies and the day to day management of them. This will include all aspects of town centre Licensing and street furniture.

The Town Mayor then gave Cllr D Jones permission to speak on the question.

Cllr D Jones said that these issues had been raised many times before, the Town Council has consistently supported the development of outside eating which creates a pleasant atmosphere in the town centre. He understood that the power to set policy and manage them lay with the County and District Councils, and fully supported Cllr Lloyds answer to the question.

Meeting Closed:	8.00pm	Next Meeting:	Wednesday 19th September 2018
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NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

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Agenda Item No: 5a

Committee Date: Wednesday 19th September 2018

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 27th June 2018 in the Council Chamber, Town Hall.

Membership Present:	Councillor	M Skinner (Chairman)
	Councillor	S Haynes (Vice-Chairman) Mrs C Barker-Powell (Ap) M Cleasby Mrs G Dawn (A) Ms H Gent (Ap) D Hyde D Lloyd T Roberts MBE (A) R Williams (Ap)
In Attendance	Town Clerk Councillors	Alan Mellor Mrs R Crowe, R A Crowe, P Duncan, K Girling & L Goff
Apologies	Cllrs Mrs C Barker-Powell, Ms H Gent & R Williams	
Taking Minutes:	Planning Administrator	Mrs J Hempsall
Public:	There was 1 member of the public present.	
Venue:	Council Chamber, Town Hall	

PR7/18/19 Minutes

The Minutes of the last meeting held on Wednesday 30th May 2018 were **AGREED** and signed as a true and correct record.

PR8/18/19 **Matters Arising**

PR4/18/19 Outstanding Planning Applications, application no. 18/00683/FUL - Cllr Lloyd notified Members that this application for 9 The Paddocks, Newark has been withdrawn.

There were no matters arising.

PR9/18/19 **Declarations of Interest**

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

PR10/18/19 **Outstanding Planning Applications**

18/01020/FULM **Site of the Robin Hood Hotel, 1-3 Lombard Street, Newark**

&

18/01021/LBC

Partial demolition of the former Robin Hood Hotel with retention of the façade, eastern gable and parts of the roof and internal fabric and integration with a new 66 no. bedroom Travelodge Hotel (Class C1) along with 3 no. units for flexible retail (Class A1), financial and professional services (Class A2), café/restaurant (Class A3) and Leisure (Class D2) uses.

Cllr D Lloyd said that he was speaking on the merits of this application and would not speak on any issues relating to the Robin Hood Hotel that had occurred in the past or any subsequent issues.

He added that this was an improved design and a better application than the previous proposals. It was more sympathetic to surrounding properties. The incorporation of leisure provision was a further enhancement as was the 24 hour opening of the NCP car park.

Cllr D Hyde felt that this application was a big improvement on the previous one.

Cllr S Haynes said that he thought this was an improvement and was pleased to see that Nottingham Building Preservation Trust were now supportive of the application.

Members were pleased to see this new application incorporating the original Georgian facade of the building. It was felt that the application was much improved on the previous one and that the proposed application would reflect the buildings opposite and be sympathetic to the surrounding area. It was felt the leisure units would complement the hotel rather than just retail units. The contractual arrangement with the NCP to be open 24hrs a day would also provide a positive impact on the town centre retail economy.

Members welcome more hotel accommodation within the town, making it easier for people to find overnight accommodation when attending festivals etc.

It was decided not to object to this application.

18/00973/FULM

Site of the Bearings, Bowbridge Road, Newark

Erection of 62 residential dwellings including new vehicular access road and removal of eight TPO trees (TPO N313).

Concern was expressed from Members regarding the potential for on street parking issues which could arise if this development was to go ahead. Visibility would be drastically reduced and the concern was for school children attending the Magnus Academy opposite the application site and for residents of Bowbridge Road.

It was felt that it was unacceptable if the application gave rise to any further on street parking on Bowbridge Road.

Concern was also raised at having 3 egresses onto Bowbridge Road within close proximity of one another. This is the main road to the south extension of the town and therefore excessive parking could be a real problem, exacerbating the current problems with traffic flow along this road.

It was felt that the removal of the trees on the site, some with TPO's, would be a great loss, mainly for the residents on Lime Grove and Jubilee Street as this now gave them a direct view over the proposed new development. Members felt that additional perimeter landscaping was required to mitigate against this issue.

It was decided to OBJECT to this application on the potential traffic and parking impact on Bowbridge Road, the concern of 3 egresses within close proximity of one another onto an already very busy road, the removal of trees on the site boundary with no plans to replace them and the need for better boundary landscaping.

18/00887/FUL

The Abattoir, Tolney Lane, Newark

Variation of Condition 1 and removal of Condition 5 attached to 15/00354/FUL for change of use of former abattoir site and paddock to gypsy and traveller caravan site on a permanent basis.

Objection was raised to this application. Members could see no reason to change their original objection.

18/01007/LBC

Town Hall, Market Place, Newark

Installation of new metal handrails to public entrance steps fronting the Market Place.

All Members present declared a non-prejudicial interest in this application.

No Objection was raised to this application.

- 18/01024/FUL** **10 Winthorpe Road, Newark**
 Householder application for erection of a two storey rear extension.
No Objection was raised to this application.
- 18/01047/FUL** **83-85 Appleton Gate, Newark**
 Retrospective application for change of use from retail car park to public pay and display car park and the erection of a parking meter.
The Chairman suggested to Members that this application be DEFERRED to the next meeting in order to allow the Town Clerk to contact NSDC regarding parking provision in this area, this was AGREED.
- 18/01077/FUL** **2 Church Walk, Newark**
 Change of use of first floor office (currently vacant) to residential.
No Objection was raised to this application.
- 18/01097/FUL** **Active4Today Ltd, Newark Sports and Fitness Centre, Bowbridge Road, Newark**
 Extension to an reorganisation of the car park to provide 56 additional spaces incorporating additional lighting, CCTV, lining works, road signage, drainage and landscaping.
 Cllr D Lloyd declared a prejudicial interest in this application and left the room for the discussion.
 Members raised **No Objection** to this application but would like to see a condition that improved landscaping with Sparrow Lane boundary adjacent to the Cemetery. It was felt that the direct view into the Cemetery from the car park should be looked at sympathetically.
 Cllr D Lloyd returned to the meeting.
- 18/01106/FUL** **20 Market Place, Newark**
 Change of use of second and third floors to residential use, minor alterations to rear elevation at ground floor level and installation of air conditioning units at ground floor level.
No Objection was raised to this application provided that a communal waste solution can be found for the area.
- 18/01112/FUL** **3 Milner Street, Newark**
 Change of use from garages and apartment into a single dwelling house.
Objection was raised to this application as it was felt that the proposed application was not in keeping with the street scene, it was incongruous to adjacent properties and would have a negative impact on the facing Conservation Area.

- 18/01122/FUL Compound 2, James Watt Road, Newark**
Change of use of land from vacant undeveloped land to motor vehicle storage and incorporating new fencing and gates, new surfacing and dropped kerb.
No Objection was raised to this application provided that the area would not be used for the storage of scrap vehicles.
- 18/01126/FUL 45 King Street, Newark**
Householder application to install aluminium secondary glazing to all windows. Repair and paint existing windows and sills. Replace the damaged windows on the front and rear side of the house.
No Objection was raised to this application.
- 18/00968/LBC Millgate Museum, Mill Gate, Newark**
Increase the width of 2 doorways in Suite 1.
No Objection was raised to this application.
- 18/01045/FUL Camahieu, 153 Farndon Road, Newark**
Householder application to remove dormer window and replace with French doors (retrospective).
No Objection was raised to this application.
- 18/01056/FUL 6 Kelham Lane, Newark**
Householder application for 2 storey side and rear extension.
No Objection was raised to this application.

PR11/18/19 Notice of NSDC Planning Decisions

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

The Chairman informed Members that he attended at NSDC and spoke on 18/02087/FUL, land at Tolney Lane, Newark and also, 18/00591/FUL, 7 Bowbridge Road, Newark.

PR12/18/19 Miscellaneous Applications

a. Amended Applications

18/00125/FULM – Newark Working Men’s Club, 13 Beacon Hill Road, Newark

Proposed conversion of Hatton House (formerly Newark Working Men’s Club), Beacon Hill Road, Newark to form 8 apartments. Remainder of building to be demolished. To include erection of 8 new cottages and associated access and landscaping works.

Amended Layout Plan.

Cllr D Lloyd expressed a personal interest in this application and left the room for the discussion.

The Town Clerk explained the amendments of this application

to Members. It was decided to **OBJECT** as they had done previously, they could see no reason to change their original objection.

18/00526/RMAM – Land North and East of existing Fernwood Development, Newark.

Reserved Matters submission for 1050 residential dwellings, public open space, sports provision, allotments and associated infrastructure.

Amended Plans received largely in response to Nottinghamshire County Council Highway comments.

Cllr S Haynes left the meeting at this point.

No Objection was raised to this application.

18/00744/LBC – 37-39 Kirk Gate, Newark

Addition of internal entrance lobby to ground floor flat, addition of internal entrance lobby to first floor flat.

Amendment – Internal layout change to the bathroom.

No Objection was raised to this application.

b.

Nottinghamshire County Council Applications

British Sugar Corporation Ltd, Great North Road, Newark

Development is for a change of use from agricultural land to allow land to be used for conditioning (drying by windrowing) of topsoil material covered from sugar beet delivered and excavated from soil settlement lagoons onsite and engineering works to construct flood compensatory area.

Cllr K Girling left the meeting at this point.

No Objection was raised to this application.

Newark Footpath Orders

Members **NOTED** the following Footpath Orders made by NCC:

Newark Footpath No. 11

Newark Footpath No. 66

c.

Notification of Appeals

16/01134/FULM – Highfields School, London Road, Balderton, Newark

Residential development comprising 89 dwellings and associated infrastructure, including the relocation of the school access, car parking area and sports pitches. The provision of a Multi-Use Games Area (MUGA) and the removal of 8 TPO trees. (re-submission of 14/01964/FULM).

17/00357/FULM – Highfields School, London Road, Balderton, Newark

Residential development comprising 95 no. dwellings and associated infrastructure, including the removal of 26 no. TPO trees.

Members **NOTED** that the Appeal relating to the above applications has now been amended to a Hearing. This will be held at NSDC, Castle House, Great North Road, Newark commencing at 10am on 18th September, 2018 for 2 days.

Meeting Closed:	7.56pm	Next Meeting:	Wednesday 1st August, 2018
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Agenda Item No: 5b

Committee Date: Wednesday 19th September 2018

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Finance & General Purposes Committee held on Wednesday 11th July 2018 in the Council Chamber, Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	M G Cope (Vice-Chairman) Mrs C Barker-Powell (Ap) Mrs I Brown M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn (Ap) P Duncan Ms H Gent (Ap) K Girling L Goff S Haynes D Hyde (Ap) D Jones (Ap) T Roberts MBE (Ap) M Skinner R Williams
Apologies for Absence:	Councillors	Mrs C Barker-Powell, Mrs G Dawn, Ms H Gent, D Hyde, D Jones, T Roberts MBE
Officers Present:	Town Clerk Markets Manager	Alan Mellor Ian Harrison
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

Prior to the commencement of the meeting it was **NOTED** that Cllr Mrs C Barker-Powell had sent apologies for the earlier meeting of this committee (6pm); she pointed out that she would have been able to attend if the meeting had been at the usual time of 7.30pm.

FGP10/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 13th June 2018

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 13th June 2018 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP11/18/19 Matters Arising

FGP02/18/19 – Matters Arising

FGP96/17/18 – Representation on Outside Bodies

(iii) Newark Allotments & Gardens Association

Cllr L Goff reported that he had now received some Minutes from the last meeting of the Allotments & Gardens Association, and he would attend the next meeting.

FGP08/18/19 – Cheque Signatories

Cllr M Cope pointed out that he had not yet been asked to sign a bank mandate yet; the Town Clerk said that he matter was in hand and someone would be in touch about this soon.

FGP12/18/19 Declarations of Interest

It was **AGREED** to accept any Declarations of Interest as and when they arose during the meeting.

FGP13/18/19 Payment Schedule 2/19

Members **AGREED** that payment in accordance with Payment Schedule 2/19 in the sum of £273,102.03 (two hundred and seventy three thousand, one hundred and two pounds and 03p) be **APPROVED**.

FGP14/18/19 Street Collection Licences

Prior to agreement of this item there was some discussion with regard to the date requested; it was felt that it should be Saturday 28th July, not Sunday 29th July. With this in mind:

Members **AGREED** to recommend to Newark & Sherwood District council that the following application for a Street Collection Licence be **APPROVED**:

- (i) The Children's Bereavement Centre on Saturday 28th July 2018.

FGP15/18/19 Voluntary Body/Community Events Grant Applications

Members **AGREED** to grant the following application for free use of the Town Hall:

- (i) Just Sing! Newark's Community Choir, for free use of the Ballroom and Council Chamber on Saturday 20th October 2018, to hold a fund raising concert for the Emmaus Trust at a cost of £383.00 net.

Cllr P Duncan queried the amount of money that had been spent on 'music for the choir'; Cllr Mrs Crowe said that this was a fairly new group and that music was expensive to buy. The Town Clerk agreed to enquire about the 'Miscellaneous expenditure' incurred and the recording of the grants obtained from other organisations as set out in the application form.

FGP16/18/19 Internal Audit Plan 2018/19

Members **APPROVED** the proposed Internal Audit work plan for the 2018/19 financial year.

FGP17/18/19 Financial Out Turn

Members **RECEIVED** and **APPROVED** the financial out-turn report as at 30 June 2018.

FGP18/18/19 Allotment Rent Review

Members **CONSIDERED** a review of the Allotment Fees and Charges as in the Agenda Report and **AGREED** with the recommendation that an increase of 3.5% be levied with effect from 1st October 2019.

FGP19/18/19 Markets Income Performance

The Markets Manager went through the Report and explained some of the reasons for the reduction in income in the 2017/18 financial year and over the last three months.

One of the main issues was that there has been a continuing decline in traders standing on the Market. The performance for the last three months of 2017/18 was also significantly affected by the severe winter weather and the roadworks associated with the major work being undertaken by STWA.

Whilst the offers of discounted rents to attract new traders has been partially successful and has resulted in an increase in occupancy rates; the reduced rents has meant that actual income levels have not seen the same increase.

It is also clear that it is difficult to attract new young traders to replace those that are retiring, there has been some success in getting them to attend specialist/artisan markets, but they aren't coming to general markets. Further effort is required to get new young traders interested in the Market as a career and the Markets Manager undertook to invest more time to try and achieve this.

The Markets Manager said he was expected that the income figures for the Monday/Thursday and Friday markets would be higher than for last year. But that the main challenge was to increase income on the two main market days, Wednesday and Saturday.

VAT – the Town Clerk reported that subject to the views at this meeting, he would go back to Robert Jenrick MP (as outlined in the Agenda Report) and seek his support to resist the application of VAT on Market Rents. This was a significant issue which, if implemented, would further jeopardise the viability of all markets across the country.

Cllr M Skinner congratulated the Markets Manager on the coach tours; he said that it had been a particularly bad winter last year, and that it was right to be looking at bringing in younger traders. He also asked how many traders now take card payments – the Market Manager responded that it was between 7 and 10.

Cllr M Skinner said he had heard something about 'Small Business Saturday' and asked if the Town Council were doing anything to promote this.

The Markets Manager said that he would contact the local group, Totally Locally about this.

Discussion followed with regard to the amount of people in Newark that still do not know that there is free wi-fi in the Market Place, provided by O2. Cllr M Skinner declared a non-prejudicial interest at this point.

- (i) Members then **CONSIDERED** the Agenda Report and **NOTED** the action taken to date from the Markets Strategy Action Plan.
- (ii) Members **AGREED** to grant delegated authority to the Town Clerk, in consultation with the Chairman of the Finance and General Purposes Committee, to offer an extension period to the new starter discount scheme with the aim of attracting and retaining traders.
- (iii) The reduction in income achieved in the first three months of the 2018/19 financial year was **NOTED**.
- (iv) Members **NOTED** the potential implications arising from the impact of imposing VAT on Market charges.
- (v) Members then **AGREED** that a further report be brought back to the Finance and General Purposes Committee in September 2018 to further monitor performance of the Market.

Meeting Closed:	6.35pm	Next Meeting:	Wednesday 5th September 2018
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Agenda Item No: 5c

Committee Date: Wednesday 19th September 2018

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 1st August 2018 in the Council Chamber, Town Hall.

Membership Present:	Councillor	M Skinner (Chairman)
	Councillor	S Haynes (Vice-Chairman) Mrs C Barker-Powell M Cleasby Mrs G Dawn (A) Ms H Gent D Hyde D Lloyd T Roberts MBE (Ap) R Williams
In Attendance	Deputy Town Clerk Councillors	James Radley P Duncan & L Goff
Apologies	Cllr T Roberts MBE	
Taking Minutes:	Planning Administrator	Mrs J Hempsall
Public:	There was 1 member of the public present.	
Venue:	Council Chamber, Town Hall	

PR13/18/19 Minutes

The Minutes of the last meeting held on Wednesday 27th June 2018 were **AGREED** and signed as a true and correct record.

PR14/18/19 Matters Arising

PR10/17/18 – Outstanding Applications. 18/01122/FUL – Compound 2, James Watt Road, Newark – Change of use of land from vacant undeveloped land to motor vehicle storage and incorporating new fencing

and gates, new surfacing and dropped kerb.

Members considered this application at the meeting on 27th June, 2018 and the following comments were sent to NSDC 'No Objection was raised to this application provided that the area would not be used for the storage of scrap vehicles'.

The Deputy Town Clerk informed Members that the Town Clerk had been in contact with the Planning Officer for this application and it is their understanding that the Compound is not intended to be used for the storage of scrap vehicles.

It was **AGREED** to send further comments to NSDC suggesting that should Permission be granted, a Planning Condition be applied to ensure that such a use is not allowed.

Agenda Item 6 – Notice of Newark & Sherwood District Council Planning Decisions

Cllr H Gent raised the issue of extended seating outside the Green Olive and the Bean & Vine, also Market Stalls outside the NatWest on Stodman Street and the Charity Stall, again outside the NatWest but on the path in the Market Square. Cllr Lloyd said that it was Nottinghamshire County Council who would deal with the issue of seating areas on pavements and Markets to deal with the issue regarding the NatWest.

PR15/18/19 Declarations of Interest

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

PR16/18/19 Outstanding Planning Applications

18/01047/FUL 83-85 Appleton Gate, Newark

Retrospective application for change of use from retail car park to public pay and display car park and the erection of a parking meter.

Members decided to **OBJECT** to this application on highway grounds. There was concern that if this retail car park were to be used as a pay and display car park, what parking provision would be made should the building be used as retail in the future.

18/00901/ADV The Painted Elephant, 16 Castle Gate, Newark

& Erection of a painted 'Ghost Sign'.

18/00902/LBC **Objection** was raised to this application as the building is in the Conservation Area and the proposal is not in keeping with the local street scene.

18/01137/OUTM Land off North Gate, Newark

Variation of Condition 25 attached to planning permission 13/00097/OUTM for Proposed Erection of Retail Development Bulky Goods/Open A1/Open A1 Convenience uses and provision of car parking to serve same. Proposal submitted to allow the use of Unit B as A1 (non-food).

Objection was raised to this application as Members felt they

	<p>were unable to assess the application properly without an updated Retail Capacity Study for the Town.</p>
<p>18/01164/FUL & Amended</p>	<p>Muskham View, Mather Road, Newark</p> <p>Householder application for existing windows and existing doors to be replaced with new windows and new doors.</p> <p>No Objection was raised to this application.</p>
<p>18/01184/FUL</p>	<p>Unit 3 Malt Park, Maltkiln Lane, Newark</p> <p>Proposed single storey extension to storage building.</p> <p>No Objection was raised to this application.</p>
<p>18/01192/FUL & 18/01193/LBC</p>	<p>11 Barnby Gate, Newark</p> <p>A change of use for the shop section of the building known as 11 Barnby Gate into a two bedroom residential dwelling. The addition of a bedroom to Flat C. General scheme of cosmetic improvement.</p> <p>No Objection was raised to this application.</p>
<p>18/01210/LBC</p>	<p>10 King Street, Newark</p> <p>The removal of a redundant chimney breast and part wall at first floor level to form a bathroom. The replacement of a failing timber casement window and a UPVC door and window with timber alternatives.</p> <p>No Objection was raised to this application.</p>
<p>18/01222/LBC</p>	<p>27 Mill Gate, Newark</p> <p>To restore and paint all original external windows, doors and double gates in a different colour.</p> <p>No Objection was raised to this application.</p>
<p>18/01261/FUL</p>	<p>Aldi Stores Ltd, North Gate, Newark</p> <p>Re-surfacing, re-landscaping and re-design of layout to car park. Full re-roof in materials to match existing and change to shopfronts and external fascias and soffits as shown.</p> <p>Cllr S Haynes declared a prejudicial interest in this application and left the room for the discussion.</p> <p>No Objection was raised to this application.</p> <p>Cllr S Haynes returned to the meeting.</p>
<p>18/01305/FUL</p>	<p>2 Mulberry Close, Newark</p> <p>Application for the variation/removal of Condition 03 attached to planning permission 16/01899/FUL – Proposed erection of 3 no. (self-build) dwellings and garages.</p> <p>No Objection was raised to the smaller footprint and dwelling overall but Objection was raised to the removal of Condition 3. It was AGREED that Condition 3 should be varied to reflect the new site layout and elevations.</p>

- 18/01306/ADV** **TK Maxx, Unit 1A Northgate Retail Park, Newark**
 Display of replacement signage consisting of 6 x illuminated fascia signs, 2 x illuminated Hong Kong type signs and 1 double sided Totem sign.
No Objection was raised to this application.
- 18/01352/FUL** **6-8 Portland Street, Newark**
 &
18/01353/LBC Conversion of former Chinese Takeaway and first floor flat to form 2 residential apartments.
No Objection was raised to this application.
- 18/01362/FUL** **Land at Queen's Court, Newark**
 Relocation of play area and development of 6 x 1 bed flats and a 3 x 2 bed flat.
 Cllr D Lloyd declared a prejudicial interest in this application and left the room for the discussion.
No Objection was raised to this application.
 Cllr D Lloyd returned to the meeting.
- 18/01411/FUL** **22-23 Market Place, Newark**
 &
18/01412/LBC Change of use from office accommodation (second floor) to one apartment.
No Objection was raised to this application but it was felt that a Condition should be attached to any Permission given by NSDC regarding the storage of bins at the rear of the premises.
- 18/01328/FUL** **1B Nicholson Street, Newark**
 Householder application to add Velux window to existing bungalow.
No Objection was raised to this application.
- 18/01401/FUL** **Normanville, Stanley Terrace, Newark**
 Amendment of position of previously approved bungalow (approved application ref: 16/00542/FUL).
 All Members declared a Prejudicial Interest in this application.
 The Committee chose to pass **No Comment** on this application due to it being an Enforcement Issue.
 Cllr R Crowe & Cllr M Cope joined the meeting at this point.
- 18/01402/FUL** **9 The Paddocks, Newark**
 Annex to 9 The Paddocks (re-submission of 18/00683/FUL).
 Members **AGREED** to defer this application until the next Planning Meeting due to take place on 29th August, 2018, in order to give the Committee and local residents more time to view the associated plans.

PR17/18/19 Notice of NSDC Planning Decisions

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

The Chairman pointed out to Members that 18/00817/FUL – 40 Winthorpe Road, Newark – Re-submission of 5 new dwellings on existing site, had been Refused by NSDC and 18/00897/FUL – Sit John Arderne Public House, 10 Market Place, Newark – Extend an existing external seating area on public footpath, comprising in total 6 tables and 24 chairs, had also been Refused.

PR18/18/19 Urgent Decisions Taken Under The Scheme of Delegation

Members **NOTED** the decisions taken under the Scheme of Delegation not to object to the following applications:

18/01020/FULM & 18/01021/LBC – Site of the Robin Hood Hotel, 1-3 Lombard Street, Newark (Amended) – Partial demolition of the former Robin Hood Hotel with retention of the façade, eastern gable and parts of the roof and internal fabric and integration with a new 66 no. bedroom Travelodge Hotel (Class C1) along with 3 no. units for flexible retail (Class A1), financial and professional services (Class A2), café/restaurant (Class A3) and leisure (Class D2) uses.

Aldi, North Gate, Newark – Minor Variation Application – No changes to the licensable activities but a slight change in the internal layout of the store.

PR19/18/19 Miscellaneous Applications

a. Amended Applications

18/00973/FULM – Site of the Bearings, Bowbridge Road, Newark

Erection of 62 residential dwellings including new vehicular access road and removal of eight TPO trees (TPO N313).

Revised Plans showing layout, highways and parking amendments.

Members felt that none of the issues raised in their previous comments from 27th June, 2018 had been addressed and therefore wish to raise Objection to this application on the same grounds as before:

It was decided to **OBJECT** to this application on the potential traffic and parking impact on Bowbridge Road, the concern of 3 egresses within close proximity of one another onto an already very busy road, the removal of trees on the site boundary with no plans to replace them and the need for better boundary landscaping.

b. Tree Works

57 London Road, Newark – Copper Beach Tree Removal

Members **NOTED** the removal of this tree.

c.

List of Assets of Community Value

The Sawmill Public House, Beacon Hill Road, Newark

Members NOTED that this property has now been removed from the List of Assets of Community Value.

Meeting Closed:	8.04pm	Next Meeting:	Wednesday 29th August, 2018
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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: 5d

Committee Date: Wednesday 19th September 2018

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 29th August 2018 in the Council Chamber, Town Hall.

Membership Present:	Councillor	M Skinner (Chairman) (Ap)
	Councillor	S Haynes (Vice-Chairman) Mrs C Barker-Powell M Cleasby Mrs G Dawn (Ap) Ms H Gent D Hyde D Lloyd T Roberts MBE R Williams
In Attendance	Councillor Town Clerk	L Goff Alan Mellor
Apologies	Cllrs Mrs G Dawn, M Skinner	
Taking Minutes:	PA to the Town Clerk	Helen Crossland
Public:	There was one member of the public present.	
Venue:	Council Chamber, Town Hall	

PR20/18/19 **Minutes**

The Minutes of the last meeting held on Wednesday 1st August 2018 were **AGREED** and signed as a true and correct record.

PR21/18/19 **Matters Arising**

There were no matters arising.

PR22/18/19 **Declarations of Interest**

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

PR23/18/19 **Outstanding Planning Applications**

18/01358/LBC **Northgate House, 14 North Gate, Newark**

Change of use of former gym to 8 no. apartments, consisting of internal alterations and no external changes.

Councillor R Williams declared a personal interest in this application.

Councillor D Lloyd noted that within this application there was no reference to parking, or the allocation of waste bins (these should be at the back of the building).

No Objection was raised to this application, provided the issue of parking and allocation of bins is considered and appropriate arrangements introduced.

18/01380/FUL **Newark & Sherwood Play Support Group**

Proposed internal alterations to divide the building into 3 units, change the use from A1 to B1, B2 use, tidy the car park area and allocate to define spaces.

Councillor S Haynes declared a personal interest in this application.

No Objection was raised to this application.

18/01433/FUL **Woodgate, 61A Beacon Hill Road, Newark**

Householder application for proposed single storey rear extension.

Councillor T Roberts MBE declared a personal interest in this application.

No Objection was raised to this application.

18/01437/FUL **Profile Hair Design & Beauty, 137 Barnby Gate, Newark**

Erection of building containing 2 independent one bedroom flats.

Councillor D Lloyd pointed out that Highways have objected to this application on the grounds of 'loss of parking' – 2 spaces will be lost on Vernon Street.

Objection was raised to this application, on the same grounds as Highway comments; that the application would result in the loss of 2 on street parking spaces on Vernon Street.

18/01448/FUL **21 Beeston Road, Newark**

Householder application for single storey rear/side extension (roof adjoining adjacent neighbours' property roof).

- No Objection was raised to this application.**
- 18/01457/FUL 37 Hawton Road, Newark**
Householder application for two storey side extension with rear ground floor extension to replace existing garage.
No Objection was raised to this application.
- 18/01459/FUL 39 London Road, Newark**
& Proposed alterations and conversion of outbuildings to form a new dwelling, new brick car port and associated landscaping and access works.
18/01460/LBC All Councillors present declared a personal interest in this application.
No Objection was raised to this application.
- 18/01464/LBC The Offices, Castle Brewery, Newark**
Partial demolition and rebuild of outer leaf of southern gable end wall to improve structural stability.
No Objection was raised to this application, provided that the Conservation Officer is content with the proposed works.
- 18/01481/FUL 119 Valley Prospect, Newark**
Householder application for proposed single storey rear extension.
No Objection was raised to this application.
- 18/01498/FUL 71 Charles Street, Newark**
Householder application for erection of a single storey flat roof extension to the rear and side.
No Objection was raised to this application.
- 18/01560/FUL 3 Maun Green, Newark**
Householder application for proposed new dining room extension.
No Objection was raised to this application.
- Unit C, Northgate Retail Park, North Gate, Newark**
- 18/01518/FUL** Alterations to shopfront, rear elevation and addition of lift shaft.
- 18/01519/FUL &** Installation of mezzanine floor space for storage and ancillary office use only.
- 18/01521/FUL** Variation of condition 2 attached to planning permission 09/00419/FULM to allow sales of convenience goods (food and drink) from Unit C.
Councillor S Haynes declared a prejudicial interest in these applications and left the meeting.
Cllr T Roberts MBE was proposed as Chairman for this

application and this was **AGREED**.

The Town Clerk went through the application, and read out a letter from the Planning Consultants.

Following discussion it was **AGREED** that **No Objections** would be raised to **18/01518/FUL** and **18/01519/FUL**.

Councillor D Lloyd pointed out that the 3rd application was the most important on this site, namely the Variation of Condition 2.

Following discussion it was **AGREED** that **No Objection be raised to application 18/01521/FUL** on the basis that there is an associated Condition that within the former Big W unit, no sales of food is permissible beyond the current levels that are taking place, thus ensuring that the overall food permissions remain broadly as originally agreed on the whole site of Northgate Retail Park.

Councillor S Haynes returned to the meeting and resumed as Chairman.

18/01548/FUL 12 Bentinck Road, Newark

Householder application for proposed rear and side ground floor extension.

No Objection was raised to this application.

18/00568/FULM Land at Bus Depot, Pelham Street, Newark

Application for removal of Condition 2 attached to planning permission 07/01460/FULM; demolition/partial demolition of existing buildings and structures (including total demolition of Robin Hood Hotel (main building), additions to the rear of 15-17 Lombard Street, 14-22 Portland Street and partial demolition of 21 Lombard Street (Newark Health Centre), alterations and extension of cottages adjoining Robin Hood Hotel and alterations to boundary and car park of Potterdyke House and re-development to provide retail uses (Use Class A1 and A3), Primary Care Trust facility (Use Class D1), Doctor's Surgery (Use Class D1), office use (Use Class B1), residential (Use Class C3), replacement bus station, new pedestrian street, surface and undercroft car parking, landscaping, access and servicing. Retention of bus facility.

The Town Clerk informed Members that the Conservation Officer was happy with the planned materials to be used.

No Objection was raised to this application.

18/01232/FUL Parish Church of St Mary Magdalene, Church Street, Newark

Cleaning and re-letter existing war memorial and creating a wheelchair access and erection of two 'Tommy' silhouettes.

All Members present declared a personal interest in this application.

Councillor L Goff asked if any additional security measures would be put in place to protect the site; the Town Clerk

responded that the Church had no plans for this. He pointed out that the Town Council have installed some extra planters in the grounds to discourage 'bad behaviour' and the Church did not think anything else would be appropriate.

No Objection was raised to this application.

18/01402/FUL

9 The Paddocks, Newark

Annex to 9 The Paddocks (Re-submission of 18/00683/FUL).

Councillor D Lloyd informed Members that the re-submission consisted of revised new elevations. He proposed that the original objections from this Committee should be sustained. He felt that the application was still 'out of character' in the area, and was misleading with the wording. The first application stated 'an additional chalet bungalow' and this application calls the building an 'Annex'.

It was therefore decided to **OBJECT** to this application again on the following grounds:

Terms of Application

In the first instance, the title and purpose of the application is queried. It is titled as an 'additional chalet bungalow' whilst being wholly integrated into the current property. As such, it would seem appropriate to apply policies pertinent to additions and to new properties as both will be pertinent given the seeming hybrid approach of the application.

Grounds for Objection

These are principally with regard to design and the impact on the street scene and local character. The application chooses to refer to local properties as 'chalet bungalows' which are used as the description in the following narrative.

The proposal is contrary to Policy:

It is incongruous with the chalet bungalow form of all properties facing no. 9 and does nothing to enhance the street scene and distinctive local character. Given its corner location, the design and massing, entirely detract from the area and does not demonstrate 'good design' considerations. The design statement supplied with the application seeks to reason this away by referring to the different design of properties 1 through to 7 – this cannot be justification for the views of all other properties in The Paddocks which, by their layout and clear visibility splays, are contiguous and relatively uniform throughout. The scale of the development is overbearing given its corner location, one which I would suggest is a 'gateway' location to the road. The addition of dormer windows and the large central columnar feature entirely move away from any suggestion of a 'chalet bungalow' design. The scale, layout and design are not in keeping with the uniformity of appearance and spacing found in the current elevations.

In support of these objections the following policies are submitted for the Committee to consider:

National Planning Policy Framework

Section 7: Design

58. Developments will 'establish a strong sense of place, using streetscapes' 'respond to local character [...] and the identity of local surroundings'.

60. 'It is however, proper to seek to promote or reinforce local distinctiveness'.

64. 'Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area'.

Allocations & Development Management Development Plan Document

Policy DM6 – Householder Development

2. 'There is no adverse impact on the amenities of neighbouring users including loss of privacy, light and [sic] *overbearing impact*'.

6. 'The proposal respects the character of the surrounding area including its local distinctiveness'.

Householder Development Supplementary Planning Document

7.2 'Poorly designed and unsympathetic additions or alterations that will detrimentally affect the appearance of a property and potentially the wider street scene within which it is located, are likely to be out of character with and so harmful to local distinctiveness of an area and give rise to adverse impacts on neighbour amenity'.

7.4 'The overall objective for any proposed addition to a residential dwelling should be based around its successful integration with the host dwelling and its surrounding area [...] a balanced visual relationship with the host dwelling and of the surrounding area respected through the design, proportions and detailing of the proposal'.

8.3 Side Additions: 'where the density and layout of existing development is generously spaced, or where there are uniform gaps between buildings, the side additions should be designed to respect this pattern of development'. 'On corner plots [...] a side addition should be designed so that it would not form an overly dominant feature or appear as out of character with the street scene'.

8.6 First Floor Additions: should 'not seek to introduce a dominant feature, by virtue of its design, proportions and/or detailing, which would be harmful to the appearance of the host dwelling or the character of the surrounding area' and 'reflect the over-riding need for the proposal to be successfully integrated with the host dwelling, with due consideration given to the replicating of any external details which contribute to the character of the existing dwelling and/or surrounding area.

- 18/01561/FUL 1 Maltings View, George Street, Newark**
 Form 1 no. self-contained 1-bedrooned flat.
 Councillor M Cleasby declared a personal interest in this application.
No Objection was raised to this application.
- 18/01583/RMA 73 Beacon Hill Road, Newark**
 Application for reserved matters to erect 4 dwellings (Approval sought for the Landscaping).
 Members **AGREED** to pass 'No Comment' on this application, and leave it to N&SDC, with their experience.
- 18/01591/FUL 56 Winthorpe Road, Newark**
 Householder application for proposed 2 storey side & rear extension.
No Objection was raised to this application.
- 18/01597/FUL Christ Church, Boundary Road, Newark**
 Installation of a CCTV system around the perimeter of the church building (retrospective).
No Objection was raised to this application.

PR24/18/19 Notice of NSDC Planning Decisions

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

PR25/18/19 Draft Nottinghamshire Minerals Local Plan Consultation

Members **AGREED** to defer this item until the next meeting of this Committee.

PR25/18/19 Miscellaneous Applications

a. Nottinghamshire County Council Application

Lincoln Road, Newark – Newark Strategic Cycle Network

Proposed Double Yellow Lines (No Waiting At Any Time) – TRO 3281

There were no comments raised on this application.

NCC (Newark Footpath no.11) Rail Crossing Extinguishment and Definitive Map/Statement Modification Order 2018

NCC (Newark Footpath No. 66) Creation Order 2018

Members **NOTED** the Footpath Orders above.

Interactive Speed Sign, Winthorpe Road, Newark

Members **NOTED** the Interactive Speed Sign on Winthorpe Road.

Woods Court, Walker Close, Newark

Proposal of use of an Elderly Persons Home to an Adult Day Centre (Use

Class C2 to D1) including erection of secure 2m timber fencing, 2.4m high secure Herras fencing and erection of building entrance canopy and poly-tunnel

No Objection was raised to this application.

b. Newark & Sherwood District Council

Statement of Licensing Policy Consultation 2019 - 2024

Members considered this new Policy and **AGREED** that the following comments be submitted to the District Council:

Paragraph 4. - Strategic Links

This section introduces Public Health as a new criteria which should be considered when considering Alcohol Licence applications, whilst the impact of alcohol consumption on health is appreciated and understood; the new narrative in paragraphs 4.3 – 4.7 seem to be just a description of the issues and an analysis of communities that are particularly affected.

The policy requires applications to give consideration to the health impacts of alcohol but doesn't set out how this is to be undertaken or what criteria are to be used in assessing an application. It appears to be just a general discursive statement about the alcohol impacts on Public Health with no understanding on specific actions as to how or what licensed premises should be doing in this regard.

Para. 4.3 states that there are four 'statutory licensing objectives' but then only mentions two. What are the others?

Paragraph 7.2 – Litter Impacts

This section deals with anti-social behaviour associated with licensed premises. It is felt that the implications for litter should be a specific criteria for consideration in this Policy. This can include, for example, a requirement for premises to provide appropriate litter bins close to or in the vicinity of their premise to mitigate the problems which can arise.

Paragraph 7.6 – Noise

It is felt that this section should also have regard to the history of specific premises and the surrounding built environment. In particular if a dwelling is next to or nearby a pub that was already there, then any assessment of noise should pay due regard to the timeline of what came first.

Paragraph 7.12 - Happy Hours

The list of measures includes reference to 'Happy Hours'; the Town Council believes that these are now illegal and, if so, should be removed from the policy.

Paragraph 7.20 – Outside Areas

There are an increasing number of premises that provide outside areas for eating and drinking. This is particularly so in Newark town centre. Whilst the Town Council is largely supportive of this 'Café Culture' it can bring with it implications around anti-social behaviour, violence and litter.

It is suggested that this section deals specifically with such premises and introduces a list of criteria and conditions for them. This should include the requirement for only plastic drinking receptacles to be used outside and clear requirements for policing and security of such areas.

Paragraph 7.24 – Encouraging Diversity

This new section appears to be strange addition to the policy. Whilst aiming to

deal with 'Diversity' it only mentions adults and families, what about any other groups of the population in this regard?

The Town Council feels strongly that 'Vertical Drinking' should be supported; not discouraged as the section currently states. It feels that this policy is not an appropriate mechanism to deal with any perceived diversity issues.

Paragraph 7.28.1 – Reviews

This section removes 'businesses' from the list of people/organisations that can ask for a review. The Town Council strongly opposes this change. Businesses can be significantly affected by adjacent Licensed Premises and would, under this new policy, be unable to request a review. By way of example a Café with outside seating for meals etc. whose customers are harangued from an adjacent pub with an outside drinking area whose customers are drunk, noisy and generally unpleasant.

c. Newark & Sherwood District Council

Review of Statement of Principles for the Gambling Act 2005

Members **AGREED** that they should continue to support the 'No Casino Policy' already in place.

Meeting Closed:	8.15pm	Next Meeting:	Wednesday 26th September, 2018
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NEWARK TOWN COUNCIL

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

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Agenda Item No: 5e

Committee Date: Wednesday 19th September 2018

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Finance & General Purposes Committee held on Wednesday 5th September 2018 in the Council Chamber, Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	M G Cope (Vice-Chairman) Mrs C Barker-Powell (Ap) Mrs I Brown M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn (Ap) P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde D Jones T Roberts MBE M Skinner R Williams
Apologies for Absence:	Councillors	Mrs C Barker-Powell, Mrs G Dawn
Officers Present:	Deputy Town Clerk Markets Manager	James Radley Ian Harrison
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were 2 members of the public present.	
Venue:	Council Chamber, Town Hall	

FGP20/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 11th July 2018

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 11th July 2018 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP21/18/19 Matters Arising

There were no Matters Arising.

FGP22/18/19 Declarations of Interest

Cllr T Roberts MBE declared a personal interest in Agenda Item 7.

Cllr L Goff declared a personal interest in Agenda Item 6 and Agenda Item 8.

It was **AGREED** to accept any other Declarations of Interest as and when they arose during the meeting.

FGP23/18/19 Payment Schedules 3/19 & 4/19

Members **AGREED** that payment in accordance with Payment Schedule 3/19 in the sum of £158,280.12 (one hundred and fifty eight thousand, two hundred and eighty pounds and 12p) and Payment Schedule 4/19 in the sum of £277,456.73 (two hundred and seventy seven thousand, four hundred and fifty six pounds and 73p) be **APPROVED**.

FGP24/18/19 Street Collection Licences

Members **NOTED** the decision taken under the Town Council's Scheme of Delegation to agree a Street Collection by Newark Community First Aid on 15th September 2018.

Members **AGREED** to recommend to Newark & Sherwood District Council that the following application for a Street Collection Licence be **APPROVED**:

- (i) The Salvation Army on Saturday 15th December 2018.

FGP25/18/19 Voluntary Body Grant Applications

This item was on the Addendum circulated prior to the meeting.

Members **AGREED** to grant the following application for free use of the Town Hall:

- (i) Newark Palace Singers, for free use of the Ballroom and kitchen on Tuesday 23rd October 2018, to hold a Coffee Break Concert to raise funds for the Newark Stroke and Aphasia Group at a cost of £200.00 net.

FGP26/18/19 Markets Update

The Markets Manager went through the report; he explained the trends for attendance at the markets as outlined therein.

He also informed Members that the loss incurred for the first 5 months of this year compared to last year could be explained by the fact that some regular traders had now permanently left.

Cllr D Jones pointed out that although it was disappointing that income targets were not

being met, the long term plan was looking good. It was important to keep on supporting the market.

Cllr K Girling agreed and said 'use it or lose it' was a good phrase to use to promote the market.

Cllr P Duncan thought it was good news that the specialist markets seem to be doing well and it was good to see inventive promotion. He felt that this would be a long haul as the market had been declining for years.

The promotion of the market was then discussed, in particular the proposal from Radio Newark and the use of social media.

Cllr K Girling informed Members that he thought Radio Newark's social media output was very good; they seem to get the message out. He then asked if the payment for this service would be incremental, or just a one-off; the Market Manager said that the payment would be made on a quarterly basis.

Cllr S Haynes asked if the cost would include a new website; it would not, just assistance with a Facebook page.

Cllr M Skinner said he had been pleased with the BBC coverage of the market recently. He also felt that the cost for support from Radio Newark was very good value. He asked if Members would get to see any examples of 'the brand' that was to be promoted – it was very important that it was consistent and driven.

The Markets Manager responded that this would be discussed, if the recommendation was approved, at the first meeting. Topics would include branding, quality, value, Newark Royal Market and it would also have the message 'use it or lose it'.

Cllr R Williams talked about how good the café culture had been for the market – it brought people into the town centre.

With regard to the bid to the 2018 Great British High Street Award, the Markets Manager said that the 'short-list' would be published on 10th September and he would keep Members informed of progress.

There is also a possibility that Newark Royal Market will achieve the 'Real Market' status over the next few months.

Discussion then followed with regard to VAT; the Markets Manager said that it may be that 'specialist' markets would incur VAT in the future, but 'general' markets should not.

Cllr K Girling said that as our local MP Robert Jenrick was now in the Treasury Office it might be a good idea to write a letter and tell the Town Council's concerns about the implications VAT might have on the special markets.

Members were informed that the Town Clerk had in fact already been in touch with the MP regarding this matter.

- (i) Members **CONSIDERED** the report and **NOTED** the latest income performance and additional initiatives to increase stall occupancy on Fridays and at the monthly Artisan markets.
- (ii) Members **CONSIDERED** the procurement of dedicated social media promotion through Radio Newark at an annual cost of £6,600.00 and **AGREED** that a one year contract should be entered into.

FGP27/18/19 Cemetery Update

- (i) Members **NOTED** the various works undertaken to improve the general Cemetery environment.
- (ii) Members **NOTED** the achievement in obtaining Green Flag status for the Cemetery and congratulated the staff.
- (iii) Members **AGREED** to appoint a small group of Members to visit Bramcote Crematorium as outlined in the Agenda report.

The following Members were appointed:

Cllr L Goff

Cllr Mrs I Brown

Cllr Mrs R Crowe

Cllr R A Crowe

Cllr Ms H Gent

Cllr D Lloyd

- (iv) Members **AGREED** to defer any changes to the Cemetery policy with regard to benches until after the visit in (iii) above had taken place.

FGP27/18/19 Exempt Notice

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972) the press and public be excluded from the remainder of the meeting on the grounds that the Committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

FGP28/18/19 Christmas Lights

- (i) Members **NOTED** the decision taken to add curtains of lights from the first and second floor window sills and the balustrade across the balcony.
- (ii) Members **AGREED** to waive Standing Order 37 to allow a contract to be awarded to LITE for a further five year period for the installation and dismantling of Christmas Lights.

FGP29/18/19 Newark Festival

Members **AGREED** waive Standing Order 37 to allow a contract to be awarded to Liz Hobbs Group Ltd for a further three year period.

Meeting Closed:	8.05pm	Next Meeting:	Wednesday 3 rd October 2018
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TOWN COUNCIL MEETING

SUBJECT:	POLITICAL BALANCE
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to:

- (i) Consider the size of the Planning Committee; ten or eleven Members,
- (ii) Subject to (i) above, approve the revised allocation of seats for the Planning Committee as follows:
 - (a) Eleven positions:
 - Conservative Group –7 Members
 - Labour Group – 2 Members
 - Un-aligned Independent – 2 Members
 - (b) Ten positions:
 - Conservative Group – 6 Members
 - Labour Group – 2 Members
 - Un-aligned Independent – 2 Members
- (iii) Subject to (ii) above, approve the appointment of individual Members to the positions of the Planning Committee.

2. Background

- 2.1 I have received formal notification that Cllr L Goff is now a member of the Labour Group and will no longer be an Independent Town Councillor.
- 2.2 This will change the political balance on the Town Council which is now as follows :
 - Conservative Group – 12 Members (66.6%)
 - Labour Group – 3 Members (16.7%)
 - Un-aligned Independent – 3 Members (16.7%)

3. Appointments to Committees

3.1 As Members will be aware the Finance & General Purposes Committee comprises all Town Councillors, therefore the new political balance will make no difference to this Committee.

3.2 The Planning Committee currently comprises ten Councillors, the seats are currently allocated as follows:

Conservative Group – 7 Members

Labour Group – 1 Member

Un-aligned Independent – 2 Members

This reflected the 'Political Balance' at the time of the Annual Meeting held in May 2018. The current appointments are as follows:

Conservative Group: Cllr M Skinner
Cllr S Haynes
Cllr D Hyde
Cllr Ms H Gent
Cllr D Lloyd
Cllr T Roberts MBE
Cllr R Williams

Labour Group : Cllr Mrs C Barker-Powell

Un-aligned Independents : Cllr Mrs G Dawn
Cllr M Cleasby

Given the above notified changes to 'Political Balance' the allocation of seats on the Planning Committee should now be:

Conservative Group – 6 Members

Labour Group – 2 Members

Un-aligned Independent – 2 Members

It is appreciated that the outcome of the above change results in the Conservative Group losing a position on the Planning Committee; despite the fact that the size of their Group hasn't changed. This is a result of the rounding applied to the Labour Group & Independents; they now have the same total number of Members (three) and therefore should have the same number of positions on the Planning Committee. The only alternative to avoid this incongruous outcome would be to increase the total number positions on the Planning Committee to eleven which would then give the following allocation of seats:

Conservative Group – 7 Members

Labour Group – 2 Members

Un-aligned Independent – 2 Members

The Town Council is asked to consider the above proposed change to the number of positions allocated to the various political groups to reflect the new 'Political Balance' and to appoint Members to the positions on the Planning Committee

4. Financial, Legal, Equality and Risk Issues

4.1 None.

Background Papers:	None
Lead Officer:	Alan Mellor Tel: 01636 684 801 Email: alan.mellor@newark.gov.uk

TOWN COUNCIL MEETING

SUBJECT:	VOLUNTARY BODY GRANT APPLICATIONS
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider the application from St Mary Magdalene Parish Church.

2. Background

2.1 The Town Council's current approved guidelines for Voluntary Body Grants are attached at Appendix 1.

The 2018/19 agreed budget for grants to voluntary bodies is £3,500; a balance of £2,350,17p remains available.

3. Specific Grants

3.1 Promotion of Evening Choral Prayer/Evensong

A request for use of the Council Chamber on Sunday 14th October 2018 to hold an evening reception to promote Evening Choral Prayer/Choral Evensong by St Mary Magdalene Parish Church at a net cost of £87.50. See Appendix 2 attached.

4. Financial Legal, Equality & Risk Issues

4.1 None.

Background Papers:	None.
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

NEWARK TOWN COUNCIL

APPLICATION FOR VOLUNTARY BODY GRANT

Guidelines

The following principles and guidelines have been established by Newark Town Council to assist in the consideration and determination of grant applications. Whilst these principles will act as a general guide they are not definitive and applicants of particular worthiness may be considered on individual merit outside these criteria.

The Aim of the Scheme

The Town Council is providing funding to support the work of Voluntary Bodies & Charities that provide services, support and activities to the community of Newark. The grant can be used for free or discounted hire of the function rooms within the Town Hall.

The hire of rooms can cover a wide range of activities covering; charity, cultural, community and sports events.

The primary aim of the scheme is to encourage organisations to utilise the community facilities which are provided in the Town Hall and to support or promote self-help within organisations that may apply.

Funding Available

Newark Town Council has a maximum fund of £2,500 available, during the 2017/18 financial year, to support Voluntary Bodies.

Maximum funding for any one application is normally £500. Applications for grants in excess of this sum may be considered subject to the overall budget limit.

Applications will be considered throughout the year on a 'first come first served basis'.

Eligibility

Applications will be considered from; Community Groups, Charities, Voluntary Bodies, and Sports Clubs.

Applicants must either be located within the Newark Town boundary or the scheme which is the subject of the application must have a focus or be targeted on the community living in Newark.

Preference will be given to locally based organisations serving local needs over national organisations providing services over a wider geographic area than Newark.

Applications are only invited for the use of the facilities available within the Town Hall. They can be for either Fund Raising or Non-Fund Raising Events.

An individual organisation will only be eligible to apply for one event in any two year period.

The Town Council will consider 'one off' bookings as well as regular or block bookings.

All applicants must complete an official Voluntary Body Grant Application Form before it will be considered by the Town Council.

All applications **must** be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.

The Application Process

Applications will generally be considered by the Town Council's Finance and General Purposes Committee.

The enclosed application form is to be completed and submitted with any request for financial assistance to Mrs Karen Wood, Newark Town Council, Town Hall, Newark, Notts, NG24 1DU.

[42] ph.

5 Sept
3 Oct

Newark Town Council

Voluntary Body Grant Application Form

Please refer to the separate guidance document when completing this form

1. Applicants Details	
Name of Organisation/Group	St Mary Magdalene Parish Church
Applicant's Name	Stephen Bullamore
What is the applicant's position in the organisation/community group?	Director of Music
Contact Name	
Contact Address	St Mary Magdalene, Church Walk N. on T.
Contact Tel No	01636 706473
Email address	Choir@stmarywalk.org
2. Scheme/Project Description	
Description & Objectives	
Is the application for a:	evening reception promoting Evening Choral
Fund Raising Event: YES/NO	<input checked="" type="radio"/> NO Choral Evening ^{Prayer}
If yes what is the beneficiary organisation:	
Please include an explanation of the purpose for which the application is made	

Give details of any other funders approached and their responses		
A donor has offered to fund drinks		
Please detail any additional information regarding your organisation and its aims which you may feel will assist the Town Council in considering this application.		
Tony Roberts Mayor will be hosting this event		
Please provide details of the rooms required within the Town Hall together with dates and times of the event		
Room(s) required	Date(s) required	Time(s) required
Council Chamber	14 Oct 2018	
3. Costs		
How much money do you wish to apply for in grant aid (maximum £500). please contact the Town Council (see accompanying Grant Guidelines)		
HIRE DESCRIPTION	COST	
1. 2.5 hours to hire the Council Chamber	£105.00	
2. Chamber		
3.		
4.		
5.		
6.		
More:		

$$£42.00 \times 2.5 = £105$$

What is the anticipated total cost of your scheme?

£105.

4. Outputs and Outcomes

Outputs

Please explain the following about your scheme

(a)	How will it contribute and/or support the community of Newark?	Raise the profile of cultural events to non-church goers.
(b)	Who is it open to?	All, civic, community and business leaders will be specifically invited
(c)	How many participants do you anticipate will take part?	70
(d)	If your event is to raise funds, how much money do you expect to achieve?	To raise awareness - not funds

Outcomes

What other benefits will be achieved from this scheme?

Declaration	
To the best of my knowledge, the information supplied on this form is correct and complete.	
Signed	L Williams
Name and Position	LOUISE WILLIAMS OPERATIONS MANAGER
Date	7th September 2018
All applications <u>must</u> be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.	

The Newark Team PCC is a Registered Charity no. 1131972



The Parish Church of St. Mary Magdalene

Newark-on-Trent

**Annual Report &
Financial Statements**

for the Year Ended

31 December 2017

Priest in Charge

Revd. Stephen F. Morris

The Rectory

6 Bede House Lane
NEWARK NG24 1PY

Bankers

National Westminster Bank plc
1 Market Place
NEWARK NG24 1DY

CAF Bank
25 Kings Hill Avenue, Kings Hill
West Malling
KENT ME19 4JQ

CCLA Investment Management Ltd
The C3F Church of England Funds
80 Cheapside | LONDON EC2V 6DZ

Payroll Services

Yours 4 A Day Ltd
Edward Avenue, Newark NG24 4U7

Independent Examiner

Mr. David Pattinson FCA
233 London Road Balderton
Newark NG24 3HA

St. Mary Magdalene DCC
Year ending 31 December 2017

Balance Sheet

	Note	General £	Designated £	Restricted £	Endowment £	2017 £	2016 £
Fixed assets:							
Tangible assets	9a	-	195,000	20,867	-	215,867	216,327
Investments	9b	-	-	698	265,580	266,278	267,921
Total fixed assets		-	195,000	21,565	265,580	482,145	484,248
Current assets:							
Debtors	10	4,006	-	-	-	4,006	10,333
Cash at bank and in hand		18,566	41,320	172,404	-	232,350	252,560
Total current assets		22,572	41,320	172,404	-	236,356	263,093
Liabilities:							
Creditors:	11 & 12						
Amounts falling due within one year		780	-	2,097	-	2,877	6,434
Net current assets		21,892	41,320	170,307	-	233,519	256,659
Total net assets		21,892	236,320	191,812	265,580	715,664	711,107
The funds of the charity:							
Endowment funds	1.5	-	-	-	265,580	265,580	267,225
Restricted funds		-	-	191,872	-	191,872	201,358
Designated funds		-	236,320	-	-	236,320	241,412
Unrestricted funds		21,892	-	-	-	21,892	30,332
Total unrestricted funds		21,892	236,320	191,872	265,580	715,664	711,107

As at 31 December, the District Church Council held, as agent and of trustee for third parties, sums totalling £1,520 (2016 - £2,038). This money does not belong to the council and is not included in the Statement of Financial Activities. See Note 12.

APPROVAL

These financial statements were approved by the District Church Council of St. Mary Magdalene, Newark on _____ and signed on its behalf by _____

The Notes on pages 7 to 13 form part of these financial statements.

Note 9 Fixed assets
(a) Tangible

	Freehold land and buildings (designated)	Church equipment (restricted)	Total
	£	£	£
Actual/deemed cost			
At 1 January 2017	185,000	25,467	221,467
Disposals	-	-	-
Additions at cost	-	-	-
As at 31 December 2017	185,000	25,467	221,467
Depreciation			
At 1 January 2017	-	4,940	4,940
Withdrawn on disposals	-	-	-
Charge for the year	-	660	660
As at 31 December 2017	-	5,600	5,600

The freehold land and buildings comprise 58 Barbygate and 12 Sawyers Close, Newark. The former provides housing for the full-time vergers and the latter was originally purchased to provide housing for a curate. The vergers moved into their own property so now both houses are rented out on an assured shorthold tenancy. The values shown in these financial statements have been estimated from sales of similar properties. The DCC does not consider it cost effective to obtain professional valuations at this time.

(b) Investments

	Unrestricted	Restricted	Endowment	Total
	£	£	£	£
Market value 1 January 2017	-	696	267,225	267,921
Disposals at carrying value	-	-	-	-
Purchases at cost	-	-	-	-
Revaluation change	-	2	(1,645)	(1,643)
Market value at 31 December 2017	-	698	265,580	266,278

Note 10 Debtors

	Unrestricted	Designated	Restricted	Total
	£	£	£	£
Tax recoverable	3,782	-	-	3,782
Interest	3	-	-	3
Coffee bar overpayment	241	-	-	241
	4,026	-	-	4,026

Note 11 Liabilities

	Unrestricted	Designated	Restricted	Total
	£	£	£	£
Salaries	-	-	577	577
Audit fee	780	-	-	780
Agent for third parties - Note 12	-	-	1,520	1,520
	780	-	2,097	2,877