



TOWN COUNCIL MEETING

WEDNESDAY 20TH APRIL 2016

Thursday 14th April 2016

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.30pm on Wednesday 20th April 2016 to be held in the Council Chamber at the Town Hall.

Please note that if necessary the meeting will be adjourned at 8.00pm in order to enable the Annual Town Meeting to commence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. G. 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 24 th February 2016	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	Special Planning & Regeneration Committee held on Wednesday 2 nd March 2016	Minutes Attached Page 13
	4b	Environment & Leisure Committee held on Wednesday 23 rd March 2016	Minutes Attached Page 19
	4c	Planning & Regeneration Committee held on Wednesday 30 th March 2016	Minutes Attached Page 25
	4d	Finance & Policy Committee held on Wednesday 6 th April 2016	Minutes Attached Page 31
5	Town Mayor's Announcements	Verbal Report	
6	Town Council Leader's Announcements	Verbal Report	
7	Town Clerk's Announcements	Verbal Report	
8	Notices of Motion	Report Attached	Page 35
9	Committee Structure	Report Attached	Page 37

Pre-Group Meetings:

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



NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU
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Agenda Item No: 2

Committee Date: Wednesday 20th April 2016

Minutes of the Meeting of the Town Council held on Wednesday 24th February 2016 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr R A Crowe (in the Chair)
	Councillors	Mrs C Barker-Powell Mrs I Brown M Cleasby M G Cope Mrs R Crowe Mrs G Dawn P Duncan Ms H Gent (Ap) K Girling L Goff D Hyde D Jones D Lloyd T Roberts MBE M Skinner Mrs J Whicher R Williams
Apologies received from:	Councillor	Councillor Ms H Gent
Town Council Staff:	Town Clerk	Alan Mellor
Public:	There were two members of the public present.	
Venue:	Council Chamber	Town Hall

TC38/15/16 Minutes of the Town Council Meeting held on Wednesday 16th December 2015

The Minutes of the Town Council Meeting held on Wednesday 16th December 2015 were

AGREED as a true and accurate record, and signed by the Mayor.

Cllr. Mrs G dawn asked if there was an update on the position of the Robin Hood Hotel. Cllr. D Lloyd replied that he had no further information available.

With regard to **Minute TC47/15/16**; Cllr D Jones made a personal statement retracting the comments he had made concerning a previous Chairman of the District Council's Planning Committee; he now understands that his statement that the previous Chairman was a member of the Nottingham Building Preservation Trust was incorrect.

TC39/15/16 Declarations of Interest

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

TC40/15/16 Minutes of the Planning & Regeneration Committee, Tuesday 30th December 2015

The Chairman, Cllr T Roberts MBE, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Tuesday 30th December 2015.

TC41/15/16 Minutes of the Environment & Leisure Committee, Wednesday 20th January 2016

The Chairman, Cllr Mrs R Crowe, presented the Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday 20th January 2016.

Cllr L Goff thanked Members for their support of the Friends of Newark Cemetery's planned commemorations of the 75th anniversary of the bombing of the RHP factory.

Cllr M Cope responded that there hadn't been any statements of support made; it was his view that these events were not a matter of debate or consideration by the Environment & Leisure Committee.

TC42/15/16 Minutes of the Planning & Regeneration Committee, Wednesday 27th January 2016

The Chairman, Cllr T Roberts MBE, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 27th January 2016.

TC43/15/16 Minutes of the Finance & Policy Committee, Wednesday 10th February 2016

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & Policy Committee held on Wednesday 10th February 2016.

TC44/15/16 Minutes of the Planning & Regeneration Committee, Wednesday 17th February 2016

The Chairman, Cllr T Roberts MBE, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 17th February 2016.

16/0190/ADV - Cllr M Cope referred to the position of the new Leisure Centre on Bowbridge Road which was near to the site where a significant amount of rubbish has been dumped illegally. He asked the Chairman what is happening with the rubbish on the site.

Cllr T Roberts MBE, replied that the rubbish had now been on the site for one year, no work has yet been undertaken to remove the rubbish. He understands that the Environment Agency are taking the perpetrators to court seeking compensation of around £250,000 which is the expected cost of removing it. He added that this legal action could take a further year before it is resolved. In his view action is required now to ensure that any associated health hazards are eliminated and to remove the eyesore for the local community.

Cllr D Jones supported Cllr Roberts in his endeavours to achieve a solution within a reasonable period of time. He could not believe that the Environment Agency were not able

or willing to clear the rubbish and then recover the cost from those responsible. He added that perhaps support for action should be sought from the local MP.

Cllr M Cope further added that the Town Council should ask the Town clerk to write to the Environment Agency asking them to take action now and, if possible, place a legal charge on the land as a means of obtaining repayment for any expenditure incurred.

Cllr P Duncan also supported the call for action to be taken by the Environment Agency as a matter of urgency.

It was **AGREED** by all Members that the Town clerk be asked to write to the Environment Agency expressing the Town Council's concerns and calling for immediate action to be taken to remove the rubbish from the site.

Cllr T Roberts MBE then reminded all Members that a Special meeting of the Planning & Regeneration Committee had been called for Wednesday 2nd March 2016, starting at 7.00pm, to consider the Sainsbury's Planning application for a store at the junction of Kelham Road and Great North Road. He invited all Members to attend and speak on the application if they so wished.

16/00124/FULM – Cllr K Girling raised his concern about the symbolic façade that could have been delivered at the end of the buildings which would have been seen by people coming into Newark from Farndon Road; it would have provided an attractive architectural feature at a major gateway entrance to the town. It was disappointing that the local views had been ignored in the final design.

TC45/15/16 Doris Bainbridge Trust Fund

Cllr D Lloyd moved and Cllr M Cope seconded the recommendations as printed in the report; it was **AGREED**:

- (i) To invest the capital sum of £56,018 with CCLA in their Local Authority Property Fund,
- (ii) To allocate the estimated sum of £1,500 from the Interest Reserve Fund to meet the costs of holding the Sunday Band Concerts in the Castle grounds in July & August,
- (iii) To request the Town Clerk to submit a report, together with legal advice, to a future meeting of the Town Council to consider the potential use of the capital sum.

TC46/15/16 Medium Term Financial Strategy

Cllr D Lloyd moved and Cllr M Cope seconded the recommendations as printed in the report; it was **AGREED** to approve the Town Council's Medium Term Financial Strategy covering the period 2015-2023, as contained in the report.

TC47/15/16 Revenue Budget & Precept 2016/2017

Prior to the consideration of this item Cllr D Lloyd moved and Cllr M Cope seconded the suspension of Standing Order 10(4) allowing speeches to last longer than five minutes. Following a vote this was **AGREED**.

Cllr D Lloyd then formally moved the recommendations as set out in the report, before presenting the budget to the Town Council.

He thanked the Town Clerk for all his hard work over the last year as the services that were transferred on 1st April 2015 have been assimilated into the Town Council, as well as preparing the budget for next year which has significant more detail in than previous years.

Cllr Lloyd made the following comments on the detailed budget heads:

- (i) Market – an additional investment would be made to the promotion and marketing

of the markets with a further £6,000 being dedicated to this aspect of the operation. The new fixed stall layout had been well received and accepted. Capital investment would also be made to secure the perimeter of the Market Place to stop the current use made of it as a car park at the weekends, this will include introducing additional planters and bollards.

- (ii) Central Establishment – changes were proposed to the various grants that the Town Council have traditionally provided:
 - (a) It was proposed to make a dedicated grant to the Newark Twinning Association to support their work arranging and hosting visitors from the twin towns.
 - (b) Change the focus of the Voluntary Bodies Grants; this budget has traditionally been underspent in previous years, it is proposed that it will in future be used to encourage community and voluntary groups to use the Town Hall facilities at a reduced or free charge.
 - (c) Town Team – one reason for the acceptance by the Town Council for the Devolved Services agreement was to enhance its position and profile within the town and the local community. A sum of £25,000 is proposed for a new budget head to support and facilitate the work of a Town Team. Such a group has started to be established and it is anticipated can bring together all those organisations and groups that have an interest in the town centre.
 - (d) Youth Council – sadly this initiative has not been able to be sustained, it seems unlikely that a further group will be established in the near future and therefore it is proposed that this budget be deleted.
 - (e) Neighbourhood Plan – this initiative needs to be progressed and therefore a budget of £40,000 has been allocated in both 2015/16 and 2016/17. This should be sufficient funding to enable a Neighbourhood Plan to be developed, agreed and implemented and when complete will enable the Town council to access additional funding through the Community Infrastructure Levy.
- (iii) Environment – additional investment is proposed for Dog Litter Bins and Newark in Bloom. Both initiatives are aimed at improving the environment with both the town centre and the many parks and open spaces which the Town Council has taken on.
- (iv) Public Conveniences – a capital budget has been included to deliver improvements to the London Road and Tolney Lane public conveniences. Associated with this work are plans to also introduce charges at these two toilets. The introduction of charges is to address and discourage the problems encountered during the last year with drug taking and anti-social behaviour.
- (v) Leisure & Economic Development – further small investment in the Christmas light display in the Market Place plus additional investment to improve the lights in Castle Gate. A budget of £1,000 has now been included to fund the celebrations of the Queen's 90th birthday.
- (vi) Capital Budgets – a number of new projects are proposed:
 - (a) Fountain Gardens & Friary Gardens – a budget of £100,000 is proposed for schemes to renovate and improve these two sites.
 - (b) Cavalier Statue – this is currently located in Beaumont Gardens. A sum of £5,000 is allocated to fund its relocation to a more prominent position at the roundabout on Beast Market Hill.

- (c) Cemetery Improvements – a budget to facilitate improvements and enhancements to the Cemetery.
- (d) Built Environment Signage – a budget of £15,000 to support signage and improvements within the town centre.

Cllr M Cope thanked Cllr Lloyd for his presentation and exciting budget proposals, he seconded the recommendations and reserved his right to speak later in the debate.

Cllr M Skinner welcomed the proposals to protect the Market Place from unrestricted access by vehicles which is causing a nuisance at the moment and is also creating a danger to the general public.

Cllr P Duncan also supported the plans for the Market Place and the investment to promote the market. He hoped it would assist in providing a varied and expanded retail offer in the town.

Cllr Mrs G Dawn congratulated Cllr Lloyd on his presentation and said that she would support the budget proposals. She went on to add her thanks to the Town Clerk for his work over the last year to integrate the Devolved Services. She was disappointed that the Youth Council initiative has not progressed and hopes that it can be re-established in the near future.

Cllr D Jones said that that Labour Group were pleased to be able to support the budget. He understood and accepted that it was necessary for the Council Tax charge to increase in order to support the Devolved Services and introduce other service enhancements. He also supported the new grant to the Twinning Association and remained supportive of the work they do with the twin towns.

Cllr Mrs R Crowe welcomed the new investment in the Cemetery which will enable the Town Council to improve facilities for the public there. She also welcomed the budget for the Queen's birthday celebrations.

Cllr K Girling said that he was delighted to be able to support the budget which was very exciting and progressive; it would ensure funds were allocated to deliver the Town Council's priorities. He was supportive of the Town Team; he felt that more could be achieved through partnership working and looked forward to this initiative being a success. He felt that the Town Council should engage with young people and hoped that a mechanism to deliver this would be possible in the future. He thought that the Christmas Lights in the Market Place were spectacular and hoped that the majority of the new investment could be focussed on Castle Gate which is one of the main routes through the Town Centre and could add a lot to the promotion of the town over the festive period.

Cllr L Goff was pleased that the Cavalier statue was to be moved to a prominent location, he thought that the sword had been lost and may need to be repaired. He also thought that there should be more signage for the Cemetery.

Cllr T Roberts MBE said he was concerned about the increasing clutter in the Town Centre arising from the proliferation of A Boards and other signs which do nothing to add to the 'Built Environment' in Newark. He felt that a clear policy for such matters was required which would reduce the volume of such signs and improve the retail offer for shoppers.

Cllr M Cope said that he was pleased that the budget had received cross party support. It was an exciting set of proposals for the forthcoming year. The Neighbourhood Plan was an investment for the future as it would release additional funding to the Town Council from the Community Infrastructure Levy which could be invested positively in the Town. He welcomed Cllr Mrs G Dawn & D Jones support for the proposed increase in Council Tax of 1.94%; this is a modest increase which will add £1.99 per annum to all Band D bills and will enable the budget proposals to be delivered.

Cllr D Lloyd finished the debate by thanking all Members for their support. He would look

forward to see how the Town Council could engage better with young people and supported the aspiration of introducing a new policy on A boards that would support an improvement to the Town scape.

All Members unanimously **AGREED** the following budget proposals:

- (i) That the budget proposals as revised for the financial year 2015/16 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £890,560 (£949,820 - £59,260) be approved.
- (ii) That the budget proposals as submitted for the financial year 2016/17 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £968,770 (£998,400 - £29,630) be approved.
- (iii) That the projected aggregate net expenditure on Town Council services for the financial year 2016/17 be met by way of the levying of a precept of £833,838 on Newark & Sherwood District Council, leaving the sum of £499,249 in General Revenue Balances, subject to any adjustments arising from the consideration of the previous two Agenda Items, be approved.

This precept represents a 1.94% increase from that levied in 2015/16; this will result in a Council Tax charge of £104.82 per annum for a Band D property, an increase of £1.99 per annum from the charge in the current financial year.

TC48/15/16 Town Mayor's Announcements

The Town Mayor reminded Members that it was important that they opened their mail from the Town Council promptly so that they were aware of the information and notices contained in it.

He reminded all Members that the next Civic Service would be Hercules Clay on Sunday 13th March.

He also announced that there were still tickets available for the 'Last Night of the Proms' concert on Friday 27th February at the Palace Theatre, this is the main fundraising event for the Newark Twinning Association and all support for the concert is welcome.

TC49/15/16 Town Council Leader's Announcements

The Town Council Leader had no announcements.

TC50/15/16 Town Clerk's Announcements

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

TC51/15/16 National Living Wage

Cllr D Lloyd moved and Cllr M Cope seconded the recommendations as printed in the report; it was **AGREED** to implement the new National Living Wage of £7.20 per hour, for all employees who are currently paid less than this rate. The increase to be effective from 1st April 2016 and is to be paid on an interim basis until the national pay agreement is finalised.

TC52/15/16 Meeting Dates

Cllr D Lloyd moved and Cllr Mrs R Crowe seconded the recommendations as printed in the report; the schedule of meeting dates at Appendix 1 was **AGREED**.

Meeting Closed:	8.50pm	Next Meeting:	Wednesday 20th April 2016
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NEWARK TOWN COUNCIL CALENDAR OF COMMITTEE MEETINGS: MAY 2016 TO APRIL 2017				
2015/16	PLANNING & REGENERATION	ENVIRONMENT & LEISURE	FINANCE & POLICY	TOWN COUNCIL
DAYS	WEDNESDAY	WEDNESDAY	WEDNESDAY	WEDNESDAY
Commencing	7.00 pm	7.30 pm	7.30 pm	7.30 pm
[Last Cycle 2015/16]	27.04.16	23.03.16	06.04.16	20.04.16
MAY		18.05.16		
JUNE	01.06.16		15.06.16	22.06.16
	29.06.16			
JULY	27.07.16	13.07.16		
AUGUST	31.08.16			
SEPTEMBER	28.09.16	14.09.16		
OCTOBER	26.10.16		05.10.16	12.10.16
NOVEMBER	30.11.16	02.11.16		
DECEMBER			07.12.16	14.12.16
JANUARY	04.01.17	18.01.17		
FEBRUARY	01.02.17		08.02.17	22.02.17
MARCH	01.03.17	22.03.17		
	29.03.17			
APRIL			05.04.17	19.04.17*
MAY	03.05.17			

Please Note: Mayor Making will be Sunday 14th May 2017

YELLOW and **GREEN** indicate separate cycles in 16/17
Cycles based on NSDC planning meetings

Committee meetings in the year:

**12 Planning & Regeneration, 6 Environment & Leisure, 5 Finance & Policy
5 Town Council including * Annual Town (Parish) Meeting**



NEWARK TOWN COUNCIL

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Agenda Item No: 4a

Committee Date: Wednesday 20th April 2016

SPECIAL PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Special Planning & Regeneration Committee held on Wednesday, 2nd March 2016, in the Council Chamber, Town Hall.

Membership Present:	Councillor	T Roberts MBE (Chairman)
	Councillor	Ms H Gent (Vice-Chairman) (A) Mrs C Barker-Powell Mrs I Brown M Cleasby L Goff D Lloyd M Skinner Mrs J Whicher (Ap) R Williams
In Attendance:	Town Councillors	Mrs G Dawn, R Crowe, Mrs R Crowe, D Hyde, P Duncan & K Girling
Officers Present:	Town Clerk	Alan Mellor
Apologies	Cllr Mrs J Whicher	
Taking Minutes:	Planning Administrator	Mrs J Hemsall
Public:	There were 3 members of the public present.	
Venue:	Council Chamber, Town Hall	

PR68/15/16 Declarations of Interest

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

PR69/15/16 Land at the junction of Kelham Road and Great North Road, Newark (Sainsburys)

The Chairman opened the meeting and stated that any Councillors present, who weren't on the Town Council's Planning Committee, could speak during the

meeting if they wished to do so. Cllr Roberts MBE also informed the meeting that the Newark & Sherwood District Council's meeting for Sainsbury's had now been put back to 20th April. He then gave a brief summary of the proposed layout of the application and in particular the proposed road and traffic arrangements.

Cllr Hyde spoke about his disappointment that a Town Centre Plan is not in place but hopes that a Plan can now be put together. He said that he supported the Retail Impact Assessment report and agreed with its conclusion that another supermarket was not required in Newark. He spoke of Sainsbury's assertion that 200 new jobs will be available for local people; he was not convinced that these were new additional jobs. He felt that they merely represented a re-cycling of existing jobs within the retail sector of Newark. Cllr Hyde also mentioned that Sainsbury's were hoping to attract customers from Collingham, Mapperley, Southwell and Epperstone, one being approximately 16 miles from Newark. He did not believe that the store would attract new customers travelling such distances to come to Newark and he felt that a Supermarket Petrol Station was no longer required in Newark as Asda already have a filling station which provides cheaper fuel. He felt that such a development should not be placed near an already congested roundabout and in such close proximity to a level crossing which experiences trains crossing approximately every half an hour at peak times of the day. Cllr Hyde strongly objected to this proposed development which he felt would overwhelm the independent retail sector of Newark.

Cllr L Goff said he was not able to support the application; he spoke about the lack of parking spaces at the proposed site, that there would be disruption and noise for local residents and congestion on the roads around the site especially on Fridays and the weekends.

Cllr K Girling said the proposed development would have a detrimental impact on the residents of Kelham Road. This would be due to the increased traffic problems around the site and light and noise pollution. Noise would be generated especially from the air conditioning units which could be seen on the plans to be facing properties on Kelham Road. Cllr Girling suggested that an independent traffic assessment should be commissioned as he felt that the Traffic Impact Assessment done by NCC was poor and may not be impartial as the County Council clearly have a conflict of interest as they are selling the site and will obtain a significant capital receipt from the sale. Cllr Girling said there wasn't the capacity in Newark for another supermarket and that the population hadn't increased significantly. He also felt that another supermarket would have a detrimental effect on the Town Centre as a whole, detracting customers from the market and town centre shops. He said that Newark had a great mix of independent stores and that another supermarket would tip some of these 'over the edge' and Newark would become a 'clone' town.

Cllr Mrs Dawn agreed with the previous statements and added that Newark Town Council are trying hard to regenerate the Market and having another supermarket would 'kill' the town centre. Cllr Dawn thought that the Highway Comments were incredible or even bizarre given the current level of traffic congestion in the town, also pointed out that having such a large development opposite the new Newark & Sherwood District Council building would cause traffic chaos.

Cllr Mrs Barker-Powell said she was also surprised at the Highway comments which didn't reflect the current problems that exist in the town and would be made worse by this development. She also agreed with previous statements and felt that the postcodes of people who Sainsbury's were hoping would use the new store were much too far away and again, would detract from the Town Centre. The development would only take customers away from existing town centre

retailers.

Cllr Lloyd wished to object on various grounds. He said the application should be considered against the twelve indicators for: 'Ensuring the Vitality of Town Centres' as contained in the National Planning Policy Framework. He would endeavour to demonstrate that the application did not meet nine of the twelve indicators and therefore should planning permission should not be granted. Some information within the application documents provided was contradictory and some data within these documents was unknown to him.

Landscaping – Cllr Lloyd felt the development doesn't include sufficient and appropriate landscaping. There is very little landscaping in the car park; this appears to be a deliberate design so that number of parking spaces are not reduced. The car park at Waitrose has been designed to include sympathetic landscaping and this should be included within the Sainsbury application. He also said that landscaping was required along the north west boundary with the A46 to ensure that the illumination of the site at night was not a distraction for motorists using that stretch of road. Improved landscaping was also required on the West boundary to mitigate the views of the development for the local residents who overlook the site.

He also felt that the illumination of the site at night would detract from the views of Newark Castle and the Parish Church and destroy the 'Heritage View' as people enter the town from the adjacent junction with the A46.

Cllr Lloyd raised the content of the Counsel's Opinion that the developer had obtained and submitted in support of the application. The Opinion argued that it would be appropriate for the Council to take into account a package of measure & initiatives to mitigate the adverse impact that a new supermarket would have on the existing town centre and the viability of the retail sector within it, if it considered that the level of impact would result in a refusal of the application. Such a package including the appointment of a Town Centre Manager, town centre marketing, shopfront grants, support for and promotion of the market and skills training, would be funded through a Section 106 Agreement. However such a scenario would require proof of both the adverse impact and the package aimed at mitigation was appropriate and would address those impacts.

In relation to the town centre impacts he raised the evidence provided in the application relating to a study undertaken in Berwick upon Tweed. This shows an under estimate of displacement of food and convenience spend and that 'linked trips' were a nonsense despite a hopper bus being provided. There had been a clear impact on other town centre supermarkets/ convenience stores with a 52% overall reduction in trade. There had been a clear adverse viability/vitality impact on town centre with overestimates of linked pedestrian visits to the town centre and false assumptions of the impact of numbers of people driving into the town when it was easier not to.

Cllr Lloyd then turned to the Newark Town Centre Health Check document that has been commissioned by the District Council, which assessed 'link trips' the ; 34% instead chose to leave, markets 16%, chains 14% and independent stores 12%.

Pedestrian flows were compared between 2009 and 2015; Lombard Street and Cartergate up 6,000, M&S down 3,000, Market Place up 7,000, Stodman Street (West) down by 1,000, Slaughterhouse Lane up 1,300, Paxtons Court down 4,000, Middle Gate & Kirk Gate up 10,000, Kirkgate (East) down 6,000. He argued that these changes were a reflection of the impact that arose from the ASDA store opening off Lombard Street in 2013 and, given that ASDA is 'in

town', an assessment for 'edge of town' could only be worse.

Supermarket development in market towns – post impact study undertaken by AMT and England & Lyle (Co-op); shopping patterns – the study proved rapid changes occur to local shopping patterns following a supermarket development. It also proved that the concept of 'clawback' ie capturing lost local spend was minimal if not nonsense.

Impact of reduced convenience turnover. Amesbury – 63%, Berwick – 52%, Callington – 26%, Forfar – 60% (also higher impact on Co-Op). Like for like – smaller stores just aren't comparable, can't use for comparison goods – footfall – competing with Asda and Morrisons, it damages linked trips and footfall (Hornsea shows 'in town' helps). Callington & Amesbury – lower quality shops fill gaps and destination worsens further. Clay Cross has shifted trade North – car parking free. All of which were significantly worse than retail impact assessments at the time of the planning application were estimated.

NPPF – significant adverse impact on vitality and viability of centre. No guidance. Level of trading impact – overall. Ability of centres to withstand – overall, not just convenience. Health checks. Sainsbury's forecast of £9.4m 2019 £10.44m 2024 comparison goods and static convenience of £24.59m. Convenience especially must surely include spend displacement from the town centre.

Sainsbury's own letter argues that there is; 'systemic overtrading of existing stores (Morrisons & Aldi). 'Only mark food offer for brand loyal customers'. No reference to ASDA and Morrisons would surely dispute this assertion.

Household surveys consistently under represent the comparison turnover within our food stores – such studies are not representative, company average is more realistic (at 90% of average). Again proof of comparison spend impact.

Melton – on the BID, S106 for Town Centre, Phone App, Grants, Gateway signage and brand signage.

Indigo – committed to work in partnership with the Town Council, local businesses and a future appointed Town Centre Manager.

Vacant units assessed – up by 5 since 2014 (to 35) in Primary shopping area – up by 3 (to 12) with primary frontage. No assessment of who/what occupies them. Commercial yield static @ 7% since 2010 – given the dominance of a small number of landlords in Newark it would be!

Business Club evidence Dec 2014 – needs updating. Evidence of rents not reducing – 2 St Marks, Unit 10 Beaumont Cross, 23-25 Kirkgate, Unit 7 Buttermarket. Morrisons and Asda stores had busy car parks – limited evidence of linked trips on foot "does not give credence to suggestions of decline". These are hardly primary retail units on which to base an assessment. Most remain vacant however and link trips were not proven to occur.

Cllr Lloyd summarised that he thought it essential to object on the grounds of retail impact (and to reiterate disbelief that any highways impacts were acceptable). Too many National Planning Policy Framework indicators on vitality and viability are being put at risk. Landscaping and heritage concerns remain predominant and the applicant has disregarded advice on both of these issues. He felt that any S106 proposals which might arise in some way to mitigate the retail impact would be cosmetic and incapable of remediating because the retail impact on the town centre would be so significant as this supermarket, unlike others, is an 'edge of town' not 'in town' development. Further that should permission be granted, that a full re-assessment of the retail evidence provided in

support of the application, and identified impacts, be used to derive appropriate conditions and S106 payments.

Cllr Duncan declared an interest as a retailer in the town. He has seen at first-hand what Supermarket offers can do to the smaller retailers in the town. Cllr Duncan was concerned that the empty units in the town centre are being taken over by lower quality shops and the variety of the retail offer available in the town centre was suffering as a result.

Cllr Mrs Brown again, reiterated that the traffic would impact on the town as a whole and not just in the area of the proposed development. She also thought staff would be 'poached' from other stores.

The Town Clerk, Alan Mellor, said that he felt that it was still appropriate for the Town Council to make clear its concerns about the highway implications despite the lack of any objection from the County Council or Highways England. It would appear that as Highways England were not raising any objections in relation to the impact that the development would have on the 'Strategic Road Network'; as the Traffic Impact assessment did not classify the impacts as being 'severe', the County Council were not in a position to object purely on the ground of the impact on the 'Local Road Network'. It is clear that Newark already suffers from severe traffic congestion at peak times and is susceptible to very small traffic incidents which create major hold ups and delays throughout the town. It seemed almost perverse therefore that Highways England were prepared to accept that an additional level of traffic volumes, however small, could be accommodated without any further detrimental impact on traffic congestion, particularly at such a sensitive point in the Strategic Road Network. He added that there appeared to be a disparity between the low levels of forecast additional vehicle movements at peak times and the assumptions made about the supermarket attracting new brand customers from neighbouring areas; how could the shop be commercially viable with these small number of additional traffic movements, notwithstanding the fact that at peak times the adjacent junction with the A46 and the Great North Road come to complete gridlock so frequently.

He pointed out that the Police had no objection to the development as long as they would not be asked to deal with any traffic related issues and/or offences that may occur in the future. The Fire Authority and the Ambulance Service are not statutory consultees and therefore, have not been consulted. The Town Council feel that they should be consulted as the development will add to traffic congestion and potentially make attendance at emergency incidents more difficult and longer. This is particularly pertinent to the Ambulance Service as they are already not achieving national targets for the timeliness in attending emergency calls and the adjacent with the A46 and the A607 is the only route from Newark to Kings Mill hospital at Sutton In Ashfield; further congestion and delays at this junction could result patients taking longer to be delivered to hospital for emergency care with associated adverse impact on their lives and health outcomes.

The Chairman raised the point that Severn Trent will be carrying out works within the Town Centre during the next 3 years, works will be carried out on the Robin Hood in the next 3 years and construction will be taking place of the Newark & Sherwood District Council headquarters relatively soon. All of this new work will add construction traffic movements within the town centre and further exacerbate the traffic congestion that is currently being experienced.

The Chairman was also concerned about noise pollution caused by the proposed development and primarily, the air conditioning units. He was also fearful of

trade in the town centre and the market being 'killed off'.

Cllr Lloyd mentioned that there is obviously no intention to dual the A46 bypassing Newark, as if so, this site would be required by Highways.

The Committee **AGREED** unanimously to Object to this application and granted delegated authority to the Town Clerk in consultation with the Chairman of this Committee to submit detailed objections to the District Council to reflect the various concerns raised by Members.

Meeting Closed:	8.20pm	Next Meeting:	30th March 2016
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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: 4b

Committee Date: Wednesday 20th April 2016

ENVIRONMENT & LEISURE COMMITTEE MINUTES

Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday 23rd March 2016 in the Council Chamber, Town Hall.

Membership:	Councillor	Mrs R Crowe (in the Chair)
	Councillors	Mrs I Brown (Ap) M Cleasby M G Cope R A Crowe D Hyde D Jones M Skinner (Ap) Mrs J Whicher R Williams
Apologies:	Councillors	Mrs I Brown, M Skinner
In Attendance:	Councillors	P Duncan, L Goff, D Lloyd
Officers Present:	Town Clerk	Alan Mellor
	Deputy Town Clerk	James Radley
	Museum Curator	Patty Temple
	There was one member of the public present	
Venue:	Council Chamber, Town Hall	
Taking Notes:	Helen Crossland – PA to the Town Clerk	

Matters discussed

EL26/15/16 Minutes of the Environment & Leisure Meeting held on Wednesday 20th January 2016

The Minutes from the previous meeting held on Wednesday 20th January 2016 were accepted as a true and accurate record and signed by the Chairman.

EL27/15/16 Matters Arising

EL19/15/16 – Matters Arising

Events Update

CLlr M Cleasby requested that the sentence in parenthesis on the first line of this Minute be deleted as below:

CLlr M Cleasby (~~who was not present at the last meeting~~) asked what

This was **AGREED**.

There were no other Matters Arising.

EL28/15/16 Declarations of Interest

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

EL29/15/16 Museum Update

The Curator went through the Agenda Report for Members.

CLlr Mrs Crowe said that she welcomed the schools education programme, as in the Agenda Report and thanked the Curator.

Members **NOTED** the report and the on-going museum activities.

The Curator left the meeting following this item.

EL30/15/16 Christmas Lights

The Town Clerk suggested that this item would be better dealt with in two parts;

Para (i) separately, then paras (ii), (iii) and (iv) altogether, and this was **AGREED**.

Discussion then took place, as follows:

The Town Clerk reported that he and the Deputy Town Clerk had been on site visits with the current light providers; the current lights just get 'lost' on Castlegate in the plethora of all the signs that are around there.

'Mock up' photographs were presented for Members to look at in a display within the Council Chamber.

The Town Clerk reported that since the Agenda had been circulated he had received a quote from the current providers in the sum of £43,600; this would pay for the purchase and installation on all of the trees illustrated.

Two issues would need to be resolved if Members wished to take this forward; four of the trees are on NCC land and would need approval from them. All the

remaining trees are in the Castle grounds, under the control of N&SDC and formal approval would again be required.

Funding is the other issue; the Doris Bainbridge Trust Capital fund will become available in February 2017, or there is a possibility that funding may be available from Severn Trent Water Authority in the near future.

There may be other sources of funding as well; if Members want to do this, then further investigations into funding options will be required.

Cllr R Crowe then spoke; he said there was no need for anything that looked like the photographs in the castle grounds – the images looked ‘garish’.

Cllr M Cleasby agreed with Cllr R Crowe.

Cllr P Duncan thought that it was an ‘unfortunate’ perception of what the trees might look like; he also thought that there was a need to bear down on the costs. Perhaps the backdrops had been ‘over-engineered’. In his opinion £43,000 was a ‘staggering’ amount.

Cllr P Duncan agreed with recommendation (i).

Cllr D Jones then spoke – he was of the opinion that the photographs were not that bad; he said that the only way forward on Castle Gate was to light the trees. However, he agreed that the cost was high and that efforts should be made to bring them down to a reasonable level. He also agreed that other avenues of funding should be explored – Castle Gate is after all, one of the main thoroughfares through Newark.

The Town Clerk pointed out that the trees on the right hand side of the display boards were not being considered for lighting – those images were to show what the effect might be, using a system similar to the balcony here in the Town Hall.

Cllr M Cope also agreed with recommendation (i); he was personally in favour of a whole ‘roof’ of light over the Market Place.

His concern was that this was the first substantive meeting since the Town Council approved the budget. This item was asking for ‘new’ money (£90k), and the budget had only just been agreed.

He asked if this suggestion followed the Town Council tender process, and also pointed out that there is no guarantee that money will be forthcoming from Seven Trent Water Authority.

The Town Clerk pointed out that he was not looking at going down the route of renting lights/equipment which is the current situation with the provider at the moment; there was no reason why the market should not be tested with other providers.

Cllr M Cope asked if there was any difference in cost between white and coloured lights; the answer was no.

Cllr P Duncan responded again and said that Seven Trent Water Authority had a pot of money and people would be queueing for it; the Town Council need to be in the front of that queue.

Cllr L Goff asked the Town Clerk if any other Councils had been consulted, to see what they do, or looked for any sponsors.

The Town Clerk replied that no sponsors had been approached at this stage; he had looked at Nottingham to see what could and could not be done.

Cllr R Williams pointed out that Benoy's have some trees that are lit and asked if

the Town Clerk knew how much they cost; the Town Clerk agreed to try and find out.

The recommendations were then voted upon:

- (i) Members **AGREED** to allocate the sum of £1,000 to install one further pole and lights in the Market Place.
- (ii) Members **AGREED**, in principle, to the installation of lights in four trees which are located adjacent to the highway on Castle Gate and Beastmarket Hill.
- (iii) Members also **AGREED**, in principle to the installation of lights in eight trees located in and around the Castle Grounds adjacent to Castle Gate.
- (iv) The Town Clerk was requested to bring a report back to this Committee after legal confirmation has been received with regard to the Doris Bainbridge Trust Capital Fund, and with further investigation into the possibility of alternative funding to support the project as discussed.

Recommendation (iv) would then be discussed again.

EL31/15/16 Events Update

- (i) Cllr D Hyde pointed out that last year there had been criticism over the lack of local bands used for these Concerts.

The Town Clerk said that this had been looked at, but there was the question of bands' availability on the dates required. He also said that the Town Council try to 'rotate' the bands so that everyone gets the chance to perform.

The annual programme of Brass Band Concerts was **APPROVED**.

Cllr D Lloyd joined the meeting at this point.

- (ii) Members **APPROVED** the programme for the Queen's 90th Birthday Celebrations.

During discussion of this item, the Chairman and Leader of the Council requested a meeting with the LHG in the near future; the Town Clerk **AGREED** to organise this.

With reference to Paragraph 4, the Violin School Concert, Cllr Mrs R Crowe asked if another date had been offered to the Violin School. The Town Clerk said that it had not been necessary as the date chosen fits in with their educational requirements.

EL32/15/16 Market Place Improvements

The Town Clerk went through the Agenda Report.

He informed Members that with regard to planters, it would not be possible for them to be in a fixed position due to the Saturday and Wednesday markets. He thought that it would come down to the installation of bollards to protect the Market Place. Details of the positions of them were contained within Appendix 1 to the report.

The Town Clerk reported that the power supply needed to be upgraded and the catering would have to be moved.

On the two walkways Members could put planters or trees if they so wish. Some

of the poles that are put up for the Christmas Lights could also be retained.

The Town Clerk went on to say that if Members were happy to move the food vending to the middle of the Market Place, this would leave the cobbled area empty.

Members could consider investing further in the fixed stalls; again this would deter car parking. This could also reduce the amount of money spent on the putting up and taking down of the 'pop up' stalls.

Cllr D Hyde thought it was a good idea to move the food vendors into the centre of the Market Place; however, he thought they should be moved permanently, not moved around for the Wednesday and Saturday markets.

Discussion followed with regard to the current installation of bollards and the fact that they are not manned 24/7, and do little to deter parking overnight and weekends because of that.

Cllr P Duncan then said that he was surprised that this report had not been taken to the Devolved Services Committee; he felt that the retail trade were not being encourage on the North and South side of the Market – the Town Council need to make up their mind what they want the Market Place to be.

Cllr D Jones thought that a more polished and finite document could be brought back to this Committee and it was probably a good idea to take it back to the Devolved Services Committee.

The Town Clerk informed Members that everything in the Agenda Report was possible; he was looking for some guidance as to what Member wish the Market Place to look like. He pointed out that he did not have the power to deliver some of it – car parking control for instance.

The Town Clerk also said there was no urgency for decisions in one sense; however, some things did need a decision.

1. Fixed poles – this would need to be done soon.
2. Re-location of the food vendors.
3. Time constraints with regard to planting; baskets are already being put up.

He also pointed out that as yet, there had been no consultation with the Market Traders. He said he would invite them to meet with the Chairman of this Committee and the Leader of the Council to discuss.

The following decisions were then made:

- (i) Members **CONSIDERED** the proposal re-locate the food vendors into the centre of the market, on all market days and this was **AGREED**.
- (ii) Members **AGREED** that the power supply should be upgraded.
- (iii) Members **AGREED** that some planters should be trialled near the position of the food vendors.
- (iv) Members **CONSIDERED** the option of retaining some of the Christmas Light poles in place on a permanent basis, and this was **AGREED**.
- (v) It was **AGREED** that a more detailed report be brought back to the next meeting of this Committee.

EL33/15/16 Public Conveniences

The Deputy Town Clerk outlined the contents of the Agenda Report.

After brief discussion it was decided to **DEFER** this Agenda Item to the next meeting so that Members could be given a better understanding of the facts and figures contained therein.

Cllr R Crowe asked if a report on hand rails on the Town Hall steps could be included on the next Agenda.

Meeting Closed:	8.55pm	Next Meeting:	Wednesday 18th May 2016
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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 20th April 2016

PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday 30th March 2016 in the Council Chamber, Town Hall.

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

PR70/15/16 Minutes

The Minutes of the meeting held on Wednesday 17th February, 2016 were **AGREED** and signed as a true and correct record.

The Minutes of the Special Meeting of the Planning & Regeneration Committee meeting held on 2nd March, 2016 were **AGREED** and signed as a true and correct record.

PR71/15/16 **Matters Arising**

There were no matters arising.

PR72/15/16 **Declarations of Interest**

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

PR73/15/16 **Outstanding Planning Applications**

13/01036/LDC **34 Vernon Street, Newark**

Lawful Development Certificate for an existing conversion of loft to bedroom and en-suite.

No Objection was raised to this application.

15/01770/FUL **Shannon Falls, Tolney Lane, Newark**

Change of use of land to a private gypsy and traveller caravan site, consisting of one mobile home, two touring caravans and one amenity building.

The Chairman advised Members that he understood that this particular site had, some time ago, been the subject of an illegal disposal of waste that had raised the height of the site. He also understood that enforcement action had been taken against the perpetrators of the disposal but no remedial action had been undertaken. In addition the District Council have also not taken any action to remove the waste from the site.

Members decided to **OBJECT** to this application on the following grounds:

- (i) The site is located in a flood plain and will exacerbate the potential impact of flooding in the surrounding area,
- (ii) It is inappropriate to permit the development on land whose height has unlawfully been raised. This would result in a profit being achieved through an illegal act.

The Town Clerk was also asked to raise with the District Council, concerns that no action has been taken to rectify the situation of illegal dumping on the site and ask what action the District Council intends taking to deal with this issue.

15/02277/FUL **30 Albert Street, Newark**

Demolition of two storey and single storey rear extensions to retail unit and first floor flat. Change of use of retail unit to form Apartment 1. Erection of two storey and single storey rear extensions to enlarge Apartment 1 and 2 and form new Apartment 3.

No Objection was raised to this application.

16/00136/FUL **Bakkavor Desserts, Jessop Way, Newark**

& Erection of 8m high flagpole with flag featuring the Bakkavor

- 16/00137/ADV logo.
No Objection was raised to this application.
- 16/00166/FULM **Land at Stephenson Way, Newark**
Erection of Hatchery with ancillary building and associated external works.
No Objection was raised to this application and Members were pleased to see that 59 full time jobs would be created.
- 16/00221/FUL **Riverside Violins, 57-59 Castle Gate, Newark**
Change of use of first floor open premises from A1 to residential C3.
No Objection was raised to this application.
- 16/00303/FUL **37a Beacon Hill Road, Newark**
Change of use of the land to residential garden and retention of garden shed and wood store.
No Objection was raised to this application.
- 16/00314/FUL **Newark Boys Club, George Street, Newark**
Change of use of Boys Club to form 7 (no.) apartments.
Cllr Mrs Whicher and Cllr Cleasby declared a personal interest in this application.
Members decided to **OBJECT** to this application on the following grounds:
- (i) The development is over intensive for the site,
 - (ii) The development would result in additional traffic in the surrounding roads many of which are very narrow streets and already suffer from traffic congestion,
 - (iii) The development is close to Lovers lane School and the additional traffic will be dangerous to children attending the school,
 - (iv) There is no car parking provision for the development which will add to the problem that already exists with regard to on street parking in the area.
- 16/00339/LBC **21 Kirk Gate, Newark**
&
16/00349/ADV Remove an old shop sign which is a vinyl sign on a fascia above the shop window and replace this sign with a new shop sign.
No Objection was raised to this application.
- 16/00340/FUL **115 Grange Road, Newark**
Householder application for proposed single storey rear extension.

No Objection was raised to this application provided no objections were raised by residents of neighbouring properties.

16/00389/ADV

32 Stodman Street, Newark

New sign for Marks and Spencer including 3 no. new fascia illuminated sign and 1 no. new illuminated bus stop sign.

No Objection was raised to this application.

16/00394/FUL

156a Beacon Hill Road, Newark

Householder application for proposed single storey swimming pool extension.

No Objection was raised to this application.

16/00401/LBC

8 Beacon Hill Road, Newark

Retrospective permission to demolish the glasshouse including removal of the tiled floor.

No Objection was raised to this application.

16/00457/FUL

9 Cambridge Meadows, Newark

Householder application for proposed single storey rear extension.

No Objection was raised to this application provided no objections were raised by residents of neighbouring properties.

16/00447/FUL

Wesley House, Guildhall Street, Newark

Installation of three retractable posts in the access to parking area.

No Objection was raised to this application.

16/00467/FUL

44 Newton Street, Newark

Householder application for single storey extension to the rear of the property and two storey extension to the side of the property.

No Objection was raised to this application provided no objections were raised by residents of neighbouring properties.

16/00477/FUL

7 Hutchinson Road, Newark

Householder application to form new living accommodation above the garage and re-design of the porch.

No Objection was raised to this application provided no objections were raised by residents of neighbouring properties.

PR74/15/16 Notice of NSDC Planning Decisions

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

PR75/15/16 Miscellaneous Applications

a. Amended Applications

16/00106/FUL – 22 The Weavers, Newark

Householder application for demolition of existing single storey side extension and rear conservatory and construction of two storey extension to side and single storey extensions to front, rear and side. New French doors to rear elevation first floor level.

Cllr Roberts declared a personal interest in this application.

Members decided to **OBJECT** to this application on the following grounds:

- (i) The development is over intensive for the site,
- (ii) It will have an overbearing impact on the neighbours.

b. Licensing Applications

Harbour Master Tea Room, The Wharf, Newark

Application for a new premise licence.

Cllr Mrs Brown declared a prejudicial interest in these applications and left the room for the discussions on Licensing.

Cllr Roberts declared a personal interest in this application.

No Objection was raised to this application.

Amarillo's, 2 London Road, Newark

Application for a new premise licence.

Cllr Roberts declared a personal interest in this application.

No Objection was raised to this application.

Newark Visitor Information Centre, Appletongate, Newark

Application for a new premise licence.

Cllr Roberts declared a personal interest in this application.

No Objection was raised to this application.

Cllr Mrs Brown returned to the meeting.

c. Notification of Appeals

15/01573/FUL – 29 Coopers Yard, Newark

Householder application for replacement windows.

15/02047/ADV – Bon Marche, 46 Market Place, Newark

Remove existing shopfront fascia and projecting sign and replace with 1 no. new non illuminated fascia and 1 no. non

illuminated projecting sign.

Land off North Gate, Newark

Application to vary condition 25 of planning permission 13/00997/OUTM for proposed erection of retail development bulky goods/open A1/open A1 convenience uses and provision of car parking to serve same. Proposal submitted to allow the use of Unit B as A1 (non-food).

Cllr Mrs Brown was concerned over the amount of litter on this site.

Members NOTED that the above three appeals have been made to the Secretary of State.

d. Appeal Decision

14/01964/FULM – Highfields School, London Road, Newark

Members **NOTED** that the appeal for these premises had been **DISMISSED** by the Planning Inspector and that the application for costs made by Ben Bailey Homes against Newark & Sherwood District Council was **REFUSED**.

e. Street Naming

New Development at 111 Sleaford Road, Newark

Members **NOTED** the street name put forward for the above development as **'Varney Place'**.

f. Nottinghamshire County Council Applications

Lovers Lane Primary & Nursery School, Warburton Street, Newark

Additional parking bays and no waiting at any time restrictions (double yellow lines) across car park entrance to the school, across the existing driveway to No. 1 and across the proposed new vehicular entrance to the side of 73 Appleton Gate, Newark.

No Objection was raised to this application.

Meeting Closed:	8pm	Next Meeting:	Wednesday 27th April, 2016
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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 20th April 2016

FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Finance & Policy Committee held on Wednesday 6th April 2016 in the Council Chamber, Town Hall.

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

FP32/15/16 Minutes

The Minutes of the meeting held on Wednesday 10th February 2016 were **AGREED** as a true and accurate record and signed by the Chairman.

FP33/15/16 Matters Arising

FP24/15/16 – Internal Audit Report, Page 77; 7.24 – Security – Cemetery Grounds

Cllr L Goff reported that he will be having a meeting with the Town Clerk and Deputy Town Clerk with regard to this.

FP34/15/16 Declarations of Interest

Cllr L Goff declared an interest in the Friends of Newark Cemetery and Newark Community First Aid.

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

FP35/15/16 Payment Schedule 11/16

Members **AGREED** that payment in accordance with the Payment Schedule 11/16 in the sum of £95,734.82 (ninety five thousand, seven hundred and thirty four pounds 82p) be **NOTED**.

FP36/15/16 Voluntary Body Grant Applications

- (i) Members **CONSIDERED** the draft Grant Guidelines and Application Form for the new grant regime as approved by the Town Council and **AGREED** that they should be adopted.

The Town Clerk confirmed that the current practice of showing the award of grants in the future as expenditure against the 'Grants Budget' and income against the Town Hall Lettings budget would be continued.

- (ii) The request for £350 towards the cost of hiring the Ballroom and Kitchen on Friday 9th September from Reach Learning Disability was **AGREED**.

The Town Clerk pointed out to Members that the maximum sum in the new policy was £500, instead of the current £350.

FP37/15/16 Street Collection Licences

- (i) Members **NOTED** the delegated decision taken by the Town Clerk, in consultation with the Chairman of this Committee to **APPROVE** the request from the Newark Patriotic Fund for a Street Collection on Wednesday 23rd March.

- (ii) Members **NOTED** the request from the Phoenix Children's Foundation was **REFUSED** by the Town Clerk, in consultation with the Chairman of this Committee, as there was no significant local connection to warrant approval.

- (iii) Members then **AGREED** to recommend to Newark & Sherwood District Council that the following applications for Street Collection Licences be **APPROVED**:

- a. Save the Children Fund on Saturday 9th July 2016.
- b. Royal Air Forces Association on Saturday 17th September 2016.
- c. Newark Community First Aid on Saturday 4th June 2016.
- d. Newark and District Round Table on Saturday 17th December 2016.

Members **REFUSED** the following applications as again there were no significant local connections.

- a. The Phoenix Children's Foundation on Sunday 14th August 2016.
- b. James Whale Kidney Cancer Care on Thursday 21st July 2016.

FP38/15/16 Risk Register

Cllr P Duncan asked a question with regard to the Risk Assessment Matrix on page 63 of the Agenda.

The Town Clerk explained the diagram for the benefit of Members.

Members **CONSIDERED** the strategic risks as discussed in the Agenda Report and **AGREED** the revised Risk Management Strategy.

FP39/15/16 Insurance

- (i) Members **NOTED** the decision taken by the Town Clerk to renew the Insurance Policy with Zurich for the 2016/17 financial year.
- (ii) It was **AGREED** to **ACCEPT** the offer from Zurich of a 3 year Long Term Agreement, with the corresponding reduced premium.
- (iii) Bearing in mind (ii) above, Members **AGREED** to the suspension of Standing Order 37 (2) to facilitate this.

Cllr D Jones suggested that a test of the market should be carried out for comparison purposes, twelve months before the expiration date of the Policy, and this was **AGREED**.

Meeting Closed:	7.50pm	Next Meeting:	Wednesday 15th June 2016
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TOWN COUNCIL

SUBJECT:	NOTICES OF MOTION
REPORT BY:	TOWN CLERK

1. Recommendations

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

2. Background

2.1 **MOTION PROPOSED BY COUNCILLOR K GIRLING, SECONDED BY COUNCILLOR D HYDE:**

Roads and Pavements

That the Council requests Nottinghamshire County Council show what funds have been received from contractors to repair roads and pavements within the Town Centre boundary and to produce an acceptable schedule of repair.

2.2 **MOTION PROPOSED BY COUNCILLOR K GIRLING, SECONDED BY COUNCILLOR D HYDE:**

Community Covenant

That the Council sign the Community Covenant and by doing so recognise the sacrifices our local service personnel have made and to do all this Council can within its remit to comply with the spirit of the Covenant.

2.3 **MOTION PROPOSED BY COUNCILLOR MRS G DAWN, SECONDED BY COUNCILLOR MRS I BROWN:**

Robin Hood Hotel

Since the letter from the Deputy Chief Executive of N&SDC dated 4th January 2016, Newark Town Council has not been made aware of any progress on the future of the Robin Hood Hotel.

Therefore, the Newark Town Council resolves to request N&SDC to provide a details report of the results of the motion passed at an earlier District Council meeting. The points are listed below:

1. Work carried out making the Robin Hood wind/watertight and structurally safe.
2. Results of the legal action taken.
3. Progress of any planning applications.

2.4 MOTION PROPOSED BY COUNCILLOR M SKINNER, SECONDED BY COUNCILLOR M CLEASBY:

Traffic Management

That the Town Team be asked to review traffic management in, and around, the Town Centre specifically: controlling access to the market square; preventing parking on pavements, general misuse and; the use of CCTV for moving traffic offences.

3. Financial, Legal, Equality & Risk Issues

3.1 None.

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

TOWN COUNCIL

SUBJECT:	COMMITTEE STRUCTURE
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider:

- (i) Changing the name of the current Planning & Regeneration Committee to Planning Committee,
- (ii) Replace the current Finance & Policy and Environment & Leisure Committees with a new, single purpose, Finance & General Purposes Committee,
- (iii) The membership of a Finance & General Purposes Committee to comprise of all Town Councillors,
- (iv) Subject to the above decisions, request the Town Clerk to submit revised Standing Orders to the Full Town Council for consideration as soon as possible,
- (v) Subject to the above decisions, request the Town Clerk to submit revised Scheme of Delegation, Financial Regulations, Finance Standing Orders and Financial Procedures to a future meeting of the Full Town Council for consideration,
- (vi) Winding up the Devolution Committee.

2. Background

2.1 The current Committee structure has been in place for many years, the last reference which has been used as the starting point for this report are the current Standing Orders which were approved in April 2009.

Standing Order 26 sets out the 'Constitution of Standing Committees'; they are:

- Planning & Regeneration
- Environment & Leisure
- Finance & Policy

At the Town Council meeting held on 23rd June 2015 the Devolution Committee was also established to deal with issues that arose from the transfer of services from the District Council. It was expected that this Committee would be time limited; its work being complete when the transferred services had been assimilated into the Town Council.

2.2 It is perhaps the time to review Committee structures now that the Devolved Services have become more bedded in with the normal services being operated by the Town Council and Members have achieved a more detailed understanding of their operation.

This report is therefore submitted for Members to consider whether or not any changes to the current Committee structure are now required to enable them to formally deal with the range of matters that arise from this larger portfolio of services.

3. **Legislative Position**

- 3.1 Local Councils Committee structures are governed by the Local Government Act 1972 section 101-106.

A Local Council is empowered to appoint one or more Committees for the purpose of discharging any of its functions. Similarly a Committee may appoint a Sub-Committee to discharge any of its functions.

The membership and terms of reference for any Committee is set by the Town Council.

- 3.2 Some matters are not able to be delegated by law; for example the Full Town Council must set the annual precept, this decision cannot be delegated to any Committee.

- 3.3 There is no requirement for Local Councils to appoint any Committee. Many small Parish Councils only meet as the Full Parish Council, with no delegations whatsoever.

- 3.4 There appears to be no legislative restriction on the number of Councillors that can be appointed to Committees, including all Town Councillors if that is agreed.

Local Councils do not have to adhere to 'Political Balance' but Newark Town Council has always allocated positions to the various 'Groups', that have been formed from elected Town Councillors, using the matrix of political balance.

- 3.5 The Town Council's Standing Order 26 goes on to say that Committees shall continue until the next Annual Meeting. The Agenda for the Annual Meeting includes an item on the appointment of Committees each year. Any changes therefore really need to be agreed in advance of the Annual Meeting to enable the Agenda to be prepared and for all Town Councillors to be aware of what Committees are going to be appointed to.

- 3.6 Clearly any change in the Committee structure will require Standing Orders to be updated to reflect this.

Standing Orders are in need of updating more generally, to make they are still accurate and fit for purpose. Some preparation has been done but a full rewrite may be required, subject to any decisions made at this meeting.

Any revisions to Standing Orders will need to be submitted to a future meeting of the Town Council at the earliest possible opportunity.

- 3.7 Such a change will also require a review of many other procedural policies and strategies including:

- Scheme of Delegation

- Financial Regulations

- Financial Procedures

- Finance Standing Orders

There may well be other documents that will also require updating for both a change to the Committee structure and also to reflect the wider range of services that the Town Council is now responsible for. These will need to be dealt with in due course over the next civic year.

4. Committee Structure Options

- 4.1 As stated above it is perhaps the time to review Committee structures now that the Devolved Services are becoming more bedded in with the historic range of services that have been operated by the Town Council.

In essence the focus of any change is on how the Town Council wishes to deal with the much wider range of services for which it is responsible within its political framework.

- 4.2 The current structure remains a valid option but the only real candidate for taking on 'Delegated Responsibility' for all services is the Environment & Leisure Committee. This will clearly have a significant impact on the role of this Committee and the importance of decisions taken by it; as demonstrated at the last meeting which dealt with possible changes to the Market.

- 4.3 Set out below is an option for a new Committee structure, together with a brief commentary on the scope and arrangements for each Committee:

- 4.4 Planning & Regeneration Committee:

It is suggested that this should be retained; the volume of planning applications warrants a separate Committee.

However the 'Regeneration' aspect, as inferred in the title, has not, in my experience, ever been a matter that has been discussed nor have any reports been submitted for consideration in relation to it.

It is suggested that the name of this Committee can be changed to 'Planning Committee, Members are asked to consider this option.

- 4.5 Finance & Policy and Environment & Leisure Committees:

Whilst these two Committees operate quite adequately at the moment the current experience is that the Environment & Leisure Committee has a much smaller agenda and, in recent years, has been cancelled on a number of occasions due to a lack of business. The significant portfolio of new services would, no doubt, create more work for this Committee if it were given responsibility for all the Town Council's operational services.

However it is also clear that the decisions which are now being taken by this Committee and will continue into the future can have a much more significant impact on the both the Town Council as an organisation and the town itself.

By way of example this has been recognised in the recently approved Risk Strategy. This identified a new financial risk associated with the significant level of income being generated by the Market and the impact that this could have on the financial strength of the Town Council if income targets are not achieved.

The main question, perhaps, to consider in regard to this Committee is whether or not it is now appropriate for decisions on all operational services to be taken by just ten Town Councillors, rather than the Town Council as a whole.

An alternative arrangement for consideration is to merge the work of these two existing Committees into a new single purpose Committee with, say, the title of 'Finance & General Purposes Committee' and which could comprise of all Town Councillors.

Such a Committee could be supported, from a political perspective, by having specific 'Spokespersons' for a particular service or area of activity for example:

Markets
Parks & Open Spaces
P C 's
Finance etc.

Given the possible size of Agendas for such a Committee it is further suggested that, as far as possible, it only deals with reports that require a decision. Any matters which are for information or noting can be dealt with in a system whereby such matters and information are sent to all Members on a regular quarterly basis.

Members are asked to consider establishing a new Finance & General Purposes Committee with a membership which would comprise all Town Councillors.

4.6 Devolution Committee:

If the above Committee structures are approved it is proposed that this Committee can be wound up as the detailed elements of the transferred services have been, or are in the process of, being dealt with.

The significant issues that will require consideration over the next few years are:

- (i) Future officer structures for the delivery of service as the various SLA's come to their end,
- (ii) The impact of new officer structures on the operation of existing service delivery,
- (iii) Support for the Town Team initiative.

These issues can be dealt with through the proposed Finance & General Purposes Committee

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

5.1 None.

Background Papers:	None.
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