



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

PLANNING & REGENERATION COMMITTEE

WEDNESDAY 2ND APRIL 2014

Thursday 27th March 2014

Dear Councillor

You are summonsed to attend a meeting of the Planning & Regeneration Committee at 7pm on Wednesday, 2nd April, 2014 held in the Council Chamber at the Town Hall.

Copies of the Planning Applications to be considered at this meeting can be viewed in advance at Newark Town Council's reception in the Town Hall, Newark Library, at the offices of the District Council in Kelham Hall or online via the Newark and Sherwood District Council's website planning portal:

<http://www.nsd.c.info/eplanning/default.aspx?sid=1&sindex=1>.

Yours sincerely

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

Alan Mellor
Town Clerk

PLANNING & REGENERATION COMMITTEE

WEDNESDAY, 2ND APRIL 2014

A G E N D A

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Committee Membership:

Cllr L Goff (Chairman)

Cllr P Baggaley

Cllr Mrs I Brown (Vice Chairman)

Cllr K Clayton

Cllr R Crowe

Cllr Miss R Dawn

Cllr D Lloyd

Cllr B Richardson

Cllr T Roberts MBE

Cllr S Wallace



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Agenda Item No: 2

Committee Date: Wednesday 2nd April 2014

PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday, 5th March, 2014 in the Council Chamber, Town Hall.

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

PR62/13/14	<u>Minutes</u>
	The Minutes of the last meeting held on Wednesday 29 th January, 2014 were AGREED and signed as a true and correct record.

PR63/13/14	<u>Matters Arising</u>	
	<p>PR60/13/14 – Draft Wind Energy Supplementary Planning Document (SPD) Consultation</p> <p>The Town Clerk had circulated a copy of the letter that had been sent to the District Council with this Committee’s comments on the Wind Turbine SPD Consultation Document; he pointed out that since the meeting he had received correspondence from a local company, JHCS Newark Wireless that revealed there could be Wi-Fi interference from proposed Wind Farms and so had added another paragraph to the letter accordingly.</p> <p>Members of the Committee were content with this addition.</p> <p>PR61/13/14 – Miscellaneous Applications</p> <p>c. Street Naming</p> <p>The Town Clerk said that he would bring a report back to the next meeting, but he had already had some success finding out details of the policy for Street Naming.</p> <p>The District Council expect this Committee to get permission from the family of the person nominated (if they are deceased), or from the person themselves, if they are still alive. The Town Clerk informed the Committee that as a result of this information he had contacted Air Chief Marshal Sir Andrew Pulford KCB CBE ADC RAF whose name had been put forward at a previous meeting, and was awaiting a reply.</p>	
PR64/13/14	<u>Declarations of Interest</u>	
	It was AGREED to accept Members declarations as and when they arose during the meeting.	
PR65/13/14	Outstanding Planning Applications	
	13/01825//FUL	<p>114 Hawton Road, Newark</p> <p>Residential Development – 2 no. bungalows</p> <p>No Objection was raised to this application.</p>
	13/01867/FULM	<p>Kings Marina, Mather Road, Newark</p> <p>Change of use to allow no more than 10 of the existing Grade 1 leisure moorings, full residential status at any one time.</p> <p>Members were informed that this was a re-submission owing to the size of the land in question; it is classed as ‘Major’ (M).</p> <p>When this application was put before the Committee previously, Members had said they had no objection, but had commented that there should be adequate facilities.</p> <p>This had been brought up again last week at the Full Town Council Meeting, so the Town Clerk reported that he had called the District Council to see whether the comment had been taken into consideration.</p> <p>The District Council said that the Town Council comments are helpful; they raise questions on applications that might not have</p>

		<p>been considered otherwise by the District Council.</p> <p>Members decided that there was therefore No Objection to this application, provided there are adequate facilities.</p>
14/00097/FUL	3 Norman Avenue, Newark	<p>Householder application for construction of lean-to tiled roof over existing flat roof above garage and front door.</p> <p>No Objection was raised to this application.</p> <p>Cllr P Baggaley joined the meeting at this point.</p>
14/00133/FUL	33 Appleton Gate, Newark	<p>Change of use from Office to Residential (use class C3) with internal modifications.</p> <p>No Objection was raised to this application.</p>
14/00134/LBC	33 Appleton Gate, Newark	<p>Change of use from Office to Residential (use Class C3) with internal modifications.</p> <p>No Objection was raised to this application.</p>
14/00135/FUL	Citizens Advice Bureau, 2 Castle Gate, Newark	<p>Change of use from B1 Business to A3 Restaurants and Cafes and A5 Hot Food takeaways including internal alterations.</p> <p>No Objection was raised to this application, but the comment was made that disabled access to this property is very poor.</p>
14/00136/LBC	Citizens Advice Bureau, 2 Castle Gate, Newark	<p>Change of use from B1 Business to A3 Restaurants and Cafes and A5 Hot Food takeaways including internal alterations and external signage.</p> <p>No Objection was raised to this application, but with the same comment as 14/00135/FUL.</p>
14/00171/LBC	109 Mill Gate, Newark	<p>Removal of an external door and its replacement with new.</p> <p>No Objection was raised to this application.</p>
14/00250/ADV	Citizens Advice Bureau, 2 Castle Gate, Newark	<p>Erection of 1 no. hanging sign, 1 no. fixed fascia sign and 1 no. menu board.</p> <p>No Objection was raised to this application.</p>
14/00261/LBC	Newark Northgate Station, Lincoln Street, Newark	<p>Corporate re-branding of an existing ATM to the front elevation of the Ticket Hall.</p>

		No Objection was raised to this application.
	14/00263/ADV	Newark Northgate Station, Lincoln Street, Newark Corporate re-branding of 1 no. automatic transfer machines (ATM) bastion unit. No Objection was raised to this application.
	14/00273/FUL	19 Adwalton Close, Newark Householder application for proposed extension to the rear. No Objection was raised to this application.
	14/00286/FUL	Bentley's Fish Restaurant, 15 Middle Gate, Newark Proposed new shop front, replacement upper floor windows and demolition of wall to rear courtyard and reconstructed to enable new stairs. No Objection was raised to this application.
	14/00292/FUL	St Mary's Church Rooms, Guildhall Street, Newark Conversion of dance studio to five apartments (3 one bed and 2 two bed). Objection was raised to this application , on the grounds that the parking facilities are inadequate.
	14/00308/FUL	Land adjacent to No's 22-26 Balmoral Drive, Newark Change of use from grassland to garden land (thereby extending the gardens of three dwellings, no. 22, 24 and 26 Balmoral Drive). Cllr D Lloyd declared a personal interest in this application. Members were concerned that these garden extensions may create an opportunity for a new house building scheme to be accommodated at some point in the future. No Objection was raised to this application , the Town Clerk was asked to raise this concern with the Planning Section with the view to restrict any such development taking place in the future.
	14/00342/ADV	38 & 40 Northgate, Newark Six non illuminated fixed plate signs. No Objection was raised to this application.
	14/00344/ADV	38 & 40 Northgate, Newark 1 illuminated hanging sign and 2 non illuminated signs. No Objection was raised to this application.
	14/00353/FUL	1 Nursery Court, Newark Demolition of single garage and erection of one bedroom house.

		No Objection was raised to this application.
	14/00385/LBC	Northgate Business Centre Ltd, 38-40 North Gate, Newark Display of 6 no. signs. No Objection was raised to this application.
	14/00386/LBC	Northgate Business Centre Ltd, 38 & 40 North Gate, Newark Continue to display 3 no. signs and 1 no. illuminated hanging sign. No Objection was raised to this application.
PR66/13/14	Notice of NSDC Planning Decisions	
	The Committee NOTED the District Council Planning Decisions received since the last meeting. Cllr S Wallace noted that this Committee had raised an Objection to Application No 13/01394/FUL, and that this had duly been refused by the District Council.	
PR67/13/14	Miscellaneous Applications	
	a.	Licensing Applications Odeon Cinema, 23-25 London Road, Newark An application has been received in relation to a premise variation licence for the above address. Cllr Mrs I Brown declared a prejudicial interest in this application and left the meeting prior to discussion of the item. No Objection was raised to this application. Cllr Mrs I Brown was invited to re-join the meeting at this point.
	b.	Rushcliffe Borough Council
		The Town Clerk informed Members that the issue was access to and from the site via a country road, classed as the C3. It will see a significant increase in traffic and significantly larger vehicles which could impact on Newark. During the discussion of this item Members raised a number of concerns; There would be a significant increase in the flow of traffic in and around Newark. <ul style="list-style-type: none"> • There could be a negative impact on an urban area of Newark and the quality of life of the dwellers therein from increased traffic flows • The C3 road becomes Boundary Road in Newark which is already very congested particularly near Newark hospital • Newark has already experienced additional traffic congestion as a result of the installation of the C3

		<p>classification/weight restrictions 18 months ago.</p> <p>The Town Clerk was asked to raise these issues with Rushcliffe Borough Council and ascertain whether or not any assessment of the traffic flows arising from the development and which would impact on Newark has been undertaken.</p> <p>In the absence of any such assessment Members also requested that the Traffic Impact Assessment should then be widened to include Newark.</p>
	c.	<p>Nottinghamshire County Council Applications</p> <p>Pre-Order Consultation – Burton Joyce, Carlton, Carlton in Lindrick/Hodsock, Eastwood, Greasley, Gunthorpe. Kimberley, Misson, Newark</p> <p>Proposed footpath and proposed bridleway in Newark.</p> <p>Proposed footpath</p> <p>It was noted during discussion of this item that there was a need to register the fact that this has been open to the public for many years and should be registered as a public footpath.</p> <p>Cllr S Wallace agreed to send forms supporting the footpath based on historic information.</p> <p>Proposed bridleway</p> <p>All Members of the Committee declared an interest in this Agenda Item.</p> <p>No comments were made.</p>
	d.	<p>Notification of Appeals</p> <p>Barclays Bank Plc, 41 Market Place, Newark</p> <p>Proposed change of use of ground floor from Class A2 Financial and Professional Services to Class A3 Restaurant.</p> <p>An appeal relating to the above site has been made to the Secretary of State. The appeal follows the refusal of planning permission.</p> <p>Members NOTED the above appeal.</p>

Meeting Closed:	7.55pm	Next Meeting:	Wednesday 2nd April 2014
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Agenda Item No: 5

Committee Date: Wednesday 2nd April 2014

PLANNING & REGENERATION COMMITTEE

SUBJECT:	SCHEDULE OF OUTSTANDING PLANNING APPLICATIONS
REPORT BY:	TOWN CLERK

1. Recommendations

- 1.1 That the Committee consider their response to the Schedule of Outstanding Planning Applications attached.
- 1.2 Any additional Planning Applications that are received which require comment will be tabled at the meeting.

Background Papers:	Attached
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

DisRef/Year/App.No /2014/121
Revision 1 of 1
Applicant Miss J Reek
43 Victoria Street
Newark
Location 43 Victoria Street, Newark

Received 5.3.14

Type FUL

Grid Reference

479422 : 353406

Description – Householder application for removal of an existing open timber car port and replace with a double brick garage.

DisRef/Year/App.No /2014/252
Revision 1 of 1
Applicant Mr P Morrison
97 Millgate
Newark
NG24 4UA
Location 97 Mill Gate, Newark

Received 17.3.14

Type FUL

Grid Reference

479263 : 353515

Description – Householder application to demolish existing rear extension and construct a single storey rear extension. Internal alterations to form first floor bathroom and replacement of first floor window to front elevation.

DisRef/Year/App.No /2014/402
Revision 1 of 1
Applicant Watson Batty
Architects
Bridge Street
Loughborough
Leics
Location Land at Bowbridge Road, Newark

Received 10.3.14

Type FULM

Grid Reference

480439 : 352312

Description – Erection of a new leisure centre including pool hall, sports hall, 2 squash courts, fitness suite, 2 exercise studios, café, changing rooms and associated administration rooms, car park and formation of new access road off Bowbridge Road.

DisRef/Year/App.No /2014/417
Revision 1 of 1
Applicant Clint Properties LLP
Brunel House
Jessop Way
Newark
NG24 2ER
Location Charles Lawrence International, Jessop Way, Newark

Received 13.3.14

Type FUL

Grid Reference

481245 : 354382

Description – Erection of two storey extension to existing office.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/418	1 of 1	Clint Properties LLP Brunel House Jessop Way Newark NG24 2ER	Charles Lawrence International, Jessop Way, Newark
Received 13.3.14			
Type ADV			<u>Grid Reference</u> 481245 : 354382

Description – Company logo (lightbox) fixed to the wall of the building.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/453	1 of 1	Mr P Morrison 97 Millgate Newark NG24 4UA	97 Mill Gate, Newark
Received 14.3.14			<u>Grid Reference</u> 479263 : 353515
Type LBC			

Description – Demolish existing lean to and erection of single storey rear extension. Internal alterations to form first floor bathroom and replacement of first floor window to front elevation.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/465	1 of 1	Fernwood North Consortium of Landowners and Developers	Land North & East of Fernwood, West & East of Spring Lane, South of A1 and East of Railway Line, Fernwood
Received 19.3.14			
Type OUTM			

Description – Proposed residential development for up to 950 dwellings and associated facilities (Education & Recreation) infrastructure and utilities; application for outline planning permission (including access).

DisRef/Year/App.No	Revision	Applicant	Location
/2014/483	1 of 1	Clint Properties LLP Brunel House Jessop Way Newark NG24 2ER	Charles Lawrence International Ltd, Jessop Way, Newark
Received 26.3.14			<u>Grid Reference</u> 481245 : 354382
Type FUL			

Description – Retrospective planning to permanently retain a temporary structure adjoining an existing building.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/516	1 of 1	Oakgate (Newark) Ltd Oakgate House 25 Market Place Wetherby Yorks LS22 6LQ	7 St Marks Place, Newark
Received 26/3/14			<u>Grid Reference</u> 479790 : 353816
Type FUL			

Description – Proposed stair enclosure to flat roof area to facilitate access to the first floor.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/519	1 of 1	Mr & Mrs D Salmon 160 Lincoln Road Newark NG24 2DF	160 Lincoln Road, Newark
Received 26.3.14			
Type FUL			<u>Grid Reference</u> 481167 : 355576

Description – Householder application for erection of 2 storey side extension to house.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/522	1 of 1	Mr J Jones Edinburgh Lodge Barnby Road Newark NG24 2NE	Edinburgh Lodge, Barnby Road, Newark
Received 26.3.14			
Type FUL			<u>Grid Reference</u> 481372 : 353018

Description – Householder application for ground floor extension to rear.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/523	1 of 1	Mr B Antcliff 118A Beacon Hill Newark NG24 2JJ	Land to the east of top row Beacon Hill Road, Newark
Received 26.3.14			
Type FUL			<u>Grid Reference</u> 481070 : 353842

Description – Proposed new detached dwelling.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/530	1 of 1	Mr & Mrs D Moore 1 Markham Avenue Newark NG24 2AY	1 Markham Avenue, Newark
Received 26.3.14			
Type FUL			<u>Grid Reference</u> 480531 : 355245

Description – Householder application for extension to dwelling.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/400	1 of 1	Mr J Howard 21 Masefield Crescent Balderton Newark NG24 3QG	Victoria Fish Bar, 62 Victoria Street, Newark
Received 26.3.14			
Type LBC			<u>Grid Reference</u> 479424 : 353438

Description – Repair and re-paint existing windows, replace any damaged glass panes and insert glass pane into existing solid front door.

DisRef/Year/App.No	Revision	Applicant	Location
/2014/473	1 of 1	Westleigh Development Ltd	Land used for storage and work premises (Rose & Co), Parker Street, Newark
Received 17.3.14		Tudorgate Grange Business Pk	<u>Grid Reference</u>
Type FUL		Enderby Road Whetstone Leics	480500 : 353509

Description – Variation of conditions 9 and 10 attached to planning permission 11/00697/FULM to allow for the site to be split into two phases.

PLANNING & REGENERATION COMMITTEE

SUBJECT:	NOTICE OF NEWARK AND SHERWOOD DISTRICT COUNCIL PLANNING DECISIONS
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 That the Committee note the attached District Council Planning Decisions.

2. Background

2.1 Attached are the weekly decision list schedules, forwarded since the last Meeting by Newark & Sherwood District Council.

Background Papers	Attached
Lead Officer	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

Application No	13/01581/FUL	Full Planning Permission	
Date Registered	8 January 2014		
Proposal	Householder application for proposed dormer extension to west elevation		
Location	3 Sheldrake Road, Newark		
Applicant	Mr G Smith, 3 Sheldrake Road, Newark		
Agent	Verve Architecture Ltd, South Church House, 25/26 Market Place, Newark		
Decision	Application Permitted	Conditional	Y
Decision Date	24/02/2014		
Application No	13/01751/FUL	Full Planning Permission	
Date Registered	14 January 2014		
Proposal	Change of use of the lower floor to a Day Nursery, demolition of the existing garage, re-surface driveway and front garden to provide off street parking. Demolition of room at the rear of the property, erection of a larger single storey room.		
Location	68 Wolsey Road, Newark		
Applicant	Miss L King, 68 Wolsey Road, Newark		
Decision	Application Permitted	Conditional	Y
Decision Date	07/03/2014		
Application No	14/00069/FUL	Full Planning Permission	
Date Registered	22 January 2014		
Proposal	Change of use from gypsy and traveller caravan site to form residential development site. Erection of 1 no. bungalow.		
Location	Taylor Paddocks, The Bowers, Tolney Lane, Newark		
Applicant	Mr & Mrs R Taylor, Taylor Paddocks, The Bowers, Tolney Lane, Newark		
Agent	Mr Clive Davies, Orchard House, 3 Farndon Road, Newark		
Decision	Application Refused	Conditional	N
Decision Date	06/03/2014		
Application No	14/00100/FUL	Full Planning Permission	
Date Registered	22 January 2014		
Proposal	Householder application for erection of first floor side extension over garage and construction of pitched roofs to front and rear elevations over existing flat roofs.		
Location	135 Grange Road, Newark		
Applicant	Mr P Thorpe, 135 Grange Road, Newark		
Decision	Application Permitted	Conditional	N
Decision Date	03/03/2014		

Application No	14/00107/FUL	Full Planning Permission	
Date Registered	23 January 2014		
Proposal	Conversion of a semi-detached house to create 2 flats, a 1 bedroom ground floor flat and 2 bedroom first floor flat.		
Location	46 Churchill Drive, Newark		
Applicant	Norwood Management Ltd, Norwood Hill, Halam Road, Southwell		
Agent	Nettledale Ltd, 1 Barons Drive, Boughton, Newark		
Decision	Application Permitted	Conditional	Y
Decision Date	03/03/2014		
Application No	13/01579/LDC	Lawful Development Certificate	
Date Registered	14 January 2014		
Proposal	Lawful Development Certificate for the erection of a single storey side extension.		
Location	23 Fairway, Newark		
Applicant	Mr & Mrs Pearce, 23 Fairway, Newark		
Agent	Verve Architecture Ltd, South Church House, 25/26 Market Place, Newark		
Decision	Certificate Issued	Conditional	N
Decision Date	03/03/2014		
Application No	14/00126/LDC	Lawful Development Certificate	
Date Registered	6 February 2014		
Proposal	Lawful Development Certificate for a proposed conversion of garage into living space.		
Location	5 Hutchinson Road, Newark		
Applicant	Mr S Keyworth, 5 Hutchinson Road, Newark		
Agent	Spaces Building Ltd, Evergreen House, School Lane, Halam, Newark		
Decision	Certificate Issued	Conditional	N
Decision Date	03/03/2014		
Application No	14/00097/FUL	Full Planning Permission	
Date Registered	10 February 2014		
Proposal	Householder application for construction of lean-to tile roof over existing flat roof above garage and front door.		
Location	3 Norman Avenue, Newark		
Applicant	Mr B Armstrong, 3 Norman Avenue, Newark		
Decision	Application Permitted	Conditional	Y
Decision Date	11/03/2014		
Application No	14/00133/FUL	Full Planning Permission	
Date Registered	28 January 2014		
Proposal	Change of use from Office to Residential (Use Class C3) with internal modifications		
Location	33 Appleton Gate, Newark		
Applicant	Mrs C Horton, Somerton House, Woods Lane, Flintham, Newark		
Agent	CBP Architects, 44 The Ropewalk, Nottingham		
Decision	Application Permitted	Conditional	Y
Decision Date	21/03/2014		

Application No	14/00061/LBC	Listed Building Consent
Date Registered	21 January 2014	
Proposal	Internal alterations including the removal of 20 th Century stairs and partitions in the Tudor Block and in the former gymnasium block and removal of one external chimney on gymnasium block.	
Location	Newark Museum, 14 Appleton Gate, Newark	
Applicant	NSDC, Kelham Hall, Newark	
Agent	Purcell, 29 Marygate, York	
Decision	Secretary of State	Conditional Y
Decision Date	17/03/2014	
Application No	14/00134/LBC	Listed Building Consent
Date Registered	27 January 2014	
Proposal	Alterations to enable Change of Use from Office to Residential (Use Class C3)	
Location	33 Appleton Gate, Newark	
Applicant	Mrs C Horton, Somerton House, Woods Lane, Flintham, Newark	
Agent	CBP Architects, 44 The Ropewalk, Nottingham	
Decision	Application Permitted	Conditional Y
Decision Date	21/03/2014	
Application No	14/00171/LBC	Listed Building Consent
Date Registered	31 January 2014	
Proposal	Removal of an external door and its replacement with new	
Location	109 Mill Gate, Newark	
Applicant	Heritage Care, Connaught House, 112-120 High Road, Loughton, Essex	
Agent	Oglesby & Limb Ltd, Suite 4-5 Market Chambers, Spalding, Lincs	
Decision	Application Permitted	Conditional Y
Decision Date	21/03/2014	

PLANNING & REGENERATION COMMITTEE

SUBJECT:	MISCELLANEOUS APPLICATIONS
REPORT BY:	TOWN CLERK

a. Licensing Applications

Morrisons Fuel, Lovers Lane, Newark

An application has been received regarding a new premise licence for the above address.

b. Nottinghamshire County Council Applications

Proposed addition of Staple Lane and Bowbridge Lane to the existing C3 Alverton, Aslockton, Balderton, Cotham, Elton on the Hill, Flawborough, Kilvington, Orston, Shelton, Staunton on the Vale Environmental Weight Restriction Order (3177).

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

PLANNING & REGENERATION COMMITTEE

SUBJECT:	STREET NAMING
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members area sked to:

- (i) Note the District Council’s current Street Naming Policy as set out in the report,
- (ii) Consider inviting all Members to put forward proposals for street names which can then be considered by this Committee for inclusion on an agreed list.

2. Background

2.1 Over recent months this Committee has considered a number of requests for Street Names for roads on new developments. These have prompted quite a lot of debate around what names should be put forward and the current policy, if any, which should be followed when considering such requests.

It was suggested that it might be a good idea for the Town Council to establish a list of names which could be agreed and then used for any future requests.

3. Existing Policy

3.1 I have since contacted the District Council to ascertain the procedure to be followed and I attach at ‘Appendix A’ their Street Naming Guidance document.

I would refer Members to the section titled ‘Naming of New Developments’ which sets out the process to be followed.

3.2 Whilst the responsibility for Street Naming falls to the District Council, their policy in Parishes is to ask the developer to come up with suggested names in liaison with the relevant Parish Council. Whilst requests are received from both developers and the District Council it appears that in the majority of cases the Town Council’s suggestions are generally accepted.

3.3 Whilst the discussions at this Committee have recently focussed on names of individuals, names can also be used which reflect other aspects or features of a development or particular street e.g. School Lane, Station Street etc.

In addition some large new developments can often have street names based on a particular theme e.g. Chestnut Road, Oak Avenue, Poplar Way etc.

3.4 For the purposes of this report I have presumed that the production of an agreed list of new street names can be limited to individuals; on the basis that any other type of

name would reflect the particular characteristics of a new development as discussed above.

3.5 The Districts' policy anticipates that streets can and will be named after individuals (see Appendix 1 of the attached policy document). It sets down some criteria for proposing such names as listed below:

- (i) Significant contribution to the community at a local, regional or national level,
- (ii) An historic connection with the particular site
- (iii) They can be living or deceased

However the District also expects that any Parish Council putting forward the name of an individual will obtain the permission of that person (if still alive) or their estate (if deceased). In this context we have written to Sir Andrew Pulford who has given his permission and thanked the Town Council for the tribute. However no contact information was known for William Thomas Marshall who was awarded the Victoria Cross in the First World War and so no permission is available, although I understand that the name has been accepted by the District Council.

4. Proposals

4.1 It was suggested that it may be a good idea to invite all Members to propose names that can then be held on an agreed list and which can then be allocated to new street names as they arise.

4.2 It would however be helpful if Members could undertake some investigation into contact details of any proposed names in order that we can easily contact the individuals concerned, or their descendants. It would also be helpful if Members could incorporate a short summary as to why the individual proposed would be a suitable candidate for having a street named after them.

4.3 It is suggested that all proposals are submitted to a future meeting of this Committee, say in September, so that they can be formally considered for acceptance on the list.

It is clearly important that Members must not give any pre commitment to anyone contacted in this regard to avoid any future embarrassment if the Town Council decide that the proposal is not acceptable.

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

Appendix 1

Street Naming and Numbering Guidance

About this document

No part of this document should be reproduced to third parties without the express permission of Newark and Sherwood District Council.

Newark and Sherwood District Council, Technical Support Business Unit, Kelham Hall, Newark, Nottinghamshire NG23 5QX Tel: 01636 650000 Email: planning@nsdc.info Website: www.newark-sherwooddc.gov.uk

Document History

Date	Changes
10 th November 2010	Document started
7 th January 2013	Change of Business Unit
3 rd December 2013	Changes to officer name

Introduction

Newark and Sherwood District Council believes there is a need to develop a street naming and numbering policy that is fair to everyone and creates a consistent approach to the process.

The production of this document aims to draw together our procedures and sets them out in clear language.

The naming and numbering of streets and buildings within the district of Newark and Sherwood is a Statutory Function of the Council. The powers are contained in Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Act 1925. All new addresses are allocated according to the British Standard BS7666-2006.

The address of a property is of increasing importance to ensure the following:

- post is delivered efficiently;
- emergency services can find a property quickly;
- general public can find where they want to go;
- reliable delivery of products and services;
- ensure ongoing accuracy of the National Land and Property Gazetteer (NLPG)

If a property is not “registered” through the street naming and numbering process it will not appear on our Local Land and Property Gazetteer (LLPG). Updates of changes to addresses and our LLPG are provided to a number of organisations, including Royal Mail, emergency services, credit agencies, satellite navigation system suppliers and many private companies. Furthermore, in our experience difficulties may be encountered in obtaining mail, goods and services from a variety of sources (e.g.: applying for a credit card or obtaining goods by mail order) when address information is not maintained.

The purpose of the service and who do you contact.

The purpose of the service is to ensure that every property in Newark and Sherwood has a unique, clear and

consistent address.

We take great pride in the level of service provided and our dedicated Street Naming and Numbering officer is on hand to offer guidance. This may include naming suggestions or a site visit to determine the most appropriate scheme. We also provide guidance information on our website, including a number of online forms to allow you to notify us of any change at a time convenient to you. You can contact us by:

- Website: www.newark-sherwooddc.gov.uk; or
- Email: streetnaming@newark-sherwooddc.gov.uk; or
- Telephone: Customer Services 01636 655000

Your comments are also extremely important to us and we welcome feedback from all our customers. If you wish to praise staff, submit a complaint about our service or processes, or suggest an idea to improve our service, telephone and request one of our customer comment form. You can also complete our online form at www.newarksherwooddc.gov.uk/customercomments.

We also undertake customer surveys on a regular basis to assess customer satisfaction levels and service improvements from our customer experiences.

Who should apply?

You need to contact us if:

- You want to add a name or rename your existing property;
- You are undertaking conversion of residential, commercial or industrial premises, which will result in the creation of new properties or premises or renaming of old properties;
- You are planning to build a single property or small development
- You are a developer planning a new housing or commercial development

It is important to note that if a development results in the creation of new properties, utility companies will not install services without an official postal address, including postcode.

How to apply

- If you are wanting to rename or add a name to your existing property, online forms are available from our website at www.newark-sherwooddc.gov.uk (refer to Street Naming and Numbering under the A to Z);
- For all other enquiries, including new developments, please contact our Technical Support (Land Charges and Address Management) Team.

How long will it take?

We always aim to deliver a high quality efficient service.

If your request relates to a change to a current address or a new development on an existing street (infill development) under normal circumstances we will amend or allocate a postal address within 5 working days of the request being made or from receipt of notification of commencement of building work on site.

If your request involves the naming of new streets (e.g.: new development), due to the consultation process with developers and Town/Parish Councils, under normal circumstances we will allocate a postal address within 30 working days of us contacting the developer (this includes 20 working days for consultation). However, if no names are provided within 20 working days of our request for names being made, we will approve a naming scheme for the site.

In the case of a new address, your address is allocated without a postcode and Royal Mail normally takes another 24hrs to allocate a postcode.

Please note, where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act.

Who will be notified?

Whether you are naming a new development or amending your address, it is important to notify essential services and other interested parties of the change. We will notify our statutory consultees, a full list of which is provided in Appendix 2. It is important to be aware, when naming or renaming a property, Royal Mail will not accept any change to the address unless notification has been provided by us. Furthermore, we recommend, the letter you receive from us confirming the change is retained with the deeds to your property for future reference.

It is the responsibility of the rate payer/owner/occupier to notify any other organisations that you may do business with, this may include magazine subscriptions, broadband supplier etc.

Naming of new developments

As far as street naming proposals are concerned, we encourage developers, in liaison with relevant parish/town council to submit names for consideration. If no agreement can be made between both parties, we will go with the developer's suggestions.

We recommend three suggestions for each new street name should be put forward in case any fails to meet the criteria outlined in this guidance. We will contact the developer once we receive notification that building work has commenced on site. It is particularly necessary at this early stage for large developments where sales promotion literature often includes names that may not have been approved and may be unacceptable. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval and therefore liable to change.

Where large-scale developments have taken place it has been the practice to adopt a particular theme when deciding on the names to be used and there are several examples throughout the District. We also encourage the use of names that reflect the historical use of sites (e.g.: Old airfields, orchards etc) and wherever possible will provide a number of suggestions to be considered at an early stage.

The use of local names or events may also be considered, however this is not commonly undertaken. Further guidance is provided in Appendix 1 regarding good practise when naming streets.

Upon receipt, we will check suggestions to ensure that there are no other streets in the area of the same name or a name similar enough to cause confusion. Providing this is the case, these names will then be officially registered.

Numbering of properties will be undertaken at this stage. A new street will be numbered with even numbers on the right hand side and odd on the left of the street going out from the town/village centre or the main access road. If the development consists of a cul-de-sac, consecutive numbering in a clockwise direction will be used, providing that there is little to no likelihood of the road being extended in the future. If there is a chance that the road could be extended, then the road would be numbered as a new street. The approved scheme will be shown on a copy of the approved site layout plan as approved at planning permission. It is

advised any amendments to the approved layout (e.g.: removal or addition of house/s) is submitted to us at the earliest possible opportunity.

The developer will be responsible for seeing that street name plates are erected at the entrance to each street. Details of style and supplier will be forwarded with the approved scheme. Once the street has been adopted, the Council will be responsible for the upkeep of these name plates.

Small infill developments on existing street

Infill developments will be numbered in sequence with the road they are on. For example, if a house is built on a plot of land between property numbers 15 and 19, then it will be numbered 17. If, however, it is built on a plot of land between 15 and 17 it will then be numbered 15A. Letters are only added to addresses where there is no gap in the numbering sequence. The only exception to this is if a property is built on a plot of land preceding No. 1, these properties will normally be named.

If there are a number of properties built on a small plot of land their naming and numbering will depend on the road from which they are accessed and the style of the development. If there is a large enough gap in the numbering, i.e. the plot of land sits between property numbers 15 and 21, then the houses will normally be considered part of that road and be numbered 17, 19, etc. If this is not the case and the plot of land sits between 15 and 17, they will be numbered 15A, 15B, etc.

In some circumstances, the new development may be allowed a street name of its own, as in a Close or Mews. If this is the case, please refer to the guidelines for naming of new developments (see above).

If none of the above is acceptable, infill properties may be assigned individual house names. As part of the process, we will consult with the emergency services to ensure this approach is acceptable.

Renaming or numbering of an existing street

Our experience has shown there are occasions where existing street naming and numbering is found to be unsatisfactory, changes may need to be made, examples include:

- There is confusion over a street's name and/or numbering
- A group of residents are unhappy with their street name
- The number of named-only properties in a street is deemed to be causing confusion for emergency and/or postal and delivery services

All will be properly investigated before deciding on a course of action.

If it is decided that renaming/numbering is necessary, the service will operate purely as an advisory role. The relevant Parish Council will be notified and it will be up to both the requestor and parish council to liaise with one another to discuss moving the project forward. Upon receiving notification of the agreed scheme, the service will create all official paperwork and notify relevant consultees as part of the notification process.

As part of the process, it is necessary to seek observations from all persons affected by the proposal; this is best achieved by writing to the owners of all affected properties or obtaining signatures from a door to door survey. Also, village newsletters can be used to inform residents of any potential change.

Further advice is available by contacting our team.

Naming or renaming your house

If you wish to add a name or rename your numbered property, there is usually no problem with this. All we ask you to do is inform us of the change in writing or using our online form. This will allow our records to be maintained (e.g.: Council Tax and Electoral Register) and for Royal Mail to acknowledge the change. Royal Mail will only amend their records if notified by the Authority.

When considering any new name we advise not to choose a name that is offensive, aesthetically unsuitable or the same or similar to one that is currently used within close proximity of the property. Duplication can cause issues regarding postal deliveries and callers. Persons wishing to add a name or change a name of their property must provide two suggestions for consideration. If suggestions are not acceptable we will decline the proposal and ask for further suggestions.

In all cases, the name must be used with the number, because omitting postal numbers in place of a name causes complications for deliveries as well as for the emergency services.

Changing from a number to a name

This is not allowed. The only time a house is given a name as opposed to a number is where there is no logical way of numbering them, or if properties are built on a stretch of land that precedes No. 1 of any street. You may, as stated above, give your house a name, but the number of the house must be retained in the address.

Postcodes

The Authority is not responsible for assigning postcodes to addresses or any queries about postcodes. These are dealt with by The Royal Mail who can be contacted by calling 0906 302 1222 or 08457 111 222 or via their website at <http://www.royalmail.com/portal/rm>

Enforcement

On occasion it is necessary to consider enforcement action to ensure the display of correct names and numbers. Informal action will in all cases be tried first.

Cost Recovery

As a statutory function we do not make a charge for dealing with the registration of the following:

- Naming of new streets and new properties
- Adding a name to the current address
- Renaming and renumbering

Retention of documentation

As soon as our statutory obligations are fulfilled we will delete all correspondence relating to street or individual property renaming within 6 years of a decision.

Appendix 1 - STREET NAMING AND NUMBERING – POLICY GUIDELINES

The following policy guidelines have been established and followed over many years:-

We advise new street names should not duplicate any similar name already in use within the same town/village or within close proximity.

Street names should not be difficult to pronounce or awkward to spell.

We strongly encourage the use of any historic links to the development site to be included in the address, including previous use of the land/building. As part of the scheme, we will undertake a site history and recommend suggestions (if any can be found) to the developer and/or occupier. We have agreements in place with a number of local historians who will be consulted for suggestions.

The use of local names or events may also be considered, however this is not commonly undertaken. Ideally, names should have a proven relevance to the history or local geological features of the area or they should commemorate past industries or deceased local personalities. Any personality must have made a significant contribution to the community either at a national, regional or local level or have a historical connection to the land being developed. We require prior approval from the named person or the person's family or estate administrators for the use of the names of living and deceased people in the adoption of any street name.

We will omit the number 13 in any numbering of properties unless the developer specifically requests that it be included.

All new street names should end with one of the following suffixes:

Street

Road

Way

Avenue

Drive

Grove

Lane

Gardens - subject to there being no confusion with any local open space

Place

Court

Wharf

Crescent - for a crescent shaped road

Close - for a cul-de-sac only

Square - for a square only

Hill - for a hillside road only

Circus - for a large roundabout

Terrace - for a terrace of houses (provided it is not a subsidiary name)

Vale

Dene

Mead

Rise

End

Row

Side
View
Park
Meadow

All new pedestrian ways should end with either: Walk, Path or Way.

All new block names should end with either: House, Court, Point or Tower.

The above list is for guidance only; please contact our street name and numbering officer for further guidance if your suggestion/s does not fall in to any of the above.

Appendix 2: Newark and Sherwood District Council external and internal consultees

As part of our street name and numbering process, we currently notify the following organisation/services of change to an address.

External:

BT New Sites
Nottinghamshire Fire Services HQ
Geographer's a-z Map Co (New street names only)
National Grid (was British Gas)
National Land and Property Gazetteer (NLPG)
Newark Child and Family Team NHS (Newark, Balderton and Farndon only)
Newark Sorting Office
Nottingham East Land Registry
Nottinghamshire Ambulance Service
Nottinghamshire Constabulary
Nottinghamshire County Council (new streets only)
NTC Compliance (Tax Office - Newark only)
Ordnance Survey
Royal Mail, Sunderland
The Valuation Office

Internal (Newark and Sherwood District Council):

Electoral Registration
Council Tax or Business Rates
Environmental Services including refuse collection
Land Charges
Planning and Building Control Services
LLPG Custodian
Corporate Property (new street names only for street name plates)

PLANNING & REGENERATION COMMITTEE

SUBJECT:	NEIGHBOURHOOD PLAN
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider the report and make recommendations to the Town Council on the proposed course of action.

2. Background

2.1 Over the last two years Members have on a number of occasions raised the issue of a Neighbourhood Plan for Newark. Over the last year the production of such plans has taken on a more formal position as they are now, when approved and adopted, formally recognised as a policy document within the planning process.

2.2 This matter was raised again by Members at the last Full Town Council meeting during the Precept setting debate. It was identified that any Parish Council which had an approved Neighbourhood Plan, which satisfies the legislative requirements, will receive 25% of any Community Infrastructure Levy payments received as opposed to the standard 15% rate.

2.3 To date there are 7 Neighbourhood Plans approved in England, with a further 75 draft plans out for public consultation. I have attached at Appendix 1 the latest copy of the Governments briefing papers on Neighbourhood Plans for Members information.

2.4 During 2013 some initial research work was undertaken into the process of producing Neighbourhood Plan and the identification of the main issues which need to be considered.

I have attached at Appendix 2 a copy of a presentation which was the output from this research.

I have also attached at Appendix 3 a briefing paper which summarises some of the issues to consider when debating this issue as well as other such Strategy documents.

2.5 Whilst I would recommend that all three of the potential Strategies can be valuable documents which would assist the Town Council in its future working and provide a basis for considering future proposals from either a service delivery perspective, wider community developments or planning applications.

However this needs to be considered in the context of the major project to assess the potential for Devolved Services which is currently underway. In my opinion the Town Council does not have the capacity from either an officer or Member perspective to support further major projects such as the production of a Neighbourhood Plan until the Devolved Services project has been completed.

In addition the experience from Ware Town Council suggests that the financial commitment, for a Town Council the size of Newark, would be around £100,000; this expenditure needs to be considered against the opportunity cost of what the Town Council could otherwise use this

money for offset by the increased income that would be forthcoming from the CIL.

3. Financial, Legal and Equality Issues

3.1 As contained in the report.

Background Papers:	Neighbourhood Plan working papers.
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk