



**TOWN COUNCIL MEETING**

**WEDNESDAY 12<sup>TH</sup> AUGUST 2015**

Thursday 6<sup>th</sup> August 2015

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 19:30 on Wednesday 12<sup>th</sup> August 2015 to be held in the Council Chamber at the Town Hall.

Yours sincerely

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

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





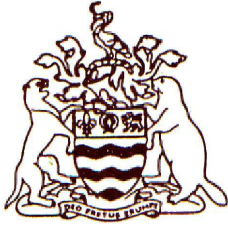
## A G E N D A

<b>1</b>	<b>Apologies for Absence</b>		
<b>2</b>	<b>To approve the Minutes of the Extra Ordinary Meeting of the Town Council held on Tuesday 23<sup>rd</sup> June 2015</b>	<b>Minutes Attached</b>	<b>Page 5</b>
<b>3</b>	<b>To receive Declarations of Interest from Members and Officers</b>	<b>Verbal</b>	
<b>4</b>	<b>To receive the Minutes of the following Committees:</b>		
<b>4a</b>	<b>Planning &amp; Regeneration Committee held on 1<sup>st</sup> July 2015</b>	<b>Minutes Attached</b>	<b>Page 11</b>
<b>4b</b>	<b>Environment &amp; Leisure Committee held on Wednesday 15<sup>th</sup> July 2015</b>	<b>Minutes Attached</b>	<b>Page 15</b>
<b>4c</b>	<b>Planning &amp; Regeneration Committee held on Wednesday 29<sup>th</sup> July 2015</b>	<b>Minutes Attached</b>	<b>Page 21</b>
<b>5</b>	<b>Town Mayor's Announcements</b>	<b>Verbal Report</b>	
<b>6</b>	<b>Town Council Leader's Announcements</b>	<b>Verbal Report</b>	
<b>7</b>	<b>Town Clerk's Announcements</b>	<b>Verbal Report</b>	
<b>8</b>	<b>Representation on Outside Bodies</b>	<b>Report Attached</b>	<b>Page 27</b>
<b>9</b>	<b>Newark Festival 2016</b>	<b>Report Attached</b>	<b>Page 39</b>

### Pre-Group Meetings:

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





# NEWARK TOWN COUNCIL

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

**Agenda Item No: 2**

**Committee Date: Wednesday 12<sup>th</sup> August 2015**

**Minutes of the Extraordinary Meeting of the Town Council held on Tuesday 23<sup>rd</sup> June 2015 in the Council Chamber of the Town Hall.**

<b>Membership Present:</b>	<b>Town Mayor</b>	<b>Cllr R A Crowe (in the Chair)</b>
	Councillors	Mrs C Barker-Powell (Ap) Mrs I Brown M Cleasby M G Cope Mrs R Crowe Mrs G Dawn (Ap) P Duncan Ms H Gent K Girling L Goff D Hyde D Jones D Lloyd T Roberts MBE M Skinner Mrs J Whicher R Williams
<b>Apologies received from:</b>	Councillor	Mrs C Barker-Powell, Mrs G Dawn
<b>Town Council Staff:</b>	Town Clerk Deputy Town Clerk PA to the Town Clerk/Mayor's Secretary	Alan Mellor James Radley Helen Crossland – taking notes
<b>Public:</b>	There were 5 members of the public present.	
<b>Venue:</b>	Council Chamber	Town Hall

**TC01/15/16 Minutes of the Town Council Meeting held on Wednesday 22<sup>nd</sup> April 2015**

The Minutes of the last Town Council Meeting held on Wednesday 22<sup>nd</sup> April 2015 were **AGREED** as a true and accurate record, and signed by the Mayor.

**TC02/15/16 Minutes of the Annual Meeting of the Town Council held on Sunday 17<sup>th</sup> May 2015**

The Minutes of the Annual Meeting of the Town Council held on Sunday 17<sup>th</sup> May 2015 were **AGREED** as a true and accurate record, and signed by the Mayor.

**TC03/15/16 Declarations of Interest**

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

**TC04/15/16 Election of Deputy Mayor**

Cllr Mrs R Crowe proposed Cllr D Hyde for election as Deputy Town Mayor. This was seconded by Cllr Ms H Gent.

A vote was taken and this was **AGREED**.

Cllr D Hyde then read out the Declaration of Acceptance of Office Declaration, and signed the Book.

**TC05/15/16 Leader of the Council and Opposition Spokespersons**

As the Leader of the majority party, Cllr D Lloyd announced that he would be the Leader of the Council.

Cllr D Jones announced that he would be the Opposition Spokesperson.

**TC06/15/16 Composition of Committees and Membership**

Cllr D Lloyd proposed, Cllr M Cope seconded the following Composition and Membership of Committees:

**Finance & Policy: 9 positions**

Conservative	6
Labour	1
Independents	2

**Environment & Leisure: 10 positions**

Conservative	7
Labour	2
Independents	1

**Planning & Regeneration: 10 positions**

Conservative	6
Labour	2
Independents	2

**Devolved Services: 7 positions**

Conservative	5
Labour	1
Independents	1

**Membership of Committees:**

**Finance & Policy**

Conservative	Cllr M G Cope Cllr Mrs R Crowe Cllr P Duncan Cllr Ms H Gent Cllr D Lloyd Cllr T Roberts MBE
Labour	Cllr D Jones
Independents	Cllr Mrs G Dawn Cllr L Goff

**Environment & Leisure**

Conservative	Cllr Mrs R Crowe Cllr M Cleasby Cllr M G Cope Cllr R A Crowe Cllr D Hyde Cllr M Skinner Cllr R Williams
Labour	Cllr D Jones Cllr Mrs J Whicher
Independents	Cllr Mrs I Brown

**Planning & Regeneration**

Conservative	Cllr M Cleasby Cllr Ms H Gent Cllr D Lloyd Cllr T Roberts MBE Cllr M Skinner Cllr R Williams
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Labour	Cllr Mrs C Barker-Powell Cllr Mrs J Whicher
Independents	Cllr Mrs I Brown Cllr L Goff

#### **Devolved Services**

Conservative	Cllr R A Crowe Cllr P Duncan Cllr D Hyde Cllr K Girling Cllr D Lloyd
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Labour	Cllr D Jones
Independents	Cllr G Dawn

The above proposals were **AGREED**.

#### **TC07/15/15 Chairman and Vice-Chairmen of Committees**

Cllr D Lloyd proposed, Cllr M Cope seconded, the following appointments to the positions of Chairman and Vice-Chairman of Committees :

##### **Finance & Policy:**

<b>Chairman</b>	Cllr D Lloyd
<b>Vice-Chairman</b>	Cllr M G Cope

##### **Environment & Leisure:**

<b>Chairman</b>	Cllr Mrs R Crowe
<b>Vice-Chairman</b>	Cllr D Hyde

##### **Planning & Regeneration:**

<b>Chairman</b>	Cllr T Roberts MBE
<b>Vice-Chairman</b>	Cllr Ms H Gent

##### **Devolved Services:**

<b>Chairman</b>	Cllr D Lloyd
<b>Vice-Chairman</b>	Cllr P Duncan

The above proposals were **AGREED**.



**TC08/15/16 Planning & Regeneration Committee Minutes – Wednesday 29<sup>th</sup> April 2015**

The Chairman, Cllr L Goff presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 29<sup>th</sup> April 2015.

**TC09/15/16 Planning & Regeneration Committee Minutes – Wednesday 3<sup>rd</sup> June 2015**

The Chairman, Cllr D Hyde presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 3<sup>rd</sup> June 2015.

**TC10/15/16 Revenue Out Turn & Final Accounts 2014/15**

It was proposed by Cllr D Lloyd and seconded by Cllr M G Cope that the recommendations be accepted and this was **AGREED**.

- (i) Members therefore **RECEIVED** the Town Council's Out Turn Revenue Expenditure for the financial year 2014/15.
- (ii) The Town Council's financial statements as set out in Section 1 of the Annual Return for the financial year ended 31<sup>st</sup> March 2015 were **APPROVED**.
- (iii) The Town Council's Annual Governance Statement as set out in Section 2 of the Annual Return for the financial year ended 31<sup>st</sup> March 2015 was **APPROVED**.

**TC11/15/16 Doris Bainbridge Trust Fund Final Accounts 2014/15**

It was proposed by Cllr D Lloyd and seconded by Cllr M G Cope that the financial accounts for the Doris Bainbridge Trust Fund for 2014/15 were **APPROVED**.

Cllr D Jones raised the point that as there is no longer any interest available on this account, the time is probably right, within this administration of the Town Council, to look at how the Capital Sum will be spent when it becomes available in 2018.

The Town Clerk reported that he had instructed a local solicitor to give a legal opinion on this and was awaiting their report.

**TC12/15/16 Schedule of Meetings 2015/2016**

- (i) It was **AGREED** that the Environment & Leisure and Finance & Policy Committee Meetings that were cancelled on 20<sup>th</sup> May and 10<sup>th</sup> June respectively should **NOT** be re-scheduled.
- (ii) It was **AGREED** to set meeting dates for the Devolved Services Committee as and when they were deemed to be necessary.

**TC15/15/16 Town Mayor's Announcements**

The Town Mayor had no announcements.

**TC16/15/16 Town Council Leader's Announcements**

The Town Council Leader had no announcements.

**TC72/14/15 Town Clerk's Announcements**

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

<b>Meeting Closed:</b>	<b>8.00pm</b>	<b>Next Meeting:</b>	<b>Wednesday 12<sup>th</sup> August 2015</b>
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**Agenda Item No: 4a**

**Committee Date: Wednesday 12<sup>th</sup> August 2015**

## **PLANNING & REGENERATION COMMITTEE MINUTES**

Minutes of the Planning & Regeneration Committee held on Wednesday 1<sup>st</sup> July 2015 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>T Roberts MBE (Chairman)</b>
	Councillor	Ms H Gent (Vice-Chairman) (A) Mrs C Barker-Powell (Ap) Mrs I Brown M Cleasby (Ap) L Goff D Lloyd M Skinner Mrs J Whicher R Williams
<b>In Attendance</b>	Councillor Town Clerk	Mrs G Dawn Alan Mellor
<b>Apologies</b>	Cllrs Mrs C Barker-Powell, M Cleasby	
<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	

### **PR8/15/16 Minutes**

The Minutes of the last meeting held on Wednesday 3<sup>rd</sup> June, 2015 were **AGREED** and signed as a true and correct record.

**PR9/15/16 Matters Arising**

**PR6/15/16 – Miscellaneous Applications**

**b. Nottinghamshire County Council Applications**

**Newark Bridleway No. 65 0- Modification Order 2015**

The Chairman reported that there had been a recent letter in support of Cllr K Girling's objections to this.

**PR7/15/16 – St Mark's Shopping Centre**

The Town Clerk informed Councillors that this application is not being dealt with by the District Council until their Planning Committee scheduled for 4<sup>th</sup> August; this Committee will therefore be able to discuss the various applications at the next meeting on Wednesday 29<sup>th</sup> July.

The Town Clerk also informed Members at this point in the meeting that an Officer from N&SDC, M Lamb, had agreed to attend the Town Hall to present a Training Session for all Councillors on Wednesday 22<sup>nd</sup> July, at 7pm.

Members would receive a letter from the Town Clerk regarding this in the near future.

**PR10/15/16 Declarations of Interest**

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

**PR11/15/16 Outstanding Planning Applications**

**15/00547/FUL 10 Huddlestons Wharf, Newark**

Application to replace rotten wooden windows with same design in UPVC and replace door with UPVC.

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

**15/00910/FUL Barnby House, 14 Barnby Gate, Newark**

Proposed fenestration improvements to the front of Barnby House, Barnby Gate, Newark.

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

**15/00913/RMAM Land South of Newark, Bowbridge Lane, Balderton, Newark**

Reserved Matters comprising landscape details for the SLR Phase 1 works. The Outline Planning Permission is EIA development supported by an Environmental Statement.

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

**15/00972/ADV Co-Op Pharmacy, 47 Sherwood Avenue, Newark**

1 x internally illuminated fascia, 1 x internally illuminated projector, 1 x single sided illuminated tray sign.

Cllr L Goff declared a personal interest in this application.

Following discussion of this application, Cllr D Lloyd proposed and Cllr M Skinner seconded that an **Objection**

**be raised** for the following reasons:

1. The signage should not be illuminated.
2. It is out of keeping with the area.

A vote was taken and this was **AGREED**.

**15/00979/FUL**

**47 Lincoln Road, Newark**

Proposed bungalow.

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

**15/00989/FUL**

**Land at Hawton Road, Newark**

Replacement of 1 no. 15m monopole and the replacement of 6 no. antennas with 3 no. antennas; removal of 1 no. equipment cabinet, the installation of 2 no. equipment cabinets and ancillary development thereto.

**No Objection was raised to this application;** however Members of the Committee said that they would like to see some effort to 'integrate' the cabinets in the area that they are installed. This would give a more sympathetic appearance within the street scene. Members also felt that anti-graffiti paint should be used on the installations.

**15/01030/FUL**

**246 Beacon Hill Road, Newark**

Householder application for single storey extension to side of dwelling.

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

**15/01079/LBC**

**46 Market Place, Newark**

Create a floor hatch in the ground floor sales area to provide access to the basement area beneath.

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

**15/01018/FUL**

**Per Aarsleff (Uk) Ltd, Hawton Lane, Balderton, Newark**

Proposed extension to car park.

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

**15/01102/LBC**

**Thorpes Warehouse, Navigation Yard, Mill Gate, Newark**

Proposed alterations to approved planning permission 11/00229/LBC.

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

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

**15/01109/FUL**

**1 Tudor Close, Newark**

Householder application to extend garden by erecting new fence closer to boundary to reduce dog fouling on land. Fence to be 6ft high with replacement gate in same position at rear of garden backing onto driveway. Proposed fence to cut the corner from the driveway and to

run adjacent to pavement, 1 metre inside boundary.

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

**PR12/15/16 Notice of NSDC Planning Decisions**

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

**PR13/15/16 Miscellaneous Applications**

a.

**Public Transport Improvements**

**Bowbridge Road, Newark (adjacent to Thoresby Avenue)**

(Bus Stop Ref: Thoresby Avenue, NS0007 and NS0546)

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

**Nomination for an Asset of Community Value in Newark**

**Oscar's Inn, 105 Balderton Gate, Newark**

Following discussion of this item, Cllr D Lloyd proposed that this nomination should **NOT** be supported. This was seconded by Cllr Mrs I Brown.

Following a vote, this was **AGREED**.

<b>Meeting Closed:</b>	<b>7.55pm</b>	<b>Next Meeting:</b>	<b>Wednesday 29<sup>th</sup> July, 2015</b>
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**Agenda Item No: 4b**

**Committee Date: Wednesday 12<sup>th</sup> August 2015**

## ENVIRONMENT & LEISURE COMMITTEE MINUTES

Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday 15<sup>th</sup> July 2015 in the Council Chamber, Town Hall.

<b>Membership:</b>	<b>Councillor</b>	<b>Mrs R Crowe (in the Chair)</b>
	Councillors	Mrs I Brown M Cleasby M G Cope R A Crowe D Hyde D Jones M Skinner Mrs J Whicher R Williams
<b>Apologies:</b>	Councillors	None
<b>In Attendance:</b>	Councillors	Mrs G Dawn, P Duncan, K Girling, L Goff, D Lloyd, T Roberts MBE
<b>Officers Present:</b>	Town Clerk	Alan Mellor
	Deputy Town Clerk	James Radley
	Curator	Patty Temple
	There were four members of the public present	
<b>Venue:</b>	Council Chamber, Town Hall	
<b>Taking Notes:</b>	Helen Crossland – PA to the Town Clerk	

### Matters discussed

The Chairman welcomed all Members to the first meeting of this Committee under the new administration.

**EL01/15/16 Minutes**

The Minutes from the previous meeting held on Wednesday 25<sup>th</sup> March 2015 were accepted as a true and accurate record and signed by the Chairman.

**EL02/15/16 Matters Arising**

There were no Matters Arising.

**EL03/15/16 Declarations of Interest**

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

**EL04/15/16 Museum Update**

Councillors considered the request from Mr Colin Tribe for the transfer of ownership of Marika Tribe's Mayoral Portrait.

Following discussion it was proposed by Cllr R Crowe and seconded by Cllr D Hyde that Mr C Tribe should have the portrait on a permanent loan basis, until such a time that he felt it should be returned to the Town Hall.

After a vote, this was **AGREED**.

Members then **NOTED** the on-going museum activities.

**EL05/15/16 Newark Festival 2015/2016**

Members **NOTED** the report and comments made on the 2015 Newark Festival.

The following points were raised during discussion of this item:

- a. This is the last year of the current contract with the LHG; next year would be the time to look again at the terms.
- b. The overall event appears to be getting easier to manage from the Town Hall perspective.
- c. The Sunday evening was fantastic with the largest crowd seen so far for this event.  
Radio Newark and the compere added to the professionalism of the whole event.
- d. Friday evening needs to be given serious consideration as to whether it should be a paying event; the numbers attending were once again disappointing.  
The point was made that some of the townsfolk of Newark could not afford to pay for two nights tickets.
- e. The Gugga Band were very well received.
- f. Some banners had still not been removed, more than three weeks after the event.
- g. Newark Town Council was not promoted enough.



The Town Clerk reported that he and the Chairman of this Committee would be attending a debriefing next week with the LHG where the whole Festival would be discussed.

It proposed by Cllr D Jones and seconded by Cllr D Hyde that the recommendations in the report should be accepted.

A vote was held, and it was **AGREED** that:

- a. The report and comments on the 2015 Newark Festival were **NOTED**.
- b. A Festival would be held in 2016.
- c. This Committee would recommend to the Finance & Policy Committee that it approves the pre-commitment of £61,200.00 from the revenue budget for the 2016/17 financial year.

## **EL06/15/16 Events Update**

### **Brass Explosion, August Bank Holiday Sunday**

There was discussion regarding the lack of transport around Newark on Sundays and Bank Holidays.

A suggestion was made that perhaps some local bus/coach companies could be approached to see if anything could be arranged in the future; however, it was noted that the Town Council has limited resources both in terms of personnel and cash.

Members **NOTED** the update as in the report.

### **Sunday Bands**

Members **NOTED** the update as in the report.

Members were informed that on Sunday 26<sup>th</sup> July there would not be a Sunday Band Concert as there would be a 'King John' event in the Castle Grounds over that weekend.

### **Twinning**

The Town Clerk, the Chairman and Cllr R Crowe declared a personal interest in this item.

Cllr M Cope proposed and Cllr D Jones seconded that the recommendation that the official delegation attend the anniversary twinning celebrations in Sandomierz in September and the Town Council to meet the associated travel costs from the Twinning budget, be approved and this was **AGREED**.

### **Christmas Lights Switch On**

The Town Clerk reported that he had already met with the lights providers to look at where the 'curtain' could be extended. There would be four additional poles to extend the periphery.

To extend any further (across the road) would require further discussion and investigation with the County Council.

Members **NOTED** the update as in the report.

## **EL07/15/15 Public Conveniences**

Before discussion of this Agenda Item, the Town Clerk reported that since writing

the report there had been further problems in that a member of staff had found someone sleeping overnight in the Tolney Lane. Staff had been verbally abused by this individual and there had also been further evidence of drug taking.

The Town Clerk said that therefore his recommendations were now:

- a. To put some additional resources in the London Road toilets during the day time, on a temporary basis as outlined in the original report.
- b. Close the Tolney Lane and London Road 24 hour facilities on a temporary basis and see what the impact was.

The Town Clerk was asked if there was any way of monitoring/recording the people that use the facility; it was agreed that this could be investigated, but it was pointed out that action needs to be taken as a matter of urgency.

Another suggestion was that a small charge could be made (as in St Marks) – this may be enough of a deterrent.

Members were concerned about the criminal activity that was going on and the fact that the police should take appropriate action to deal with it.

It was noted that every incident should be reported to the police, so that a picture can be built up of the problem; the Town Clerk informed Members that all incidents ARE reported and that the police have offered to come and talk to staff, to put their minds at rest.

Cllr D Jones proposed the Town Clerks recommendations be accepted, this was seconded by Cllr Mrs Whicher. Following a vote, the recommendations (a. and b. above) were **AGREED**.

It was also **AGREED** that a further report be put to the Devolved Services Committee following the trial period of additional manning and closure of the 24 hour facility, at the meeting arranged for September.

#### **EL08/15/16 Allotment Charges**

Cllr D Jones declared a personal interest in this Agenda Item.

Cllr D Jones then proposed a 4% rise in allotment charges from 1<sup>st</sup> October 2016. This was seconded by Cllr M Cope and **AGREED**.

#### **EL09/15/16 East Midlands in Bloom**

Cllr R Crowe reported that he had been very impressed with the Bloom Committee, and also the Gardening and Painting 'Guerrillas'. They were a credit to the Town.

Particular mention was made of Gillie Wilkinson, Jenny Oliver and Sue Tappley and the Chairman requested that letters of thanks be sent to those named.

Members **NOTED** the Report.

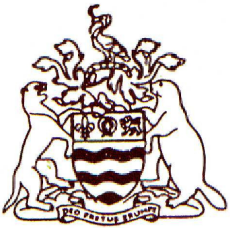
#### **EL10/15/16 FoNC Report**

Cllr M Cope congratulated the FoNC on the Row Marker posts which have now been installed. He also said that it was not for the Town Council to decide which Outside Bodies want a Town Council representative on them. If the FoNC are asking for this, it may be appropriate to put this report to the Finance and Policy Committee which deals with the appointments to Outside Bodies.

Cllr R Crowe proposed that this item be put on the next Finance & Policy Committee Agenda; this was seconded by Cllr D Hyde and **AGREED**.

<b>Meeting Closed:</b>	<b>8.50pm</b>	<b>Next Meeting:</b>	<b>Wednesday 16<sup>th</sup> September 2015</b>
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**Agenda Item No: 4c**

**Committee Date: Wednesday 12<sup>th</sup> August 2015**

## PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday 29<sup>th</sup> July 2015 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>T Roberts MBE (Chairman)</b>
	Councillor	Ms H Gent (Vice-Chairman) (Ap) Mrs C Barker-Powell Mrs I Brown (Ap) M Cleasby L Goff D Lloyd M Skinner Mrs J Whicher R Williams
<b>In Attendance</b>	Councillors  Deputy Town Clerk	Mrs G Dawn P Duncan James Radley
<b>Apologies</b>	Cllrs Mrs I Brown & Ms H Gent	
<b>Taking Minutes:</b>	PA to the Town Clerk	Mrs H Crossland
<b>Public:</b>	There were two members of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

### PR14/15/16 Minutes

The Minutes of the last meeting held on Wednesday 1<sup>st</sup> July, 2015 were **AGREED** and signed as a true and correct record.

**PR15/15/16** **Matters Arising**

There were no matters arising.

**PR16/15/16** **Declarations of Interest**

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

**PR17/15/16** **Outstanding Planning Applications**

**15/00764/FUL** **9 Lightfoot Close, Newark**

Householder application for alterations and extension to form porch, rear and side extension to form utility, kitchen, garden room, garage, additional bedroom and shower room; alterations to existing windows and insertion of additional windows. Demolition of existing garage.

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

**15/00899/FUL** **Church of Promise, Winthorpe Road, Newark**

Single storey extension.

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

**15/01024/FUL** **Holden's Furniture Store, Central Buildings, 8 Middle Gate, Newark**  
&

**15/01025/LBC**

Create three separate units from Holden's Furniture Store, two retail units accessed from Middle Gate and a change of use for number 11 Castle Gate, which use class is proposed to be changed from retail to professional services (A2).

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

**15/01134/FUL** **37A Beacon Hill Road, Newark**

Application for variation of condition 2 of planning permission 14/01279/FUL to allow hedging on western boundary to be replaced with fencing and trellis and alterations to the elevations (open eaves modified with box soffit and fascia, solar panel now rectangular).

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

**15/01139/LBC** **1 Navigation Yard, Mill Gate, Newark**

Install en-suite toilet and hand basin. New soil and vent pipe externally.

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

**15/01152/FUL** **Newark Hospital, Boundary Road, Newark**

Front extension and internal alterations to emergency department – first revision of approved planning permission 15/00086/FUL.

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

- 15/01158/FUL Newark Sensory Gardens, Mill Lane, Newark**  
Construction of memorial walls in Newark Sensory Garden.  
**No Objection was raised to this application.**
- 15/01236/FUL 110 Middleton Road, Newark**  
Householder application for proposed single storey extension to front of property and conservatory to rear.  
**No Objection was raised to this application.**
- 15/01279/FUL Laurens Patisseries Ltd, Jessop Way, Newark**  
Proposed new security lodge with office facilities for Laurens Patisseries.  
**No Objection was raised to this application.**
- 15/01325/FUL 15 Hutchinson Road, Newark**  
Householder application for the erection of a two storey rear extension.  
**No Objection was raised to this application.**

**PR18/15/16 Notice of NSDC Planning Decisions**

It was noted that the Decision on the Highfields application was not on the Agenda. Members were informed that this had been unanimously opposed by the District Council.

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

**PR19/15/16 Miscellaneous Applications**

- a. Amended/Additional Applications**
- 15/00587/FUL – Land adjacent 157 Boundary Road, Newark**  
Variation of condition 7 to vary approved elevation plans with provision of details relating to conditions 5 and 3 of planning permission 12/01519/FUL (Erection of 1 no. detached dwelling).  
**No Objection was raised to this application.**
- b. Nottinghamshire County Council Applications**
- Newark Waste Transfer Station, Brunel Drive, Newark**  
Proposed construction and use of a cabin for use as a welfare cabin at the existing waste transfer station site.  
**No Objection was raised to this application.**
- Pelham Street Area Phase 2, Newark**  
**Proposed Residents' Parking Scheme**  
Members **NOTED** that NCC are now advertising a

residents' parking scheme for the following streets: Victoria Street, Portland Street, Edward Avenue, Albert Street, Chatham Court, Eldon Street, Castle Brewery Court and Albion Street.

All Members were given a copy of the proposed scheme and were asked to respond individually.

The Chairman **AGREED** to contact AECOM to suggest that other residents should also be consulted, with regard to the double yellow lines at the junction of Albert Street (Harewood Avenue, Southend Avenue, Crown Street, Prince's Street and Spring Gardens).

**c. Pre-Application Consultation**

**117191, Streetworks, Land at 7 Meering Avenue, Newark**

Proposed Base Station Installation.

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

**d. Appeal Notifications**

**13/00889/FULM – Field Reference 8884, Cotham Road, Hawton, Notts**

The Construction and operation of a wind farm consisting of four (4) 130 metre high to blade tip wind turbines, an 80 metre anemometry mast and associated infrastructure for a period of 27 years.

Members **NOTED** that an appeal relating to the above site, has been made to the Secretary of State and the appeal is to be heard at a Public Inquiry to be held at Hawtonville Community Centre, St Mary's Gardens, Newark on 29.09.15 commencing at 10am.

**e. Nottinghamshire County Council Decisions**

**Regional Waste Recycling, Trent Skip Hire Ltd, Quarry Farm Transfer Station, Bowbridge Lane, New Balderton, Newark**

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

Members **NOTED** that the above application has been formally **REFUSED**.

**PR20/15/16 Consultation – Statement of Gambling Policy**

Members **RECEIVED** and **NOTED** the District Council Statement of Gambling Policy and positively welcomed the re-activation of the 'No Casino Policy' for Newark.



**PR21/15/16 St Mark's Shopping Centre**

**Agenda Item 5**

**Agreed Changes**

The changes in the Agenda at 5.1 and 5.2 and restoration of the pavements were welcomed; however, the Committee sustained their original **OBJECTIONS** where pertinent.

<b>Meeting Closed:</b>	<b>7.55pm</b>	<b>Next Meeting:</b>	<b>Wednesday 2<sup>nd</sup> September, 2015</b>
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**TOWN COUNCIL**

<b>SUBJECT:</b>	<b>REPRESENTATION ON OUTSIDE BODIES</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendation**

1.1 That Members consider the appointment of Town Council representatives on Outside Bodies.

**2. Background**

2.1 In accordance with previous practice, Members are requested to consider the appointment of representatives to the Outside Bodies shown at Appendix 1.

2.2 At the Finance & Policy Committee meeting held on 2<sup>nd</sup> October 2013, the decision was made to appoint representatives onto Outside Bodies for a one year term of office. This resulted in a position where the Town Council made a number of appointments which did not correspond with various Charity Commission schemes.

At the meeting of the Finance & Policy Committee on Wednesday 11<sup>th</sup> June 2014, Members agreed to revert back to having fixed three & four year appointments to those outside bodies which have been established on that basis (Minute FP10/14/15 refers).

To this end various appointments were made for a period up to June 2015, in order to be back in line with the elections, following which the next three/four year terms could be decided.

2.3 At the last meeting of the Environment & Leisure Committee on Wednesday 15<sup>th</sup> July 2015, a report requesting Town Council representation on the Friends of Newark Cemetery Committee was referred to the next Finance and Policy Committee as the committee that deals with such appointments.

An extract of the report is attached for Members information at Appendix 1.

2.3 In past years the Town Council has nominated a Member to sit as a Trustee on the old Newark & Sherwood CAB. This organisation no longer exists and has been replaced by the new Sherwood & Newark CAB.

Whilst their constitution doesn't have a formal position for a Town Councillor following discussions with them they are seeking to broaden their representation from the Newark side of the district and would be delighted if a Town Councillor could attend on an 'Observer' basis. This would entail attending all Trustee Board meetings and engage in the business but not in a voting position if one is ever required. If this is seen as being useful then the opportunity may exist in the longer term for a Town Councillor to be appointed as full trustee.

This new organisation has been included on the list of Outside Bodies at Appendix 2 for consideration.

2.4 Following the cancellation of the Finance & Policy Meeting which was due to be held on Wednesday 5<sup>th</sup> August 2015, this report is submitted to the Full Town Council for consideration.

2.5 The attached Appendix 2 shows those Outside Bodies where a three/four year term of appointment applies (highlighted in **GREEN**); those highlighted in **BLUE** are for the ensuing Civic Year 2015/2016.

**3. Financial Legal, Equality and 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>

***Extract from Agenda Item No 11, Environment & Leisure Committee***

***Wednesday 15<sup>th</sup> July 2015***

**FRIENDS OF NEWARK CEMETERY (FoNC)**

**3. Constitution**

- 3.1 In 2010 FoNC submitted their constitution to this Committee for consideration. At the time they asked the Council to nominate a representative to attend the FoNC meetings; it was however pointed out that the proposed constitution made no reference to Town Council membership, so their request could not be met.

FoNC's constitution has now rather belatedly been amended to make reference to Council representatives and FoNC would now like to ask the Council to reconsider this issue and, if agreed, nominate two representatives to sit on their committee.

The amended constitution is shown at Appendix 2 attached to this report.

**4 Town Clerk Comments**

- 4.1 Whilst I appreciate that this proposal has been discussed in the past and has remained unresolved for some time, I have some concerns about having Town Councillors as official members of FoNC as set out in the proposed constitution.

One purpose of such 'Friends' groups is to assist the Town Council in the provision of a particular service by directly involving the community in its operation. This can give significant added value and enable the service to be enhanced from that which could only be provided by the local authority. Having two Town Councillors on the Committee could be seen as introducing too much control over its activities and could be a disincentive to volunteers taking an active role.

In addition FoNC, as it stands, can access sources of external funding which are not open to Local Councils e.g. grants from outside bodies and donations from individuals and companies. Formalising the appointment of Town Councillors onto FoNC could, in my opinion, jeopardise these in the future.

I would suggest therefore that it may be better to have a Town Councillor attend the meetings on an observer basis rather than a permanent member of the committee.



## CONSTITUTION OF THE FRIENDS OF NEWARK CEMETERY

Adopted on the 2007

### **1 Name.**

The name of the Association is THE FRIENDS OF NEWARK CEMETERY (FONC).

### **2 Administration.**

Subject to the matters set out below FONC and its assets shall be administered and managed in accordance with this constitution by the members of the Steering Committee, constituted by clause 6 of this constitution ("the Steering Committee").

### **3 Objects.**

The preservation, conservation, restoration and development of the amenities of Newark Cemetery for the benefit and pleasure of residents of and visitors to Newark.

### **4 Powers.**

Subject to the approval of Newark Town Council, its Councillors or Officers, in furtherance of the objects but not otherwise, the Steering Committee may exercise the following powers:

- i) power to raise funds and to invite and receive contributions provided that in raising funds the Steering Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- ii) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the object or of similar charitable purposes and to exchange information and advice with them;
- iii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- iv) power to appoint and constitute such advisory committees as the Steering Committee may think fit;
- v) power to do all such other lawful things as are necessary for the achievement of the objects.

### **5 Membership.**

1) Membership of FONC shall be open to:

- i) all individuals who are interested in furthering the work of FONC and who have paid any annual subscription laid down from time to time by the Steering Committee, and
- ii) any body corporate or unincorporated association which is interested in furthering FONC's work and has paid any annual subscription (any such body being called in this constitution a "member organisation").

2) Every member shall have one vote.

3) Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of FONC; and may appoint an alternate to replace its appointed representative at any meeting of FONC if the appointed representative is unable to attend.

4) Each member organisation shall notify the name of the representative appointed by it, and of any alternate, to the Secretary. If the representative or alternate resigns from or otherwise leaves

the member organisation, he or she shall forthwith cease to be the representative of the member organisation.

5) The Steering Committee may unanimously and for good reason terminate the membership of any individual or member organisation: Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Steering Committee, accompanied by a friend, before a final decision is made.

#### **6 Steering Committee.**

1) At the annual general meeting of FONC the members shall elect from amongst themselves a chairman, a deputy chairman, a secretary and a treasurer and other members of the Steering Committee as established by the Steering Committee, and they shall hold office from the conclusion of that meeting.

2) The Steering Committee shall consist of not less than five (5) members nor more than fifteen (15) members. **Two (2) of those members are to be Town Council members, nominated to represent the Town Council on FoNC as an outside body.**

3) The Steering Committee may in addition appoint not more than five co-opted members.

4) All members of the Steering Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

6) The proceedings of the Steering Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or defect in the appointment or qualification of a member.

#### **7 Determination of Membership of Steering Committee.**

A member of the Steering Committee shall cease to hold office if he or she:

1) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

2) is absent without the permission of the Steering Committee from all their meetings held within a period of six months and the Steering Committee resolve that his or her office be vacated; or

3) notifies to the Steering Committee a wish to resign (but only if at least three members of the Steering Committee will remain in office when the notice of resignation is to take effect).

#### **8 Steering Committee Members not to be personally interested.**

If any member of the Steering Committee has any interest, pecuniary or otherwise, in any commercial enterprise with which FONC is negotiating to purchase goods or services, that member should declare his/her interests and should leave the meeting whilst related discussions are being held.

#### **9 Meetings and proceedings of the Steering Committee.**

1) The Steering Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Steering Committee upon not less than 7 days notice being given to the other members of the Steering Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days notice must be given.



- 2) The chairman shall act as chairman at meetings of the Steering Committee or in his/her absence, the vice-chairman.
- 3) There shall be a quorum when at least one third of the number of members of the Steering Committee are present at a meeting.
- 4) Every matter shall be determined by a majority of votes of the members of the Steering Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- 5) The Steering Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Steering Committee and any sub-committee and these should be approved by the Chairman and distributed to all Committee members within 14 days of the meeting.
- 6) The Steering Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- 7) The Steering Committee may appoint one or more sub-committees consisting of three or more members of the Steering Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Steering Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Steering Committee for its ratification.

#### **10 Receipts and expenditure.**

- 1) The funds of FONC, including all donations, contributions and bequests, shall be paid into an account operated by the Steering Committee in the name of FONC at such bank as the Steering Committee shall from time to time decide.
- 2) All cheques drawn on the account must be signed by at least two members of the Steering Committee, one of whom shall be the treasurer. The treasurer shall be permitted to sign cheques alone up to a value decided by the Steering Committee.
- 3) The Funds belonging to FONC shall be applied only in furthering the objects.

#### **11 Accounts.**

The Steering Committee shall comply with their obligations with regard to:

- 1) the keeping of accounting records for FONC;
- 2) the preparation of annual statements of account for FONC;
- 3) the auditing or independent examination of the statements of account of FONC; and
- 4) the transmission of the statements of account of FONC to the Commission.

#### **12 Annual Report.**

The Steering Committee shall produce an annual report for distribution to all members of FONC and for display on FONC's Website. The report should show all income and expenditures during that 12 months period.

### **13 Annual General Meeting.**

- 1) There shall be an annual general meeting of FONC which shall be held in the month of April in each year or as soon as practicable thereafter.
- 2) Every annual general meeting shall be called by the Steering Committee. The secretary shall give at least 21 days notice of the annual general meeting to all the members of FONC and the wider public. Only members of FONC shall be entitled to vote at the meeting.
- 3) The Steering Committee shall present to each annual general meeting the report and accounts of FONC for the preceding year:
- 4) Nominations for election to the Steering Committee must be made by members of FONC in writing and must be in the hands of the secretary of the Steering Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, elections shall be by ballot.

### **14 Special General Meetings.**

The Steering Committee may call a special general meeting of FONC at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

### **15 Procedure at General Meetings.**

- 1) The secretary or other person specially appointed by the Steering Committee shall keep a full record of proceedings at every general meeting of FONC.
- 2) There shall be a quorum when at least one third of the number of members of FONC are present at any general meeting.

### **16 Notices.**

Any notice required to be served on any member of FONC shall be in writing and shall be served by the secretary or the Steering Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

### **17 Alternations to the Constitution.**

- 1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- 2) No amendment may be made which would have the effect of making FONC cease to be a FONC at law.
- 4) The Steering Committee should promptly send to Newark Town Council a copy of any amendment made under this clause.

**18 Dissolution.**

If the Steering Committee decides that it is necessary or advisable to dissolve FONC it shall call a meeting of all members of FONC, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Steering Committee shall have power to realise any assets held by or on behalf of FONC. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of FONC as the members of FONC may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of FONC must be sent to Newark Town Council.



**APPENDIX 2**

<b>OUTSIDE BODY</b>	<b>TOWN COUNCIL REPRESENTATION</b>	<b>TERM OF OFFICE</b>
East Midlands Museum Service	Town Hall Curator	Civic Year
Hospital of St Leonard of Newark	Town Mayor – ex officio Cllr Mrs G Dawn Cllr Goff	4 year term to 5 August 2015 JUNE 2015
Lilley & Stone School Charities	Town Mayor – ex officio Cllr Mrs R Crowe Mr K Clayton	JUNE 2015 JUNE 2015
Magnus Educational Foundation	Town Mayor – ex officio Mr S Richardson Cllr R Crowe	JUNE 2015 JUNE 2015
Newark Allotments & Gardens Association	Vacancy	Civic Year
Newark Civic Awards	Cllr L Goff	Civic Year
Newark Healthcare Consultative Group	Cllr Mrs I Brown Cllr Mrs G Dawn	Civic Year Civic Year
Newark MIND	Cllr L Goff	Civic Year

Newark Municipal Charities	Cllr Mrs I Brown Mr S Richardson	<b>Four year term to February 2018</b> <b>Four year term to February 2016</b>
Friends of Newark Cemetery	Vacancy Vacancy	<b>Civic Year</b> <b>Civic Year</b>
Newark on Trent Twinning Association	Town Mayor – ex officio Vacancy Mr P Baggaley	<b>Civic Year</b> <b>Civic Year</b>
Newark & Sherwood Council for Voluntary Services	Mr D Payne	<b>Civic Year</b>
Safer Neighbourhood Groups	All Councillors	
Sherwood & Newark Citizen's Advice Bureau	Vacancy	<b>Civic Year</b>
W E Knight Education Trust	Cllr M G Cope Mr S Richardson Mr T Bickley JP	<b>Three years to 31 October 2015</b>

**TOWN COUNCIL**

<b>SUBJECT:</b>	<b>NEWARK FESTIVAL 2016</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to;

- (i) Approve the pre-commitment of £61,200 from the revenue budget for the 2016/17 financial year to support the Newark Festival in 2016.

**2. Background**

2.1 The Environment & Leisure Committee held on 15<sup>th</sup> July considered a report on this year’s Newark Festival and considered whether or not a further Festival should be held next year in 2016.

As Members will appreciate an early decision with regard to a Festival in 2016 is essential to allow sufficient time to plan the event, book artists, promote and market the Festival in a timely manner. It will also give a better opportunity to obtain and engage with potential sponsors of the Festival.

2.2 The Committee decided that a Newark Festival should be held and supported in 2016. In addition that a recommendation be made to the Finance & Policy Committee that it approves the pre-commitment of £61,200.00 from the revenue budget for the 2016/17 financial year to financially support the event.

As the Finance & Policy Committee scheduled for 5<sup>th</sup> August was cancelled this request is submitted directly to the full Town Council for consideration.

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

3.1 In setting this years’ revenue budget, consideration was also given to the Town Council’s Medium Term Financial Plan. This included the estimated provision of £61,200 for the Newark Festival. This gives Members confidence that the commitment to this expenditure in the 2016/17 financial year is affordable.

<b>Background Papers:</b>	<b>Newark Festival working papers.</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 684801</b> <b>Email: alan.mellor@newark.gov.uk</b>