



## **TOWN COUNCIL MEETING**

**WEDNESDAY 23<sup>RD</sup> APRIL 2014**

Wednesday 16<sup>th</sup> April 2014

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 19:30 on Wednesday 23<sup>rd</sup> April 2014, to be held in the Council Chamber at the Town Hall.

**Please note that if necessary the meeting will be adjourned at 20:00 in order to enable the Annual Parish Meeting to commence.**

Yours sincerely

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

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





## **A G E N D A**

1	Apologies for Absence		
2	To approve the Minutes of the Meeting of the Town Council held on Wednesday 26 <sup>th</sup> February 2014	Minutes Attached	Page 5
3	To receive Declarations of Interest from Members and Officers	Verbal	
4	To receive the Minutes of the following Committees:		
4a	Youth Council, held on Wednesday 12 <sup>th</sup> February 2014	Minutes Attached	Page 11
4b	Planning & Regeneration Committee held on Wednesday 5 <sup>th</sup> March 2014	Minutes Attached	Page 17
4c	Environment & Leisure Committee, held on Wednesday 26 <sup>th</sup> March 2014	Minutes Attached	Page 23
4d	Planning & Regeneration Committee, held on Wednesday 2 <sup>nd</sup> April 2014	Minutes Attached	Page 27
4e	Finance & Policy Committee, held on Wednesday 9 <sup>th</sup> April 2014	Minutes Attached	Page 33
5	Town Mayor's Announcements	Verbal Report	
6	Town Council Leader's Announcements	Verbal Report	
7	Town Clerk's Announcements	Verbal Report	
8	Notice of Motion	Report Attached	Page 39
9	Ballroom Sound System	Report Attached	Page 41
10	Portrait of Lieutenant-Colonel Sam Derry	Report Attached	Page 43
11	Time of Town Council Meetings	Report Attached	Page 45

### **Pre-Group Meetings:**

1	19:00	Conservative Group	Committee Room
2	18:30	Independent Group & Labour Group	Pickin 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 23rd April 2014

Minutes of the Meeting of the Town Council held on Wednesday 26<sup>th</sup> February 2014 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr B Richardson (in the Chair)
	Councillors	P Baggaley (Ap) T Bickley JP Mrs I Brown K Clayton M G Cope Mrs R Crowe (Ap) R A Crowe (Ap) Mrs G Dawn Miss R Dawn (Ap) L Goff D Jones D Lloyd D R Payne T Roberts MBE Mrs M Tribe S Wallace C Wetton
<b>Apologies received from:</b>	Councillors	P Baggaley, Mrs R Crowe, R A Crowe and Miss R Dawn
<b>Town Council Staff:</b>	Town Clerk Mayor's Secretary/PA to the Town Clerk	Alan Mellor Helen Crossland – taking minutes
<b>Public:</b>	There were 3 members of the public present	
<b>Venue:</b>	Council Chamber	Town Hall

**TC48/13/14 Minutes of the Town Council Meeting held on Wednesday 18<sup>th</sup> December 2013**

The Minutes of the last Town Council Meeting held on Wednesday 18<sup>th</sup> December 2013 were **AGREED** as a true and accurate record, and signed by the Chairman.

With regard to minute TC41/13/14 concerning the Finance & Policy Committee Minutes, Wednesday 4<sup>th</sup> December 13; Cllr M Cope asked if the last sentence of the Minute which read '*Cllr Mrs G Dawn requested that all Members receive a copy of this response*' had been carried out. The Town Clerk replied that this had not taken place and undertook to distribute a copy of the letter to all Members later in the week.

**TC49/13/14 Declarations of Interest**

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

However, the Town Clerk pointed out that for Agenda Item 11, Devolved Services, he had taken advice from the District Council's Monitoring Officer and it was proposed that those Councillors who are both District and Town Councillors did have a non-prejudicial interest which should be recorded, at this stage it was appropriate that they stay in the meeting and take part in the debate.

On the basis of this advice Councillors T Bickley, Mrs I Brown, Mrs R Crowe, Mrs G Dawn, D Jones, D Lloyd, D Payne, T Roberts MBE and Mrs M Tribe were recorded as having a non-prejudicial interest in Agenda Item Number 11.

**TC50/13/14 Planning & Regeneration Committee Minutes, Thursday 2<sup>nd</sup> January 2014**

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

**13/01753/LBC & 13/01822/LBC – Stephenson Nuttall & Co, 6-8 Castle Gate, Newark** – The non-prejudicial interest of the Conservative Group Members was re-iterated.

**TC51/13/14 Environment & Leisure Committee Minutes, Wednesday 22<sup>nd</sup> January 2014**

The Chairman, Cllr D Jones, presented the Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday 22<sup>nd</sup> January 2014.

It was pointed out that since the meeting, recommendation (ii) had changed to a three year contract.

The question was raised as to why the Minutes were not an Exempt Item as the original report was; the Chairman explained that as the Minutes had now been through the Finance & Policy Committee they contained no confidential information and should be considered in the public domain.

**TC52/13/14 Planning & Regeneration Committee Minutes, Wednesday 29<sup>th</sup> January 2014**

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 29<sup>th</sup> January 2014.

**PR58/13/14 – Outstanding Planning Applications**

**13/01867/FUL King's Marina, Mather Road, Newark**

Cllr. Mrs M tribe asked if there was going to be a site visit given the comments made about the need for adequate facilities.

Cllr. D Payne raised a concern that the qualified decision on this application was not

helpful to the District Council when considering applications. The Town Clerk agreed to undertake further research into the facilities proposed on the site.

### **PR60/13/14 – Draft Wind Energy Supplementary Planning Document (SPD) Consultation**

The Planning Committee were congratulated on their comments on this document.

Cllr D Payne raised the issue of a Neighbourhood Plan for Newark, outlining the financial benefit which would be achieved through an additional 10% payment from all Community Infrastructure Levy receipts being passed to the Town Council. Following a discussion the Town Clerk was asked to submit a report as soon as possible on the matter to a future meeting of the Planning & Regeneration Committee.

### **TC53/13/14 Finance & Policy Committee Minutes, Wednesday 12<sup>th</sup> February 2014**

The Chairman, Cllr K Clayton, presented the Minutes of the Finance & Policy Committee, held on Wednesday 12<sup>th</sup> February 2014.

### **TC54/13/14 Doris Bainbridge Trust Fund**

The recommendation was moved by Cllr D Payne and seconded by Cllr Mrs G Dawn and Members therefore **AGREED** to allocate the sum of £2,240 from the Interest Reserve Fund to meet the cost of holding the Sunday band Concerts in the Castle Grounds in July and August 2014.

Cllr D Payne questioned whether this was the correct use of this fund and requested that the Town Clerk seek further legal advice before the capital sum becomes available for use. The Town Clerk agreed and said he would be quite happy to take further legal advice.

### **TC55/13/14 Medium Term Financial Strategy**

Cllr K Clayton moved that this Agenda Item and Agenda Item 7 be taken together and this was **AGREED**.

### **TC56/13/14 Revenue Budget & Precept 2014/15**

The Chairman of the Finance & Policy Committee, Cllr K Clayton presented the report to the Town Council on the Revenue Budget & Precept 2014/15. Cllr. Clayton used the maximum time permitted for speeches of five minutes under Standing Order 10 (4); Cllr Mrs G Dawn proposed and Cllr D Payne seconded a suspension of this Standing Order to allow Cllr K Clayton to finish, following a vote was **AGREED**.

Cllr K Clayton identified some key aspects of the proposed budget for 2014/15; identifying the investment in the new Community Events Grant, the expansion of town centre planters with 22 additional sites coming on stream, additional Christmas Light Displays and the continuation of Newark Festival under a new contract which will cap the financial cost to the Town Council. He advised the Town Council that the Town Council remained in a strong financial position as demonstrated by the Medium Term Financial Plan, this level of financial security should be of assistance in considering the potential devolvement of services from the District Council which was to be discussed later on the agenda. Cllr K Clayton moved the budget proposals as recommended in the report.

As the Leader of the Opposition Group, Cllr D Lloyd responded to Cllr C Clayton.

Cllr D Lloyd said he was pleased to see that the Budget proposals included a lot of suggestions that were in his Group's 'alternative' budget which he presented last year;

- Town Centre Planters

- Extension of the Christmas Lights displays particularly at 'Gateway' entrances into the town centre
- Violin Concerts
- Community Events Grant Aid
- Newark Town Plan
- Newark Festival

Cllr D Lloyd noted other proposals from his group that he asked be considered for inclusion in the 2014/15 budget:

- Engagement with those who operate the half marathon with an aim to support its re-introduction in for 2015
- The town centre planters should be done twice a year, and be placed at gateway sites
- The WW1 memorial troughs – something more permanent should be provided.
- The undertakings regarding the Sports Hub – as discussed at the Finance & Policy Committee
- A review of the current arrangements for grant to Voluntary Bodies

Cllr D Lloyd re-iterated that it would be increasingly important to have a Newark Town Plan.

Cllr D Lloyd then seconded the budget proposals as printed in the report.

Members **AGREED** that the budget proposals as revised for the financial year 2013/14 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £685,130.00 be **APPROVED**.

Members **AGREED** that the budget proposals as submitted for the financial year 2014/15 in respect of all services and functions operated by the town Council, giving rise to a projected net expenditure of £735,860.00 subject to any adjustments arising from the consideration of Agenda Item 5 be **APPROVED**.

Members **AGREED** that the projected aggregate net expenditure on Town Council services for the financial year 2014/15 be met by way of the levying of a precept of £779,587.00 on Newark & Sherwood District council, leaving the sum of £505,377.00 in General Revenue Balances be **APPROVED**.

(Subject to any adjustments arising from Agenda Item 11)

Cllr Mrs G Dawn then said that she would be pleased to incorporate some of the suggestions from the Conservative Group into the Budget.

Cllr K Clayton reported that he would meet with Cllr D Lloyd to discuss his proposals and the new Community Event Grant system being proposed as well as review the current Voluntary Bodies grant scheme.

#### **TC57/13/14 Medium Term Financial Strategy**

Cllr K Clayton moved approval of the Medium term Financial Strategy as outlined in the report, this was seconded by Cllr D Lloyd and **AGREED**.

#### **TC58/13/14 Town Mayor's Announcements**

The Town Mayor, Councillor Bryan Richardson, announced that he would be holding a St George's Day Dinner on Friday 25<sup>th</sup> April and that tickets were selling well. He also

informed Members that a group of children from the Chernobyl Children's Lifeline Group were visiting the Town Hall on Monday 3<sup>rd</sup> March.

**TC59/13/14 Town Council Leader's Announcements**

The Town Council Leader, Councillor Mrs Gill Dawn, had no announcements.

**TC60/13/14 Town Clerk's Announcements**

The Town Clerk, Mr Alan Mellor, had no announcements.

**TC61/13/14 Devolved Services**

Cllr S Wallace joined the meeting at the beginning of this Agenda Item.

Cllr M Cope asked why this was not an Exempt Item; the Town Clerk said that there was no specific personal information on the report and the staff who would potentially transfer to the Town Council under the TUPE arrangements had been made aware of the proposal.

The Leader of the Council, Cllr. Mrs G Dawn said that it was not the intention to discuss the initiative in detail at this stage, the report was submitted for Members to consider whether or not the principle of the proposal was supported and commission further detailed work to be carried out.

Cllr D Lloyd then spoke and raised the following points:

- This would bring the proposed services under the direct control of the Town Council, who could then make decisions based on the best interests of the Town,
- It would make the Town Council more purposeful and significant to the local community,
- With regard to the 'package of services' as outlined in the report, Cllr D Lloyd said that he hoped that the 'package' would be an agreed mutual decision., With reference to 'equity' made in paragraph 2.3 he hoped that the district Council would extend the scheme if, if successful, to all other Town & Parish Councils in its area,
- The Riverside Arena is not included in the package; this needs to be checked and included if possible,
- On page 75 of the Agenda, 4.4 (iv) the word 'Possible' should be removed; it was important that Section 106 and CIL funding should be transferred to the Town Council.

Cllr D Payne referred to page 75 of the Agenda, 4.4 (vi) and said he was pleased to note that the extension of the town boundary was included within the proposals, he was fully supportive of it and hoped it could be introduced as soon as possible.

Cllr D Jones agreed with Cllr D Lloyd and also said that the Riverside Park and Arena should be within the 'package'.

Cllr Mrs G Dawn then said that she would be pleased to incorporate some of the suggestions from the Conservative Group into the Budget.

Cllr K Clayton reported that he would meet with Cllr D Lloyd to discuss the grant system being proposed.

- (i) Members **AGREED** the principle of transferring a package of services to the Town Council from the District Council.

- (ii) In view of (i) above, Members instructed the Town Clerk to undertake a detailed analysis of the services to provide the Town Council with a financial appraisal for consideration.
- (iii) Members **AGREED** to give the Town Clerk delegated authority, in consultation with the Leader of the Council, the Chairman of the Finance & Policy Committee and the Leader of the Opposition Group, to procure any necessary professional and administrative support to take the project forward.

Cllr Mrs G Dawn proposed that an additional, non-District Councillor from the Opposition Group be added to the group; this was seconded by Cllr D Lloyd. Cllr M Cope was named as the other representative.

<b>Meeting Closed:</b>	<b>8.40pm</b>	<b>Next Meeting:</b>	<b>23<sup>rd</sup> April 2014</b>
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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: 4a

Committee Date: Wednesday 23rd April 2014

## YOUTH COUNCIL MINUTES

Minutes of the Youth Council Meeting held on Wednesday 12<sup>th</sup> February 2014, at 5pm, in the Council Chamber at the Town Hall.

<b>Membership:</b>	Robert Hughes Laura Fairfax (Ap) Thomas Eason Marie Hibbert (A) Andrzej Molenda James Sargisson (A) Eliot Reid Thomas Morrell Rebecca Keetley Sharnon Smith (Ap) Shanay Cotton	<b>Chairman</b>         <b>Vice Chairman</b>	The Newark Academy The Newark Academy The Newark Academy The Newark Academy The Newark Academy The Newark Academy Magnus C of E Academy
<b>In attendance:</b>	Cllr Mrs G Dawn Cllr T Roberts MBE Cllr Mrs I Brown Mrs L Millard Kellie Cripps Alexis Knock		Newark Town Councillor Newark Town Councillor Newark Town Councillor Newark Advertiser Salvation Army N&SDC
<b>Apologies:</b>	As above		
<b>Officers Present:</b>	Town Clerk		Alan Mellor
<b>Venue:</b>		Council Chamber, Town Hall	
<b>Taking Notes:</b>		Helen Crossland – PA to the Town Clerk	

## **Matters Discussed:**

### **YC29/13/14 Apologies for Absence**

RH opened the meeting at 5pm. The Chairman explained to the group that as he gave the wrong date of this meeting to Eddie Fenwick MYP Eddie was unable to attend.

Apologies were received from Laura Fairfax and Sharon Smith.

It was thought that Marie Hibbert would be in attendance.

It was noted that James Sargisson is no longer contactable and it was agreed to remove his name from the list of Committee Members.

### **YC30/13/14 Minutes of the last meeting**

The Minutes of the last meeting, held on Wednesday 4<sup>th</sup> December 2013 were then agreed as a true and accurate record of the proceedings.

### **YC31/13/14 Matters Arising**

The Chairman asked what was meant by 'Matters Arising', following which TM and the group shared that they did also not know. HC and AM explained the purpose of this section.

#### **YC21/13/14 – Letter to Sustrans – Footpath Lighting**

There was still no response; Cllr TR MBE pointed out that there must be someone in charge as both railings where his friend had the accident that he had mentioned previously, had now been replaced.

The Chairman responded by saying that he had written another letter to Sustrans that he intended to be agreed with other Committee members this evening; he would then send this onward to the Town Clerk.

#### **YC27/13/14 Funding/Budget**

The Town Clerk informed the Youth Council that the Town Council would be considering its Revenue Budget tonight; £2,000 was dedicated to this group for this year and would be allowed for again in the next financial year.

#### **YC28/13/14 – Any Other Business**

The Vice-Chairman pointed out that all matters had been resolved with the Newark Advertiser since the last meeting; this was confirmed by LM.

Before the next agenda item the Chairman introduced Kellie Cripps and Alexis Knock to the members; all members present then introduced themselves.

### **YC32/13/14 Support of Charities: Our Offer**

The Chairman went through what the Youth Council had decided was their 'Offer' to support charities in the future.

It was reported that the Chairman, Vice-Chairman and the Town Clerk had met with the Chairman of the Newark CVS since the last meeting and he was keen to work with the Youth Council.

A discussion followed with regard to moving this forward; another meeting might be arranged to decide who the Youth Council were going to support.

RH reported that at an informal meeting of Youth Council members they had thought of supporting Sure Start and the Salvation Army Social Action Year.

#### **YC33/13/14 Salvation Army – Social Action**

Kellie Cripps from the Salvation Army outlined what they were hoping to achieve in the Social Action plan for this year.

She explained the activities that groups of young people that she had worked with (their ages ranging from 11 to 15) had expressed interest in the project. The young people suggested ideas, these ranged from car washing to shopping, to taking flowers to old people's homes on Mother's Day.

TE asked if the Salvation Army was itself providing funding for this action, and would it be helpful for them to receive a part of the Youth Council funding, as described in 'Our Offer'.

KC said that any financial help would definitely be extremely useful as this would provide the 'tools' for some of the activities already mentioned, and would allow them to happen. She gave an example of being able to buy cakes, for instance, to give away at Easter time. KC also said that funding from the Salvation Army would be known at the end of this financial year; there would be some money made available.

RK asked where any money donated would be going; would it go to people on the streets for example.

KC said that everyone in the community would benefit.

TE asked if the project was a 'full on' Church led event; KC said it was not, it was about helping the community and making themselves a better person as a whole.

Cllr TR suggested that a good idea would be for elderly people to be given help with their gardens; many elderly people end up with gardens that are too large for them to be able to look after and they would really appreciate this.

KC agreed and said that this was just the sort of thing that young people want to do. The Salvation Army has some equipment and again, any donation could be used to purchase more.

KC reported that there would be a residential weekend in May and that 20-30 young people would be available – any ideas were welcome! RH pointed out that Youth Council members could take part and could also have input.

Discussion followed about which part of the year would be best used to assist with this project.

It was agreed that the Youth Council would support the Salvation Army Social Action year for the first half of the year (April – August) and Sure Start from September onwards.

Cllr Mrs IB asked KC if DBS checks would be required; KC said that no young person would be left on their own. At least two adult Salvation Army members with DBS checks would always accompany them.

The Town Clerk asked KC if the Salvation Army had adequate insurance cover; KC did not know but said she would find out.

It was agreed that KC would organise a rota for assistance required.

#### **YC34/13/14 Opportunities for young people in Newark & Sherwood**

Alexis started by giving out pens with information about this department on them.

Alexis Knock gave a short presentation about the National Citizen Service (NCS). This was NCS's promotional video: "IT ALL STARTS AT 'YES'". She explained that this was aimed at 16-17 year olds; some of the Youth Council would not be eligible, but some would be in the future. TM let the group know he had been in contact with an Ambassador from NCS.

There were 195 places available, for anyone in these age groups, there were no restrictions (it wouldn't matter where they live for example).

There is a residential aspect to the Service; AK also said that there was a small cost - £20 for the Easter session, £40 for the Summer session and £20 for the October session. This was not for the residential but for part two in the community, to purchase equipment for example. Bursaries were also available and anyone requiring further details should contact AK.

AK went on to say that 13 teams of 15 young people are required.

AK also informed the Youth Council about another volunteering scheme – VISPA; volunteers are recruited from schools and sports clubs.

Volunteers need to be 14+ - there is no upper restriction on age for this scheme, however.

AK went on to inform the Youth Council that on Thursday evenings in the Market Place there were various activities for 11 – 18 year olds ranging from wall climbing to flash mobbing. AK encouraged members of the Council to contact her for any further information or help.

#### **YC35/13/14 Any Other Business**

Cllr TR explained who Hercules Clay was and the history behind the Commemoration Service which is being held on Sunday 9<sup>th</sup> March 2014. All members of the Youth Council were invited to attend; anyone who does wish to attend should respond to HC.

Cllr Mrs GD talked about the Newark Festival for 2014; she explained what was happening with regard to the Festival, Newark Town Council and the Liz Hobbs Group. As of the previous festival the Town Council was left with a deficit- the Council was insistent that this couldn't happen again. The Liz Hobbs Group offered to pay any deficit which was encountered in the next festival.

There was a discussion about the 'Community Groups' aspect; RH agreed to bring a report with some ideas for this back to the next meeting.

The Town Clerk informed the group that the date of the Festival weekend was 21/22 June 2014 but the Grant Aid was extended beyond that date.

The Town Clerk read out an email that had been received from Mr J West regarding Bowling for young people; there is a family open day on Saturday 8<sup>th</sup> March and all young people are welcome to attend from 10am to 1pm.

TM passed round a nomination form he had received from a Children and Young People's Participation Team Senior Practitioner, Peter Cook. The event is the County Council's young people's outstanding achievement award, the '4uth' Awards. TM then gave a brief explanation of what the '4uth' awards is.

RH reported that he had produced a PowerPoint Presentation as discussed at the last meeting for use in school assemblies. The presentation was generic so that it could be used in both schools. RH said he would send it out to the members.

RH asked Mrs LM if she would write a report on what the Youth Council hope to

do with the Salvation Army; Mrs LM said she would do so.

RH then read out his draft letter to Sustrans as reported at the beginning of the meeting. The wording of the letter was agreed and it was passed to the Town Clerk for onward transmission.

AK asked if the Youth Council had a 'brand'; the Youth Council said that they wouldn't necessarily want to change the logo completely, more have a different 'take' on the current logo. AM said that it would be interesting to see what could be done with the Council's current logo. AK agreed to try and find a designer to meet with members of the Youth Council for further discussion about this.

There being no further business the meeting was then closed.

<b>Meeting Closed:</b>	<b>6.05pm</b>	<b>Next Meeting:</b>	<b>Wednesday 9<sup>th</sup> April 2014</b>
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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: 4b**

**Committee Date: Wednesday 23rd April 2014**

## PLANNING & REGENERATION COMMITTEE MINUTES

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

<b>Membership Present:</b>	<b>Councillor</b>	<b>L Goff (Chairman)</b>
	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
<b>In Attendance</b>	Town Clerk	Alan Mellor, Cllr Mrs G Dawn
<b>Apologies</b>	Cllrs Miss R Dawn, B Richardson and A Roberts MBE	
<b>Taking Minutes:</b>	PA to the Town Clerk	Mrs H Crossland
<b>Public:</b>	There was one member of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

### **PR62/13/14 Minutes**

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

### **PR63/13/14 Matters Arising**

#### **PR60/13/14 – Draft Wind Energy Supplementary Planning Document (SPD) Consultation**

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.

Members of the Committee were content with this addition.

### **PR61/13/14 – Miscellaneous Applications**

#### c. Street Naming

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.

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.

### **PR64/13/14 Declarations of Interest**

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

### **PR65/13/14 Outstanding Planning Applications**

#### **13/01825//FUL 114 Hawton Road, Newark**

Residential Development – 2 no. bungalows

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

#### **13/01867/FULM Kings Marina, Mather Road, Newark**

Change of use to allow no more than 10 of the existing Grade 1 leisure moorings, full residential status at any one time.

Members were informed that this was a re-submission owing to the size of the land in question; it is classed as 'Major' (M).

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.

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.

The District Council said that the Town Council comments are helpful; they raise questions on applications that might not have been considered otherwise by the District Council.

Members decided that there was therefore **No Objection to this application**, provided there are adequate facilities.

#### **14/00097/FUL 3 Norman Avenue, Newark**

Householder application for construction of lean-to tiled roof over existing flat roof above garage and front door.

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

Cllr P Baggaley joined the meeting at this point.

- 14/00133/FUL 33 Appleton Gate, Newark**  
Change of use from Office to Residential (use class C3) with internal modifications.  
**No Objection was raised to this application.**
- 14/00134/LBC 33 Appleton Gate, Newark**  
Change of use from Office to Residential (use Class C3) with internal modifications.  
**No Objection was raised to this application.**
- 14/00135/FUL Citizens Advice Bureau, 2 Castle Gate, Newark**  
Change of use from B1 Business to A3 Restaurants and Cafes and A5 Hot Food takeaways including internal alterations.  
**No Objection was raised to this application,** but the comment was made that disabled access to this property is very poor.
- 14/00136/LBC Citizens Advice Bureau, 2 Castle Gate, Newark**  
Change of use from B1 Business to A3 Restaurants and Cafes and A5 Hot Food takeaways including internal alterations and external signage.  
**No Objection was raised to this application,** but with the same comment as 14/00135/FUL.
- 14/00171/LBC 109 Mill Gate, Newark**  
Removal of an external door and its replacement with new.  
**No Objection was raised to this application.**
- 14/00250/ADV Citizens Advice Bureau, 2 Castle Gate, Newark**  
Erection of 1 no. hanging sign, 1 no. fixed fascia sign and 1 no. menu board.  
**No Objection was raised to this application.**
- 14/00261/LBC Newark Northgate Station, Lincoln Street, Newark**  
Corporate re-branding of an existing ATM to the front elevation of the Ticket Hall.  
**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.

- 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 classification/weight restrictions 18 months ago.

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.

In the absence of any such assessment Members also requested that the Traffic Impact Assessment should then be widened to include Newark.

### **c. Nottinghamshire County Council Applications**

#### **Pre-Order Consultation – Burton Joyce, Carlton, Carlton in Lindrick/Hodsock, Eastwood, Greasley, Gunthorpe, Kimberley, Misson, Newark**

Proposed footpath and proposed bridleway in Newark.

#### **Proposed footpath**

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.

Cllr S Wallace agreed to send forms supporting the footpath based on historic information.

**Proposed bridleway**

All Members of the Committee declared an interest in this Agenda Item.

No comments were made.

d.

**Notification of Appeals**

**Barclays Bank Plc, 41 Market Place, Newark**

Proposed change of use of ground floor from Class A2 Financial and Professional Services to Class A3 Restaurant.

**An appeal relating to the above site has been made to the Secretary of State. The appeal follows the refusal of planning permission.**

Members **NOTED** the above appeal.

<b>Meeting Closed:</b>	<b>7.55pm</b>	<b>Next Meeting:</b>	<b>Wednesday 2<sup>nd</sup> April 2014</b>
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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: 4c

Committee Date: Wednesday 23rd April 2014

## ENVIRONMENT & LEISURE COMMITTEE MINUTES

Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday, 26<sup>th</sup> March 2014 in the Council Chamber, Town Hall.

<b>Membership:</b>	<b>Councillor</b>	<b>D Jones (in the Chair)</b>
	Councillors	Mrs I Brown (Ap) T Bickley JP M G Cope (Ap) R A Crowe Mrs R Crowe Miss R Dawn (A) L Goff Mrs M Tribe
<b>In attendance:</b>	Councillor	S Wallace
<b>Apologies:</b>	Councillors	Mrs I Brown, M G Cope
<b>Officers Present:</b>	Town Clerk	Alan Mellor
	Deputy Town Clerk	James Radley
	Curator	Patty Temple
	There was one member of the public present	
<b>Venue:</b>	Council Chamber, Town Hall	
<b>Taking Notes:</b>	Helen Crossland – PA to the Town Clerk	

### Matters discussed

#### **EL41/13/14 Minutes**

The Minutes of the previous meeting held on Wednesday 22<sup>nd</sup> January 2014 were accepted as a true and accurate record and signed by the Chairman.

**EL42/13/14 Matters Arising**

**EL36/13/14 – War Memorial**

Cllr S Wallace asked if any plans had been made to commemorate the 48 soldiers who died whilst training during World War 1, at the camp established at Coddington; many of whom are buried in Newark cemetery.

The Town Clerk informed Members that the Curator was organising some exhibitions in the Town Hall, but at the moment there were no plans for anything else.

Further discussion followed and it was **AGREED** that Cllr S Wallace talk to the Town Clerk and Deputy Town Clerk with regard to this.

The Chairman stated that he would do all that he could to assist with the task of ensuring that all the names that should be on the Memorial were in place in good time for the beginning of the World War 1 commemorations.

Cllr L Goff said that the Friends of Newark Cemetery were planning some World War 1 commemorations but had no further details at this stage.

With regard to the last paragraph of this Minute,

*‘Cllr R Crowe pointed out that the poppy planters at the Cenotaph at the Church are in need of repair, he asked if one of the Town Council’s planters could be put there’*

Cllr S Wallace asked if any progress had been made; the Deputy Town Clerk informed Members that the Town Council’s existing planters were too high and it may be that something will need to be custom built for this purpose.

After further discussion it was **AGREED** that the Deputy Town Clerk would bring a further report back to the next meeting of this Committee, with some options.

**EL43/13/14 Declarations of Interest**

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

**EL44/13/14 Museum Update**

(i) Members **NOTED** the award of full accreditation to the Town Council’s Museum by Arts Council England and thanked the Museum Curator for her efforts.

(ii) Following discussion of this item, it was **AGREED** that the speakers noted at items 1 and 3 would be pertinent and of interest to the people of Newark.

With regard to item 2, Cllr Mrs Crowe informed Members that Chris Grant would be attending the ‘Peace Football Match’; as he is known to be a good speaker, perhaps he could be invited to give a talk at the Town Hall.

Another name was put forward – G Evans, from N&SDC as a possible candidate to give a talk/presentation.

The Curator **AGREED** to continue to set up some lectures in the Town Hall, bearing in mind the above.

A discussion then followed with regard to the many artefacts that are stored with N&SDC.

The Town Clerk advised Members that he had met with the new Curator

recently to discuss, amongst other things, the opportunity to rotate and refresh the items currently on display. If the Town Council and the District Council work together on this, both parties would benefit.

The Town Clerk reported that he is continuing to negotiate with the District Council with regard to items that the Town Council think they should have on display. He **AGREED** to report back as and when any response has been received, to update Members.

Members then **NOTED** the museum activities as outlined in the report.

#### **EL45/13/14 Town Twinning**

At the beginning of the discussion of this Agenda Item, the Chairman informed Members that he wished to propose a slightly different make-up to the delegation as outlined in the report.

The Chairman was of the opinion that in order to further the relationship with our Twin Towns on occasions such as these, there would be merit in sending other Members of the Council who were able to make decisions if necessary. These could be, for instance, the Leader of the Council, (or nominated representative), and the Chairman of this Committee, as well as those named in the report.

After further discussion it was proposed by the Chairman and Seconded by Cllr Mrs Mr Tribe that a recommendation be made to the Finance & Policy Committee that the official delegation to go on the two visits to Emmendingen should be:

- The Leader of the Council (or nominated representative)
- The Town Mayor and Mayoress/Escort
- The Town Clerk

After further discussion this was **AGREED**.

It was also **AGREED** to send a delegation to attend the 'Peace Game' in Ypres in Belgium between 22<sup>nd</sup> and 24<sup>th</sup> August, the delegation would comprise the Town Mayor and Mayoress/Escort and the Town Clerk.

It was **AGREED** that the costs for the delegations would be met as follows:

- (i) Emmendingen visit (approximately £650) would be met from the approved Twinning budget of £1,000.
- (ii) Ypres visit would be met from the approved World War 1 Commemoration budget of £1,000.

#### **EL46/13/14 Events**

Prior to the discussion of this item the Town Clerk circulated a proposed schedule of acts and entertainment for the Sunday of the Festival weekend.

Cllr R Crowe asked if the Sealed Knot would be attending on the Sunday of the Newark Festival weekend; there may be some funding available towards this from N&SDC.

The Town Clerk reported that the Sealed Knot had been part of the Carnival last year, which was part of the Sunday's events over the Festival weekend.

The Carnival Chairman was looking at possibly having the Sealed Knot again this year if funding could be raised to achieve this.

Cllr R Crowe asked if it would be possible to look at making the Sealed Knot a part of the Festival every year; the Town Clerk said he would be happy to meet with them to discuss this.

The Town Clerk also reported that he was talking with Ian Harrison about building a small market into the Riverside Park on the Sunday.

The Chairman informed Members that due to budgetary constraints there would not be a flypast from a spitfire this year.

Discussion followed with regard to how the Town Council advertises the events that are taking place. Cllr Mrs Tribe reported that Experience Nottinghamshire were publicising the District Council's events; perhaps they should be contacted by the Town Council.

The Town Clerk informed Members that the Liz Hobbs Group have a marketing plan and this would be shared with them when it became available

The Chairman reported that he had also been trying very hard to engage with public transport for the Festival weekend.

A general discussion followed about Facebook and Twitter; the Town Clerk and the Deputy Town Clerk had attended a session the previous day at the Action Market Towns Group where this had been discussed.

Members **NOTED** the forthcoming Violin School Concerts to be held on 2/3 May in the Ballroom at the Town Hall.

Members **AGREED** the planned programme for the Sunday of Newark Festival as set out in the schedule tabled by the Town Clerk.

Members **NOTED** the programme for the Sunday Band Concerts.

Cllr L Goff asked if anything had been done with regard to cleaning the Bandstand in time for these Concerts.

The Deputy Town Clerk agreed to look into this.

Members **NOTED** the report in respect of incorporating the Summer Picnic & Brass Explosion into the final Sunday Band and **AGREED** to let the Town Clerk know if they had any thoughts about what to include in this event.

<b>Meeting Closed:</b>	<b>8.35pm</b>	<b>Next Meeting:</b>	<b>Wednesday 21<sup>st</sup> May 2014</b>
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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: 4d

Committee Date: Wednesday 23rd April 2014

## PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday, 2<sup>nd</sup> April 2014 in the Council Chamber, Town Hall.

Membership Present:	Councillor	L Goff (Chairman) (A)
	Councillor	P Baggaley (A) Mrs I Brown (Vice Chairman) K Clayton R Crowe Miss R Dawn (A) D Lloyd B Richardson (Ap) A Roberts MBE (Ap) S Wallace
In Attendance	Town Clerk	Alan Mellor
Apologies	Cllr B Richardson, Cllr 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	

### PR68/13/14 Minutes

Cllr Mrs I Brown (Vice-Chairman) took the Chair for this meeting as the Chairman was absent.

The Minutes of the last meeting held on Wednesday 5<sup>th</sup> March, 2014 were **AGREED** and signed as a true and correct record.

### PR69/13/14 Matters Arising

#### **14/00353/FUL – 1 Nursery Court, Newark**

The Town Clerk reminded Members that there had been No Objection raised to this application at the last meeting of this Committee; however, it had now come to light that there had been problems with this application being advertised, in that the usual letters that are sent to neighbouring properties did not get sent until the day before our meeting. Residents therefore did not have the opportunity to put any objections forward in time. There had been a lot of opposition from neighbours since and the Town Clerk advised that the Committee could revisit this application in the light of new information.

After discussion the Town Clerk was asked to write to the District Council to inform them that the Town Council wish to re-consider the application and that the statutory 6 weeks' notice for neighbouring properties to register their objections should be given. If necessary the application could be re-submitted to the next meeting of this Committee.

#### **PR70/13/14 Declarations of Interest**

All District Councillors declared a non-pecuniary interest in **14/00402/FULM – Land at Bowbridge Road, Newark.**

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

#### **PR71/13/14 Outstanding Planning Applications**

##### **14/00121/FUL 43 Victoria Street, Newark**

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

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

##### **14/00252/FUL & 97 Mill Gate, Newark**

**14/00453/LBC** 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.

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

##### **14/00402/FULM Land at Bowbridge Road, Newark**

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.

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

##### **14/00417/FUL Charles Lawrence International, Jessop Way, Newark**

Erection of two storey extension to existing office.

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

##### **14/00418/ADV Charles Lawrence International, Jessop Way, Newark**

Company logo (light box) fixed to the wall of the building.

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

- 14/00483/FUL Charles Lawrence International, Jessop Way, Newark**  
 Retrospective planning to permanently retain a temporary structure adjoining an existing building.  
**No Objection was raised to this application.**
- 14/00465/OUTM Land North & East of Fernwood, West & East of Spring Lane, South of A1 and East of Railway Line, Fernwood**  
 Proposed residential development for up to 950 dwellings and associated facilities (Education & Recreation) infrastructure and utilities; application for outline planning permission (including access).  
 This application was discussed in detail. Members were concerned about the impact that this development would have on traffic flows in Newark arising from construction traffic and residents when the houses are completed.  
 Concerns were raised that this would have an adverse impact on traffic movements through the town centre.  
 Members felt that this development being brought forward means that the early implementation of the planned Southern Relief Road even more important to alleviate the concerns raised above.  
 In conclusion Members welcomed the fact that this development was now making progress and **No Objection was raised to the application.**  
 The Town Clerk was also asked to pass on to the District Council the above comments about the potential traffic impact and the urgency for the delivery of the Southern Relief Road.
- 14/00516/FUL 7 St Mark's Place, Newark**  
 Proposed stair enclosure to flat roof area to facilitate access to the first floor.  
**No Objection was raised to this application.**
- 14/00519/FUL 160 Lincoln Road, Newark**  
 Householder application for erection of 2 storey side extension to house.  
**No Objection was raised to this application.**
- 14/00522/FUL Edinburgh Lodge, Barnby Road, Newark**  
 Householder application for ground floor extension to rear.  
**No Objection was raised to this application.**
- 14/00523/FUL Land to the east of Top Row, Beacon Hill Road, Newark**  
 Proposed new detached dwelling.  
**No Objection was raised to this application.**

- 14/00530/FUL 1 Markham Avenue, Newark**  
 Householder application for extension to dwelling.  
**No Objection was raised to this application**, provided the dormer windows are set so that there is no overlooking of neighbouring properties.
- 14/00400/LBC Victoria Fish Bar, 62 Victoria Street, Newark**  
 Repair and re-paint existing windows, replace any damaged glass panes and insert glass pane into existing solid front door.  
**No Objection was raised to this application.**
- 14/00473/FUL Land used for storage and work premises (Rose & Co), Parker Street, Newark**  
 Variation of conditions 9 and 10 attached to planning permission 11/00697/FULM to allow for the site to be split into two phases.  
**No Objection was raised to this application**, provided there is no variation to the end date of the total completion of the development.
- 14/00548/FUL Junction of Church Street, Kirk Gate and Wilson Street, Newark**  
 02 Wi-Fi service enhancement for Newark Town Centre and Heritage Trail – 2 x Ruckus 7762 Wi-Fi\_\_\_33 access point units will be deployed on the CCTV column below the existing camera housing, one facing North West towards Kirk Gate and one facing south/south west towards the Market Place.  
 Cllr D Lloyd declared a personal interest in this application.  
**No Objection was raised to this application.**

**PR72/13/14 Notice of NSDC Planning Decisions**

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

**PR73/13/14 Miscellaneous Applications**

**a. Licensing Applications**

**Morrisons Fuel, Lovers Lane, Newark**

Application received regarding a New Premise Licence.

It was **NOTED** that this application had been withdrawn.

**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).

The Committee decided, reluctantly, to raise **No Objection** to the extension of weight limits to the above two roads even though it remains of the view that the current impact of the traffic order on the C3 has had a very significant detrimental impact on

Newark arising from an increase in the movements of HGV's through the Town Centre, along roads that are not equipped to take such traffic.

The Town Council was also very concerned that the expansion of traffic movements arising from the proposed MRF at Quarry Farm Transfer Station would have the impact of exacerbating the flow of HGV's through Newark Town Centre and create even more problems than exist at the moment.

**c. Trent Skip Hire Limited, Quarry Farm Transfer Station, Bowbridge Lane, New Balderton, Newark**

Proposed erection of a steel framed building for use as a materials recycling facility (MRF).

The Town Clerk informed Members that he had spoken to the Officer who is dealing with the C3 (above) and they were unaware of this application.

As far as the Town Clerk could tell, this proposal would amount to a 60 per day increase in vehicle movements (30 in, 30 out); in the paperwork it stated that the existing roads could deal with this.

During discussion it was noted that there appeared to be no coherent traffic plan within the proposal. Indeed, some restrictions would need to be lifted on the C3, otherwise vehicles would not be able to get to where they needed to be.

For the reasons stated above it was agreed that an **Objection was raised to this application.**

**PR74/13/14 Street Naming**

Member discussed this report in some detail. Cllr D Lloyd thought that at a previous meeting of this Committee it had been agreed that the Newark Civic Society be approached to prepare a list of possible names for the Town council to consider.

This matter had been discussed under Matter Arising at the meeting held on 2<sup>nd</sup> January when it was suggested that possibly Newark Civic Trust and Newark Historical Society be approached and asked to help produce a 'list' of names of prominent, important people from Newark.

After discussion it was **AGREED** that the Town Clerk would bring a further report on this subject to the September meeting of this Committee together with a list of names put forward by the above organisations.

**PR75/13/14 Neighbourhood Plan**

There was a general discussion with regard to this report.

All Members agreed that some form of plan for Newark Town Centre was required.

Members were also aware that the focus for the Town Council at the moment was to deal with the Devolved Services Project.

After further discussion it was **AGREED that no action should be taken at the moment to take forward a Neighbourhood Plan.**

However in the meantime the Town Clerk was asked to take forward discussions with the District Council with the aim of achieving a much greater involvement of the Town Council in the planning and agreement of Planning Section 106

Agreements.

It was also felt that in the interim period up to a decision being made on 'Devolved Services' that work should continue to achieve improvements in Partnership relationships particularly with regard to town centre issues.

<b>Meeting Closed:</b>	<b>8.15pm</b>	<b>Next Meeting:</b>	<b>Wednesday 30<sup>th</sup> April 2014</b>
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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: 4e

Committee Date: Wednesday 23rd April 2014

## FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Finance & Policy Committee held on Wednesday, 9<sup>th</sup> April 2014 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>K Clayton (in the Chair)</b>
	Councillors	P Baggaley M G Cope Mrs G Dawn L Goff D Lloyd D Payne (Ap) S Wallace C Wetton (Ap)
<b>In attendance:</b>	<b>Councillors</b>	Mrs I Brown, Mrs R Crowe, R A Crowe
<b>Apologies for Absence</b>	<b>Councillors</b>	D Payne, C Wetton
<b>Officers Present:</b>	<b>Town Clerk</b>	Alan Mellor
<b>Taking Notes:</b>		Helen Crossland
	There was one member of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

### **FP53/13/14 Minutes**

The Minutes of the meeting held on Wednesday 12<sup>th</sup> February 2014 were **AGREED** as a true and accurate record and signed by the Chairman.

### **FP54/13/14 Matters Arising**

#### **FP47/13/14 – Appointments & Reports Back from Outside Bodies**

(iii) *The Town Clerk also informed Members that he had received the new, draft constitution from the Newark Town Partnership, that morning, and would report back to the next meeting'*

Cllr P Baggaley asked if there was any further movement on this.

The Town Clerk informed Members that he had not submitted a report as there had not, as yet, been a meeting of the Newark Town Partnership, to consider the draft constitution and therefore it had not been ratified; there was nothing therefore to report to this Committee at this time.

**FP55/13/14 Declarations of Interest**

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

**FP56/13/14 Payment Schedule 11/14**

Members **AGREED** that payment in accordance with Payment Schedule 11/14 in the sum of £72,769.92 (seventy two thousand, seven hundred and sixty nine pounds 92p), be **NOTED**.

**FP57/13/14 Community Grants**

**(i) Voluntary Body Grants**

There was a general discussion regarding the Application Form for Voluntary Body Grants.

Members raised a number of points about the scheme:

- Concerns that it has been underspent in each of the last five years.
- Can the scheme be better advertised and promoted so that more Voluntary Groups are aware of it and can apply for grants.
- There was a debate about the maximum amount of grant that could be applied for.
- The Committee must be mindful that every penny allocated belongs to the taxpayer of Newark.
- With increasing applications for 'free use' of the Town Hall facilities, this budget could be used very quickly.
- Applications forms could be sent to Community Centres/Groups and Newark CVS.

The Town Clerk was asked for clarification on the following:

*'Applications are only invited for 'one off' schemes; the Town Council will not consider applications that see ongoing funding over more than one financial year'*

The Town Clerk responded that this was to ensure that the Town Council was not committed to provide grant funding on an ongoing basis for an individual project. It would not mean that an organisation could not apply for grants other projects.

Cllr Mrs G Dawn moved and Cllr D Lloyd seconded that:

- (i) The maximum grant which would normally be considered be increased to £350,
- (ii) Any underspend at the end of a financial year be transferred the Civic Pride Reserve Fund,
- (iii) The Town Clerk to produce a poster/leaflet which could be distributed to Voluntary Groups and displayed on public noticeboards.

Following a vote this was **AGREED**.

**(ii) Community Events Grants.**

Members were concerned that the application Form & Guidance Notes were too restrictive and that The Newark Festival could be seen to be the focal point when, in fact, the aim of these grants was to widen the scope of applications to events happening throughout the year.

During discussion it was **AGREED** that applications for these grants should be all year, and the wording should be changed to reflect this.

There followed a general discussion about various parts of the Application Form & Guidance Notes.

Cllr Mrs G Dawn stated that this could be a starting point for the future, and that maybe at some point a 'Community Committee' could be formed.

It was **AGREED** that the Town Clerk be given delegated authority to re-word the documents to reflect the various issues raised by Members and for the revised documents to be circulated to Members of this Committee for comments.

**FP58/13/14 Requests for Financial Aid**

Members **AGREED** to the following requests for Financial Aid:

**(i) Friends of Newark Castle and Gardens**

Cllr L Goff declared a personal interest in this application.

The sum of £100 towards the refurbishment of an existing room in the Castle.

**(ii) Newark Arts Forum**

Cllr K Clayton declared a personal interest in this application.

The sum of £200 towards the cost of a Holiday Project at Mount School.

**FP59/13/14 Internal Audit Report**

Members **ACCEPTED** the Internal Audit Report and **ENDORSED** the proposed actions in response to the report's recommendations.

**FP60/13/14 Appointments to Outside Bodies**

Cllr M G Cope declared a personal interest in this Agenda Item.

Members **AGREED** to revert to the original three and four year terms of office as contained in the approved Charity Schemes.

**FP61/13/14 Risk Register**

The following points were raised with regard to this Agenda Item:

- **3.2 – Risk No 1 – Town Hall Building**

Concern was raised that there is no Business Continuity Plan; the Town Clerk agreed with this concern and undertook to prepare such a plan

Concern was also raised that Members were not involved with the Risk Register; the Town Clerk pointed out that in the Strategy document under **4. Roles & Responsibility** –

Councillors involvement includes having a responsibility to oversee the plan and monitor the Risk Register.

Members raised the following detail points about individual risks :

- **3.9 – Risk No 9 – New Housing Developments**

It was suggested that 'there should be a Development Team Approach on new Section 106 agreements with the District Council' and that this should be added to this section.

- **3.10 – Risk No 10 – Localising Support for Council Tax**

The question was asked that if a future government introduced a cap on Parish Precepts, would this be considered a risk. The Town Clerk answered that whilst it would this was no different to any other potential policy change that could be introduced by the government in the future.

- **4. Roles & Responsibility** – It was pointed out that the Service, Quality & Performance Sub-Committee (SQAP) had not met since the last election. Cllr M Cope asked the Chairman why this was so. Cllr Cope also asked why this report had been submitted to the Finance & Policy Committee, instead of being dealt with by the SQAP.

The Chairman agreed to respond to Cllr cope in due course, in writing.

- The Risk Register should be consistent; the risk score should be added into all risks in the Strategy. The Town Clerk agreed to amend the document accordingly.

It was **AGREED** that the Town Clerk be given delegated authority to update the Risk Strategy document to reflect the various points raised by Members.

#### **FP62/13/14 Town Twinning**

Cllr Cope started the debate on this Agenda Item by stating that it had never been suggested before that anyone other than the Town Mayor and Mayoress/Escort and the Town Clerk be funded to attend the Town Twinning trips, and he could not support the recommendation from the Environment & Leisure Committee.

After further discussion, Cllr Mrs G Dawn moved an amendment to the recommendation thus this was seconded by Cllr D Lloyd:

The delegations to attend the two anniversary celebrations in Emmendingen should comprise:

- The Town Mayor and Mayoress/Escort
- The Town Clerk

There was further discussion on this item; Cllr D Lloyd then requested that under Standing Order (13) [b] the question be put to a vote this was seconded by Cllr Cope after a vote this was **AGREED**.

A vote was taken and the amendment as above was **AGREED**.

#### **FP63/13/14 Town Hall Lease**

Members **NOTED** the assignment of the lease of the Town Hall to Lunar Retail S.a.r.l.

**FP64/13/14 Exempt Notice**

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.

**FP65/13/14 Ballroom Audio System**

Members were shown a virtual tour of the Assembly Rooms in Edinburgh, which was very similar to the Ballroom in terms of age and design, to see what the proposed new system would look like.

The Deputy Town Clerk presented the report to Members; he was asked whether the Town Council was under any restrictions on undertaking this work; the Deputy Town Clerk confirmed that Listed Building Consent would be required and agreement from English Heritage.

The time frame for this project would depend on obtaining Listed Building Consent which was usually 8 – 12 weeks from the date of application.

Members asked what would happen to the current system, which had been given to the Town Council as a gift. The Town Council said he would make enquiries into this.

Members **AGREED** an exception to Standing Order 37 (1) due to the proposed equipment being of a specialist nature as identified in the report.

Members **AGREED** to give the Town Clerk delegated authority to go ahead and choose the most suitable options from the list contained within the report, with the limit of £15,000; a report should then be submitted to the Full Town Council on Wednesday 23<sup>rd</sup> April.

<b>Meeting Closed:</b>	<b>9.05pm</b>	<b>Next Meeting:</b>	<b>Wednesday 11<sup>th</sup> June 2014</b>
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**TOWN COUNCIL**

<b>SUBJECT:</b>	<b>NOTICE OF MOTION</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 That Members consider the motion below that the Town Clerk has received in accordance with Standing Order 6 (1).

**2. Background**

2.1 **MOTION PROPOSED BY COUNCILLOR P Baggaley, SECONDED BY COUNCILLOR K Clayton:**

Newark Hospital

Newark Town Council resolves to write to the Newark & Sherwood Clinical Commissioning Group, Care Quality Commission, Monitor and NHS England to request that:

- (i) Newark & Sherwood Clinical Commissioning Group seriously and openly consider alternative management arrangements for Newark Hospital working with United Lincolnshire Hospital Trust and Nottingham University Hospitals Trust,
- (ii) Newark & Sherwood Clinical Commissioning Group urgently review the strategic plan for Newark Hospital.
- (iii) Newark & Sherwood Clinical Commissioning Group consult and involve the service users and the local community in the development of services at Newark Hospital.

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

3.1 None.

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



**TOWN COUNCIL**

<b>SUBJECT:</b>	<b>BALLROOM SOUND SYSTEM</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendation**

1.1 That Members are asked to;

- (i) Approve a supplementary estimate of £10,000 for the installation of a new sound system in the Town Hall Ballroom, as outlined in the report, to be met from the Town Hall Maintenance Reserve Fund.

**2. Background**

2.1 A report was submitted to the last meeting of the Finance & Policy Committee held on 9<sup>th</sup> April, to consider a proposal to replace the current sound system in the Town Hall Ballroom. The acoustics in the Ballroom are not of the highest quality and it has not been possible to achieve any significant improvement with the current system.

Whilst budgetary provision of £5,000 for a new sound system has been approved in the 2014/15 revenue estimates from the Town Hall Maintenance Reserve; the proposals submitted were significantly above this figure.

2.2 The Finance & Policy Committee agreed to give me delegated authority to implement a system up to a total cost of £15,000 and submit a report to the Town Council on the preferred option.

It is planned therefore to install the following equipment:

K Array Vyper KV50 Speakers (six no.)

Wall Brackets for above

K Array Subs UKKAKKS50 Base Speakers (four no.)

K Array Amplifier Dual pro Amp

K Array Amplifier 10 Quad Amp (two no.)

Digital Mixer

2 Wireless microphones

Wireless Receiver

The cost of the above equipment plus installation can be contained within the figure of £15,000.

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

Contained in the report.

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

**TOWN COUNCIL**

<b>SUBJECT:</b>	<b>LIEUTENANT-COLONEL SAM DERRY</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to consider the proposal to hang a portrait of Lieutenant-Colonel Sam Derry in the Council Chamber of the Town Hall, as a tribute to his life and public service and marking the 100<sup>th</sup> anniversary of his birth in April 1914.

**2. Background**

2.1 Members may be aware that earlier this month was the 100<sup>th</sup> anniversary of the birth of Sam Derry. There has been some publicity in the local press about this anniversary and possible ways that it can be commemorated.

2.2 I have recently met with two representatives of the family with the aim of ascertaining whether or not the Town Hall would be a suitable place to locate some form of tribute to him.

2.3 From my research I have summarised below some of the significant aspects of Sam Derry's life:

- Sam was born in Newark on 10<sup>th</sup> April 1914, he was educated at Magnus Grammar School.
- In 1936 he received a Territorial Army Commission in the Royal Artillery.
- Sam served in the Royal Artillery during the Second World War – one of thousands who escaped at Dunkirk in 1940.
- In 1941 he was posted to the Middle East and served in 'King Cole' force which relieved Habbaniya and entered Baghdad in the Iraqi rebellion.
- He was subsequently transferred to North Africa, where as a Major in the 1st Field Regiment, he was awarded the Military Cross, before being captured, a second time, in June 1942.
- Imprisoned at Chieti in the Abruzzo region of Italy, he led the escape committee, organising the construction of four tunnels ensuring freedom for many fellow prisoners. His own second escape was made by jumping from a Rome bound train, en route to what would have been his final incarnation in a German prison camp.
- Sam ensured the passage to freedom of several thousands of British and American soldiers who were stranded in the Italian countryside after escaping from German captivity. Operating from within the Vatican itself, with the help of Monsignor Hugh O'Flaherty, his Rome escape line became famous for defying German efforts to locate its source and destroy its organisation.
- After the end of the War he served in Allied Forces HQ with the rank of Brigadier and later in the War Office in MI9.
- In 1948 he was appointed a Magistrate on the Newark Bench, serving as Chairman in 1971.

- He became a Governor of the Magnus Grammar School.
- He served as a Councillor on the old Newark Borough Council from 1954 to 1973.
- He held many other public positions including the Newark Hospital Management Committee, President of Newark British Legion, he joined the St John Ambulance when he was 14 and later became an officer of the Order, he served on the Nottinghamshire Police Authority from 1974 to 1982 and he served as President of Newark & Nottinghamshire Agricultural Show.

2.4 I have subsequently discussed with leading Members how the Town Council could mark Sam Derry's life and celebrate his many achievements and his service to the community of Newark.

It is proposed that it would be a fitting tribute for a portrait of Sam Derry to be hung in the Council Chamber along with the portraits that are already there marking the service of past Mayors and Members of Newark Borough and Town Councils.

2.5 His family are in the process of commissioning a portrait and having discussed with them the possibility of hanging the painting in the Council Chamber they feel that this would be a fitting tribute to the memory of their father.

### 3. Financial, Legal, Equality & Risk Issues

3.1 None.

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

**TOWN COUNCIL**

<b>SUBJECT:</b>	<b>TIME OF TOWN COUNCIL MEETINGS</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to consider whether or not they wish to change the start time of Town Council and Committee meetings.

**2. Background**

2.1 Meetings of the Town Council and Committees have traditionally started at 7.30pm with the exception of the Planning & Regeneration committee which starts at 7.00pm.

There are no legislative restrictions on the timing of normal Town Council meetings.

The Town Council's Standing Order 1 ( c ) states that all meetings of the Council will be held at such time as determined by the Town Council.

2.2 The Leader of the Council (Cllr Mrs G Dawn) has asked me to submit a report to the Town Council in order that Members can debate the issue and, if agreed, change the start time of future meetings.

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

3.1 None.

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