



TOWN COUNCIL MEETING

WEDNESDAY 22ND APRIL 2015

Thursday 16th April 2015

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 19:00 on Wednesday 22nd April 2015 to be held in the Council Chamber at the Town Hall.

Please note that if necessary the meeting will be adjourned at 19:30 in order to enable the Annual Town Meeting to commence.

Yours sincerely

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 18th February 2015	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	Planning & Regeneration Committee held on Wednesday 25th February 2015	Minutes Attached	Page 15
4b	Environment & Leisure Committee, held on Wednesday 25th March 2015	Minutes Attached	Page 21
4c	Planning & Regeneration Committee, held on Wednesday 1st April 2015	Minutes Attached	Page 25
4d	Finance & Policy Committee, held on Wednesday 8th April 2015		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	Devolved Services	Report Attached	Page 35

Pre-Group Meetings:

1	18.30	Conservative Group	Committee Room
2	18:30	Independent Group	Pickin Room



NEWARK TOWN COUNCIL

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

Agenda Item No: 2

Committee Date: Wednesday 22nd April 2015

Minutes of the Meeting of the Town Council held on Wednesday 18th February 2015 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr T Bickley JP (in the Chair)
	Councillors	P Baggaley Mrs I Brown K Clayton M G Cope Mrs R Crowe R A Crowe Mrs G Dawn Miss R Dawn (Ap) L Goff D Jones D Lloyd D R Payne B Richardson T Roberts MBE Mrs M Tribe S Wallace C Wetton (Ap)
Apologies received from:	Councillors	Miss R Dawn, C Wetton
Town Council Staff:	Town Clerk PA to the Town Clerk/Mayor's Secretary	Alan Mellor Helen Crossland – taking notes
Public:	There were 4 members of the public present.	
Venue:	Council Chamber	Town Hall

TC50/14/15 Minutes of the Town Council Meeting held on Wednesday 17th December 2014

The Minutes of the last Town Council Meeting held on Wednesday 17th December 2014 were **AGREED** as a true and accurate record, and signed by the Chairman.

TC51/14/15 Declarations of Interest

The following Members declared a personal interest in the Devolved Services Agenda item as they are also elected Members on Newark & Sherwood District Council:

Councillors; T Bickley, Mrs I Brown, Mrs R Crowe, Mrs G Dawn, D Lloyd, D Payne, T Roberts MBE, Mrs M Tribe.

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

TC52/14/15 Planning & Regeneration Committee Minutes, Tuesday 30th December 2014

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Tuesday 30th December 2014.

Cllr D Payne raised a question with regard to **PR51/14/15 – Land South of Newark**, linking with **TC42/14/15 – Planning & Regeneration Committee Minutes, Wednesday 29th October 2014**.

Cllr Payne re-iterated his concern with regard to a Neighbourhood Plan and said until he had received the communication from the Chairman of the Planning & Regeneration Committee, he was unaware that the issue had been discussed and a decision made about this, at that Committee. Cllr Payne was of the opinion that it was a policy matter and should have been referred to the Finance & Policy Committee. As the six month rule had now passed, Cllr Payne proposed that this should be the case, and there should be a report about a Neighbourhood Plan at the next Finance & Policy Meeting. This was seconded by Cllr D Jones.

Cllr Mrs Dawn pointed out that recently thoughts have been with the next administration of this Town Council; perhaps the Town Clerk could start looking at the Neighbourhood Plan, in readiness for the next administration.

The Town Clerk reminded Members that this meeting was merely receiving the minutes of the planning & Regeneration Committee and such a motion was not permitted under the Town Council's Standing Orders. However, the request from Cllrs Payne and Jones was **NOTED** and the Town Clerk undertook to submit a further report on the matter to a future meeting of the Finance & Policy Committee.

Cllr M Cope asked the Chairman what the impact of the Land South of Newark and Devolved Services would have on the Council Tax levy.

Cllr L Goff said that he felt Members were playing with a 'political football' with regard to the impact of new house building would have on the Town Council's financial position; he said he would provide a written response to the question.

Cllrs D Jones and M Cope said that the Chairman's response (a written reply) was not appropriate and was unacceptable as the information would be significant to the later agenda items dealing with Devolved Services and setting next years budget.

Cllr Mrs Dawn pointed out the Cllr Goff did not have the information requested 'at his fingertips' and asked the Town Clerk if he could help.

The Town Clerk said that a clear answer was shown best on page 53 of the Agenda, under Schedule One to the Devolution Agreement. This demonstrated the tax base, based on the latest estimate, the expectation from the plans at the District Council and

the number of house completions they are anticipating.

TC53/14/15 Environment & Leisure Committee Minutes, Wednesday 21st January 2015

The Chairman, Cllr D Jones, presented the Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday 21st January 2015.

Cllr T Roberts MBE enquired of the Chairman what the metal pole with a solar panel on was for, at the Bowbridge Road allotments.

The Chairman informed Members that this supplied power for the gates and the locking system that was in place there.

TC54/14/15 Planning & Regeneration Committee Minutes, Wednesday 28th January 2015

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 28th January 2015.

A question was raised with regard to **PR53/14/15 – Matters Arising, PR51/14/15 – Land South of Newark.**

Cllr M Cope asked the Chairman what comments from this Committee were ‘largely supported’, or not supported, by the District Council, as referred to in this Minute.

The Chairman replied that he would send this information to all Councillors as a written response.

Cllr D Payne spoke with regard to **PR/55/14/15 – Outstanding Planning Applications, 15/00067/ADV – 36 Lombard Street.** He said he understood the cause for confusion with regard to this application (and others like it) and informed Members that he had arranged for the District Planning Officer to come to a full group of this Town Council to explain the system.

Cllr D Payne also advised members of the Planning & Regeneration Committee that if there was any doubt, or objections with regard to any applications, they should request one of the Town Councillors who is also on the District Council Planning Committee to reserve it to that Committee.

TC55/14/15 Finance & Policy Committee Minutes, Wednesday 11th February 2015

The Chairman, Cllr D Lloyd presented the Minutes of the Meeting of the Finance & Policy Committee held on Wednesday 11th February 2015.

The Chairman of the Environment & Leisure Committee informed Members that he had been surprised to see that ‘Cemetery Fees and Charges’ had been reported at the last Finance & Policy Committee, and a decision made – **FP47/14/15** refers.

Cllr Jones said that this was a matter for his Committee, who would then recommend to Full Town Council, as appropriate.

The Town Clerk agreed with the Chairman, and said he would ensure that in future the report was taken to the Environment & Leisure Committee in the first instance.

TC56/14/15 Doris Bainbridge Trust Fund

Cllr T Roberts MBE declared a personal interest in this Agenda item.

He also proposed that part of Recommendation 1.1 (ii) be withdrawn, as follows:

~~‘Supporting the Newark Gatehouse Project through the use of the Trust’s Capital Sum in 2017 and seek a legal opinion to ensure that such a use would be in accordance with the terms of the Trust’~~ as this Project has been put ‘on hold’ for the time being. It will go ahead, but not in the timeframe indicated in the Agenda Report.

Cllr D Payne thought that the Town council had already made a decision instructing the Town Clerk on the legality of using the Trust Funds to support the Sunday Band Concerts as well as the use of the original Capital Sum.

The Town Clerk confirmed that this matter had been discussed before but thought it related to the Capital Sum use not the use of the interest earned from its investment. He undertook to review the previous decision in this regard.

It was felt however, that the legal opinion should still be sought with regard to the use of the fund for this, as described, and also with regard to the use of the fund for Sunday Band Concerts, which had been discussed previously.

The proposal to amend the recommendation was proposed by Cllr T Roberts MBE and seconded by Cllr Mrs G Dawn. Following a vote, the amendment was **AGREED**.

Members then dealt with Recommendation 1.1 (i) and **AGREED** to allocate the sum of £696 from the Interest Reserve Fund to meet the cost of holding the Sunday Band Concerts in the Castle Grounds in July and August 2015

TC57/14/15 Devolved Services

Cllr D Lloyd proposed the acceptance of the recommendations in the report and this was seconded by Cllr Mrs G Dawn.

Cllr Mrs G Dawn then said that this would be the start of something Newark Town Council should have been doing many, many years ago.

The next two years would be tricky; planned services would need to be followed up, monitored etc. She went on to thank the Town Clerk and the Officers at the District Council who had put an enormous amount of work into this – and of course, the amendments to the original proposals.

Cllr Mrs G Dawn also thanked Cllr D Lloyd for his involvement.

Cllr M Cope agreed with previous comments. He said this was 'the right time to grasp the nettle and get on with it'. He said he was delighted that this Town Council is actually going to be taking on additional Services.

Cllr D Jones then spoke; he said he failed to see anything materially different to what was presented to the Town Council at the last meeting. The Town Council still ends up with £20m costs, with no increase in Services. This does not increase the benefit to the community. Cllr D Jones said it had been suggested that this was a 'good deal for Newark' but he felt that this was a joke. However, Cllr D Jones said that as he was on record as wanting the best for Newark, he would support the recommendations.

Cllr P Baggaley said that this idea would not have seen the light of day if Newark & Sherwood District Council had not had to save money and that he would not be supporting this. He felt that the people of Newark would see this as a 'bad move' and also that there needed to be devolution of resources, and the power to go with them. He asked how the Town Council could develop a plan when they are not in control of the Services.

Cllr P Baggaley was also concerned that not all S106 monies had been identified and that the devolution plan was not value for money.

Cllr D Payne asked Members to read Page 47, paragraph 8.7, with regard to the Market Charter as he thought that this was incorrect; he also pointed out on Page 40, under heading 8 – **Market Charter** – paragraph 8.3, that the District Council were suggesting that Newark Town Council would have to foot the bill for any such enforcement of the Market Charter. He felt that this needed to be either deleted, or re-negotiated.

Cllr T Roberts MBE said that he was hoping to be celebrating the 'coming of age' of Newark Town Council tonight, but it appeared that some people still wanted to stay in the past; some Members were only interested in Music Festivals and flower baskets.

Cllr Mrs G Dawn then replied to Cllr D Jones' comment and stated that this 'idea' had not started because the District Council needed to save money – it had come about because the District Council had wanted to charge the Town Council £10k to use the Riverside Park.

Cllr K Clayton felt that this was a transfer of assets, not devolution. If Newark Town Council took this on, it would 'waste' all of the reserves that it has at present. The reserves would fall below an acceptable level and there would be no money to improve any of the services that were taken on.

The Town Clerk spoke at this point; he said that this package could be seen as either as an opportunity, or a threat. He pointed out the major changes which had been negotiated since the Agreement was considered by the Town Council at its last meeting. In particular there were now two financial safeguards which guaranteed the Town Council would receive income during the 20 year period of the agreement to ensure that it did not get into a revenue deficit. In addition if, at the end of the Agreement, the level of new houses had not achieved the numbers anticipated the District Council would continue to pay an annual grant until the numbers were achieved. He also emphasised that the financial plan submitted with the report was predicated on the assumption that the Town Council would increase its Band D Council Rate by 1% per annum throughout the 20 year period. The financial forecast was very sensitive to small increases in the Council Tax Rate and a 1.5% annual increase would ensure that the minimum level of Reserve Fund balance would be around £150,000 with over £2m in Reserves by the end of the period.

Cllr S Wallace said that the reserves should be used to provide some free car parking, as he had suggested many times before.

Cllr P Baggaley proposed a vote of thanks to the Town Clerk; this was seconded by Cllr D Jones.

Cllr D Lloyd then summed up the discussion; and requested a named vote.

A named vote was taken by the Town Clerk as follows:

FOR

Cllr P Baggaley

Cllr T Bickley

Cllr Mrs I Brown

Cllr K Clayton

Cllr M G Cope

Cllr Mrs R Crowe

Cllr R A Crowe

Cllr Mrs G Dawn

Cllr L Goff

Cllr D Jones

Cllr D Lloyd

Cllr D R Payne

Cllr B Richardson

Cllr A C Roberts MBE

Cllr Mrs M Tribe

Cllr S Wallace

Two Councillors had sent Apologies for Absence – these were Cllr Miss R Dawn and Cllr C Wetton.

- (i) Members **AGREED** to accept the devolution package as outlined in the report.
- (ii) Members **AGREED** to give the Town Clerk delegated authority, in consultation with the Leader of the Council and the Chairman of the Finance & Policy Committee, to take such decisions as may be necessary to facilitate the transfer of services contained in the agreed package.
- (iii) It was **AGREED** that any employment of additional staff be directly by the Town Council thus reducing any Employer Superannuation costs.
- (iv) Members **AGREED** to set up a new temporary Committee specifically to review the new services.

It was therefore **AGREED** that proposed appointments to this Committee be included on the Agenda for Mayor Making on 17th May 2015, following the elections.

Cllr D Payne left the meeting at this point.

TC58/14/15 Medium Term Financial Strategy

The recommendation was proposed by Cllr D Lloyd and seconded by Cllr S Wallace. A vote was taken and it was **AGREED** that the Medium Term Financial Strategy covering the period 2014-2022, as contained in the Agenda Report be **APPROVED**.

TC59/14/15 Revenue Budget and Precept 2015/2016

Cllr D Lloyd started the discussion on this item.

He proposed the recommendations as set out in the Agenda, but with no increase in the precept.

This proposal was seconded by Cllr S Wallace.

Cllr D Jones said he was surprised that the Chairman of the Finance & Policy Committee had decided to ignore the advice of the Town Clerk, with regard to a 1% increase in Council Tax. Cllr D Jones said that he would not ignore the advice, and would not therefore support this proposal.

Cllr Mrs G Dawn asked what the consequence would be of not raising the Council Tax by 1%; the Town Clerk said that one year, would not make a huge difference, but it could not carry on, year after year.

Cllr P Baggaley pointed out that taking on significant expenditure had just been discussed, and that the Town Clerk had warned of the possible implications of not putting up the Council Tax.

Cllr M Cope said that he would be supported the proposal and requested a named vote.

Cllr D Lloyd then summed up the discussion; he said he was confident to make this proposal whilst heeding the Town Clerk's advice.

A named vote was then taken by the Town Clerk, as follows:

FOR

Cllr T Bickley
Cllr Mrs I Brown
Cllr K Clayton
Cllr M G Cope
Cllr Mrs R Crowe
Cllr R A Crowe
Cllr Mrs G Dawn
Cllr L Goff

AGAINST

Cllr P Baggaley

Cllr D Jones

Cllr D Lloyd
Cllr B Richardson
Cllr A C Roberts MBE
Cllr Mrs M Tribe
Cllr S Wallace

Two Councillors had sent Apologies for Absence; these were Cllr Miss R Dawn and Cllr C Wetton. Cllr D Payne had left the meeting earlier.

1. The budget proposals as revised for the financial year 2014/15 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £657,690 were **APPROVED**.
2. The budget proposals a submitted 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 £927,640 were **APPROVED**.
3. The projected aggregate net expenditure on Town Council services for the financial year 2015/16 be met by way of the levying of a precept of £801,913 on Newark & Sherwood District Council was **APPROVED**. This represents a nil increase in the Band D Council Tax charge from the 2014/15 figure.

TC60/14/15 Town Mayor's Announcements

The Town Mayor, Councillor Tom Bickley JP, had no announcements.

TC61/14/15 Town Council Leader's Announcements

The Town Council Leader, Councillor Mrs Gill Dawn, informed Members of how sorry she was that the Youth Council is no longer meeting. The Members that had joined had now moved on and there had not been any replacements made yet. Cllr Mrs Dawn asked the Town Clerk to start the process again, before the Elections and suggested that Cllr T Roberts MBE might assist as he had been so successful previously.

TC62/14/15 Town Clerk's Announcements

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

TC63/14/15 Notice of Motion

The Town Clerk received the following motion in accordance with Standing Order 6 (1):

Robin Hood Hotel

The Potterdyke Town Centre redevelopment in Newark Town Centre should be evidence of the strength of Newark in challenging economic circumstances. However, the remaining derelict Robin Hood Hotel continues to blight the Town Centre. This Council and its Planning Committee has urged the developers to find a solution which retains the frontage of the Hotel but it is increasingly clear that this will not happen. This eyesore continues to plague Newark. It is time to move on. Local people want this matter address and they want action now.

This Council welcomes the grant offered by the Heritage Lottery Fund to the Nottinghamshire Building Preservation Trust to explore the feasibility of restoring the premises to working use and to establish a future economic purpose for the building.

In addition the Town Council would ask the District Council to establish a Joint Working Party to assess the outcome of the feasibility study in order to achieve a solution to the future use of this building as speedily as possible.

Proposed by Councillor Mrs G Dawn, Seconded by Councillor Mrs I Brown.

Cllr Mrs G Dawn started the discussion; she informed Members that at a District Council Meeting previously, they had been informed that the feasibility study (being carried out on behalf of the Nottinghamshire Building Preservation Trust) would take 3 months. However, she had heard a radio interview with the relevant District Councillor since that this study would take 6 months.

Cllr Mrs Dawn went on to say that in 2011, English Heritage had said that it would cost in the region of £719,000 to refurbish the Robin Hood Hotel. The developer (Strawson) has until December of this year, to fulfil the terms of the contract to restore the frontage of the Hotel.

Cllr T Roberts MBE felt that the only feasible solution was to knock it down. The vernacular of the building is required – the question is, how far do we go back? A result is needed, a way forward.

Cllr D Jones responded and said it was time that it 'disappeared'. The sensible way is to not suggest something that we do not want anyway; they are an eyesore and too close to the road. Cllr D Jones said he supported this motion – the issue needs to be moved on quickly.

Cllr Mrs I Brown urged Newark & Sherwood District Council and the Town Council to get the Working Party together as quickly as possible, as in the motion above.

Cllr L Goff suggested that the people of Newark could attend the Parish Meeting of this Council on 22nd April 2015; perhaps a Question and Answer session would be appropriate?

Cllr D Lloyd informed Members that English Heritage had said that nothing can happen until the feasibility study had been completed.

Cllr Mrs M Tribe said that she supported the motion.

Cllr Mrs G Dawn then summed up the discussion.

Cllr T Bickley JP declared a non-prejudicial interest in this item.

A recorded vote was requested; the Town Clerk recorded the vote as follows:

FOR

Cllr P Baggaley

Cllr Mrs I Brown

Cllr K Clayton

Cllr M G Cope

Cllr Mrs R Crowe

Cllr R A Crowe

Cllr Mrs G Dawn

Cllr L Goff

Cllr D Jones

Cllr D Lloyd

Cllr B Richardson

Cllr A C Roberts MBE

Cllr Mrs M Tribe

Cllr S Wallace

Two Councillors had sent Apologies for Absence; these were Cllr Miss R Dawn and Cllr C Wetton. Cllr D Payne had left the meeting earlier.

Meeting Closed:	9.15pm	Next Meeting:	22nd April 2015
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NEWARK TOWN COUNCIL

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Agenda Item No: 4a

Committee Date: Wednesday 22nd April 2015

PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 25th February 2015 in the Council Chamber of the Town Hall.

Membership Present:	Councillor	L Goff (Chairman)
	Councillor	P Baggaley (A) Mrs I Brown K Clayton R Crowe D Lloyd B Richardson (Vice Chairman) A Roberts MBE S Wallace (Ap)
In Attendance	PA to the Town Clerk	Mrs H Crossland – taking Minutes
Apologies	Cllr S Wallace	
Public:	There were two members of the public present.	
Venue:	Council Chamber, Town Hall	

Prior to the start of the meeting, a one minute of silence was held, in respect of Mr Vincent Dobson, a former Town Councillor and Town Mayor.

PR58/14/15 Minutes

The Minutes of the last meeting held on Wednesday 28th January, 2015 were **AGREED** and signed as a true and correct record.

PR59/14/15 Matters Arising

There were no matters arising.

PR60/14/15 Declarations of Interest

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

PR61/14/15 Outstanding Planning Applications

15/00061/FULM Land at Lilac Close, Newark

6 no. one bedroom and 4 no. 2 bedroom flats, associated car parking and external works.

District Councillors present declared a personal interest in this application.

No Objection was raised to this application.

15/00078/LBC 99 Mill Gate, Newark

Removal of partition wall between living room and kitchen.

No Objection was raised to this application.

15/00092/FUL 4 Middle Gate, Newark

&

Change of use with minor alterations from Class A1 to Class A2.

15/00093/LBC No Objection was raised to this application.

15/00096/ADV 4 Middle Gate, Newark

Proposed external applied signage to existing prepared fascia and applied signage to the existing glazed front window.

No Objection was raised to this application.

15/00103/FUL 56 Hawton Road, Newark

Householder application for proposed rear 1.5 storey extension, new double open garage, internal alterations and landscaping.

No Objection was raised to this application.

15/00105/FUL 11 Dorner Avenue, Newark

Demolition of existing bungalow. Residential development of 2 no. bungalows.

No Objection was raised to this application.

15/00125/FUL 10 Normanton Road, Newark

Householder application for proposed front porch and rear single storey extension.

No Objection was raised to this application.

15/00136/FUL All Spice, 22-24 Castle Gate, Newark

&

15/00137/LBC

Sub division of ground floor to form separate unit and change of use to a use within class A1 (shop), class A2 (financial and professional), class A3 (restaurant and café), class A4 (drinking establishment) or class A5 (hot food takeaway); new glazed entrance within original carriage arch and erection of single storey extension to rear.

No Objection was raised to this application; however, the

Committee wished to highlight concern with regard to a possible excess of litter in the area.

15/00138/FUL

Kings Marina, Mather Road, Newark

Creation of vehicular access way through Marina car park to land beyond, including creating a gap in the existing perimeter bund (amended renewal of approved planning application 11/00412/FUL which has expired) including the creation of new replacement parking.

No Objection was raised to this application.

15/00144/LBC

119 Mill Gate, Newark

Retrospective permission for retention of roof light in the upper roof slope. Installation of conservation velux roof window in the lower roof slope.

No Objection was raised to this application.

15/00155/FUL

11 The Maltsters, Newark

Householder application to replace existing solid timber fence 1.85m high with new solid brickwork wall of identical height and layout. The new brickwork wall is to match existing garden walls to the property in appearance, construction and design. Height and plan layout of the new wall is to match that of the existing timber fence.

No Objection was raised to this application.

15/00166/FUL

Palace Theatre, 16 Appleton Gate, Newark

&

15/00167/LBC

Integration of front of house areas of the Palace Theatre with the National Civil War Centre. Enhancing of the existing box office, foyer, function room, bar area and wc's. Improvement of catering facilities.

District Councillors present declared a personal interest in this application.

No Objection was raised to this application.

15/00199/FUL

1A Nicholson Street, Newark

Proposed new bungalow (revised design to approved application no. 14/00752/FUL).

No Objection was raised to this application.

15/00202/FUL

Flats 1 and 2, 2 Middle Gate, Newark

The replacement of existing timber windows to the front and side elevations of flats 1 and 2 above Mark Jarvis Racing Services, Middlegate, Newark

No Objection was raised to this application, provided the replacement windows were 'like for like'.

15/00255/FUL

86 Riverside Road, Newark

Householder application for proposed two storey extension to existing family dwelling.

No Objection was raised to this application.

PR62/14/15 Notice of NSDC Planning Decisions

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

PR63/14/15 Urgent Decisions Taken Under The Scheme of Delegation

The Committee **NOTED** the decision taken under the Scheme of Delegation as outlined in the Agenda Report.

PR64/14/15 Miscellaneous Applications

a. Amended/Additional Applications

14/01964/FULM – Land at Highfields School, London Road, Balderton, Newark

Residential development comprising 83 units and associated infrastructure, including the relocation of the existing school car park and sports pitches and the removal of 8 TPO trees.

Members **OBJECTED** to this application for the reasons previously given; these were:

- (i) It will result in the loss of a 'Green' space between Newark and Balderton,
- (ii) The traffic impact assessment is poor and the Town Council does not accept the conclusions drawn from it.
- (iii) The application will exacerbate traffic congestion on London Road in particular,
- (iv) The application takes no account of Network Rails' proposals to amend the road layout at the rear of the site to effectively remove the current level crossing over the East Coast mainline,
- (v) It was noted that the Environment Agency do not agree with the application. The Town Council also considers that there are very real concerns about flooding on the site,
- (vi) A total of 14 high value Oak and Yew trees will be lost to make way for a car park and they will not be replaced with appropriate replacements,
- (vii) The site has some archaeological importance,
- (viii) The proposed new footpath goes through Newark Town Council allotments; the loss of which is not acceptable. There is also no Section 106 funding being proposed for open space and play areas,
- (ix) There is insufficient Social Housing,
- (x) The development is over intensive and will result in the houses being too dense for the site,
- (xi) Concern that the development will have a further adverse impact on the local Toad population around

the Barnby Road area.

b. Network Rail

Cllr T Roberts MBE joined the meeting at this point.

Members **CONSIDERED** the proposals by Network Rail for **Whitehouse Lane (Public Highway, Hatchet's Lane) Newark** and **Barnby Road, Newark** and **No Objections** were raised.

Cllr D Lloyd joined the meeting at this point.

c. Licensing Applications

Asda, Lombard Street, Newark

Cllr Mrs I Brown declared a prejudicial interest in this application and left the meeting.

No Objection was raised to the minor variation to the Premise Licence for Asda, Newark.

Cllr Mrs I Brown returned to the meeting.

d. Appeals

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

Members **NOTED** that an Appeal had been made to the Secretary of State for this application.

Meeting Closed:	7.40pm	Next Meeting:	Wednesday 1st April, 2015
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Agenda Item No: 4b

Committee Date: Wednesday 22nd April 2015

ENVIRONMENT & LEISURE COMMITTEE MINUTES

Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday, 25th March 2015 in the Council Chamber, Town Hall.

Membership:	Councillor	D Jones (in the Chair)
	Councillors	P Baggaley (Ap) Mrs I Brown M G Cope R A Crowe Mrs R Crowe Mrs G Dawn L Goff Mrs M Tribe
Apologies:	Councillors	P Baggaley
In Attendance:	Councillors	Mrs G Dawn, D Lloyd
Officers Present:	Town Clerk	Alan Mellor
	Deputy Town Clerk	James Radley
	Curator	Patty Temple
	There were 3 members of the public present	
Venue:	Council Chamber, Town Hall	
Taking Notes:	Helen Crossland – PA to the Town Clerk	

Matters discussed

EL29/14/15 Minutes

The Minutes from the previous meeting held on Wednesday 21st January 2015 were accepted as a true and accurate record and signed by the Chairman.

EL30/14/15 Matters Arising

EL27/14/15 – Allotments

Cllr R Crowe thanked the Town Hall staff for sending a letter of thanks to Mr S Nicholson (para 7, (v)), as requested.

EL28/14/15 – Friends of Newark Cemetery (FoNC) Update

Cllr L Goff informed the meeting that on Wednesday 1st April, FoNC would be planting a tree in the Cemetery, to commemorate their 10th Anniversary. All Councillors were invited to attend.

EL31/14/15 Declarations of Interest

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

EL32/14/15 Museum Update

The Curator showed Members the two paintings by Robert Kiddey and Peter Brannan that have recently been acquired for the Museum.

Members then **NOTED** the Agenda report submitted by the Curator and the ongoing museum activities.

EL33/14/15 Market Place Defibrillator

Cllr L Goff thanked the Town Clerk and said he was extremely pleased that the defibrillator was at last going to be installed in the Town Centre.

Cllr R Crowe said that he would like to recommend that one of the Town Hall staff be trained and insured to look after maintenance of the defibrillator on a regular basis.

The Town Clerk pointed out that this Committee had already made a decision that Newark Community First Aid would be looking after the unit.

Cllr Mrs G Dawn said that the decision already made should be adhered to, but agreed that a member of staff should be trained to use the defibrillator. She also thanked Cllr L Goff as it was he who had brought this matter in the first instance to this committee.

Cllr D Jones asked what the 'procedure' would be for training and if it was something that the Town Council staff would want to be involved in. Cllr L Goff gave a brief resume of what would be involved.

The Town Clerk said that whilst he was happy for staff to be trained, it should be on a voluntary basis.

There was a discussion with regard to how the unit would be accessed should the need arise.

Cllr Mrs M Tribe asked how vulnerable the unit would be to vandalism; the Deputy Town Clerk reported that to date, there is no history of vandalism to units such as these throughout the country.

Cllr R Crowe then asked how the 'paper trail' would be administered. The Deputy Town Clerk reported that Newark Community First Aid Group would be entering into a Service Level Agreement with the Town Council, and that he would be monitoring the paper trail.

At this point Cllr L Goff informed the meeting that he had volunteered, and been

accepted, as the nominated First Aider to look after the defibrillator when it is installed.

The Town Clerk then suggested that a further report be brought back to a future meeting of this Committee, to see how everything is working out.

Cllr Mrs I Brown then made a statement thanking Cllr L Goff for all his hard work on this Committee, with this item in particular, and also FoNC.

Members **NOTED** the report.

EL34/14/15 Summer Band Concerts

Cllr Mrs M Tribe asked if it would be possible to have an 'Events' Agenda Item on the Agenda for this Committee, each time. This was **AGREED**.

Cllr Mrs G Dawn welcomed the return of the Sunday Band Concerts, and the fact that they were free again this year (as is usual).

She asked the Town Clerk to note that the Bank Holiday weekend concert should be called 'Brass Explosion'.

Cllr Mrs G Dawn also felt that there should be regular reports on the progress of the Newark Festival.

The Town Clerk informed Members that ticket sales are going very well and are in fact, ahead at this point, of the other Festivals that we have had.

The Sunday Family Fun Day is progressing well too, and there have been some useful, productive talks with the Carnival Committee. The introduction of Market Stalls at the Riverside on the Sunday was well received last year and this year it is planned to promote them for the use of Charities in a similar fashion to the Christmas Light event.

Cllr Mrs G Dawn pointed out that, in her opinion, the Newark Town Council logo on the posters and banners is not prominent enough. She felt that not enough credit was being given to the Town Council for their part in the Festival – the Liz Hobbs Group had been given the opportunity to work for the Town Council, not the other way around.

Cllrs Mrs G Dawn also felt that there should be much more local involvement. When there was a Youth Council last year, they very much wanted to be involved with the Festival.

Cllr D Jones pointed out that we have tried to make this a commercially viable event; it would be easier for us now that we have full control over the Market Place and the Riverside.

Cllr M Tribe agreed with Cllr Dawn with regard to more local involvement, particularly on the Sunday. It was suggested that all local 'groups' should be contacted to attend, and put on some activities.

The Town Clerk pointed out that the 'viewing platform' from the Friday/Saturday evenings could be used on the Sunday afternoon for local artistes – this is being look at.

Members **NOTED** the report.

EL35/14/15 Newark in Bloom

Among the subjects discussed in the Agenda Item, was litter bins, and the need to ensure that there are enough bins around, particularly around hot food outlets. It was suggested that Newark Town Council could suggest a 'route' of where

litter bins could best be placed.

The Town Clerk was asked to write to Newark & Sherwood District Council; any improvements that may be suggested, can now be looked at.

Members approved:

1. The supply and maintenance of additional planters in the Trent Bridge/Wharf area of the Town.
2. The renovation of street furniture in and around the Town to help improve the Town Centre environment, and to contribute to the aim of achieving an improved result in the East Midlands in Bloom competition.

In particular, the three benches at the back of the Parish Church are in need of some attention. Cllr Mrs R Crowe asked if these could be looked at first.

The Deputy Town Clerk and his team were thanked for their hard work in maintaining the planters around the Town.

EL36/14/15 Christmas Lights

Members made the following comments with regard to the Christmas Light displays for 2015:

1. Could the District Council be asked to contribute to the Christmas Lights on Appletongate?
2. In favour of extending the ceiling of lights.
3. Would like to see the whole of the Market Place lit in the fullness of time.
4. The improvements shown this evening are within the confines of the Market Place. To extend it to the buildings we would need to be talking to the County Council with regard to the safety aspects.
5. Need to be aware of the stability of the structure(s).
6. Need to ensure that we add strength to the structure(s).
7. Investigate improvements to the lights down past the new Civil War Centre.

Following discussion it was **AGREED** to expand the ceiling of lights, and to get a bigger Christmas Tree in the Market Place – both as outlined in the Agenda Report.

Meeting Closed:	7.40pm	Next Meeting:	Wednesday 20th May 2015
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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 22nd April 2015

PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday, 1st April 2015 in the Council Chamber, Town Hall.

Membership Present:	Councillor	L Goff (Chairman)
	Councillor	P Baggaley (A) Mrs I Brown (Ap) K Clayton (Ap) R Crowe D Lloyd B Richardson (Vice Chairman) (Ap) A Roberts MBE (A) S Wallace (A)
In Attendance	Councillors Town Clerk	Mrs R Crowe, Mrs G Dawn Alan Mellor
Apologies	Cllrs Mrs I Brown, K Clayton, B Richardson	
Taking Minutes:	PA to the Town Clerk	Mrs H Crossland
Public:	There were 4 members of the public present.	
Venue:	Council Chamber, Town Hall	

PR65/14/15 Minutes

The Minutes of the last meeting held on Wednesday 25th February, 2015 were **AGREED** and signed as a true and correct record.

PR66/14/15 Matters Arising

PR61/14/15 – Outstanding Planning Applications

- 15/00092/FUL)
15/00093/LBC) **4 Middle Gate, Newark**
15/00096/ADV)

Change of use with minor alterations from Class A1 to Class A2, and proposed external applied signage to existing prepared fascia and applied signage to the existing glazed front window.

The Town Clerk informed Members that this application would be going to the Planning Meeting at the District Council next week, even though this Committee had not objected.

It had transpired that the application was to be refused on a delegated authority decision, and so it had been 'called in'.

The Town Clerk suggested that if there is any doubt as to whether something like this could happen again, this Committee should nominate someone to go and speak at the Planning Meeting at Kelham.

Cllr D Lloyd arrived during discussion of this item. He informed Members that he had agreed with Cllrs T Bickley and D Payne to call this in and he would therefore be attending the meeting.

PR67/14/15 Declarations of Interest

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

PR68/14/15 Outstanding Planning Applications

15/00036/FULM 207 Hawton Road, Newark

Erection of 20 new build homes to replace existing consent 12/00572/FULM with social housing relocated to 17 North Gate, Newark.

Whilst No Objection was raised to this application, however this was subject to a condition that no development could take place without planning permission being granted and a start on site of the social housing aspect at 17 North Gate.

15/00117/FUL Holy Trinity Catholic Academy, Boundary Road, Newark

Erection of 2.4m high fence and change of use of land to play and conservation area at land adjacent to Holy Trinity Academy.

Cllrs L Goff and R Crowe declared a personal interest in this application.

No Objection was raised to this application.

15//00133/FUL Lincoln Co-Operative Society, Lincoln Road, Newark

Variation of condition 09 of planning permission 12/00934/FUL to extend opening hours. The premises shall not be open for customers outside the following hours: For A1 (retail) uses

between the hours of 07:00 and 23:00 at all times.

Cllrs L Goff and D Lloyd declared a personal interest in this application.

No Objection was raised to this application.

15/00268/FULM Hoval Ltd, North Gate, Newark

Application for the removal of condition 9 (crime scheme CCTV) attached to application 10/00334/FULM for the erection of 71 no. dwellings with associated car parking and infrastructure.

After discussion it was decided that **No Objection was raised to this application**, on condition that there was no objection from the Police.

15/00277/FUL 2a Church Walk, Newark

Change of use from first floor office to Class A2.

No Objection was raised to this application.

15/00292/FUL PA Freight Services, Farndon Road, Newark

Erection of a new gantry crane on an existing industrial site.

Cllr L Goff declared a personal interest in this application.

No Objection was raised to this application.

15/00309/ADV Lincoln Co-Op Food Store, Sam Derry Close, Newark

Replacement of existing signage

No Objection was raised to this application.

15/00333/ADV Lincoln Co-Op Ltd, 106 Bowbridge Road, Newark

Totem Sign

No Objection was raised to this application.

15/00334/ADV Lincoln Co-Op Ltd, 106 Bowbridge Road, Newark

Internally illuminated fascia sign

No Objection was raised to this application.

15/00354/FUL The Former Abattoir, Tolney Lane, Newark

Variation of condition 6(i) to change wording from 28 days to 4 months and condition 5(i) to change the wording from 3 months to 6 months of planning permission 14/01106/FUL – change of use of former abattoir site and paddock to gypsy and traveller caravan site.

Cllr L Goff declared a personal interest in this application.

Objection was raised to this application; it was felt that the conditions should remain and are appropriate.

Cllr D Lloyd pointed out that the conditions had been applied at the Appeal stage of this application, and had been decided by a Judge; he would be very wary of extending those conditions.

Cllr Mrs R Crowe arrived during discussion of this item.

- 15/00386/LBC** **Natwest, 1 Market Place, Newark**
& Proposal for advertisement signage for 3 non illuminated
15/00387/ADV lettering, 2 heritage hanging non illuminated signs and 3
miscellaneous permitted non illuminated signage items.
No Objection was raised to this application.
- 15/00405/ADV** **Lincoln Co-Op, Albert Street, Newark**
Replacement of existing signage
No Objection was raised to this application.
- 15/00406/ADV** **Lincoln Co-Op, Churchill Drive, Newark**
Replacement of an existing fascia sign
No Objection was raised to this application.
- 15/00409/ADV** **Lincoln Co-Op, Lincoln Road, Newark**
Replacement of existing signage
No Objection was raised to this application.
- 15/00430/FUL** **N & S Community & Voluntary Services, 85 Mill Gate,**
& **Newark**
15/00463/LBC Conversion and change of use of 85 Mill Gate from offices and
shop to 6 no. residential apartments.
No Objection was raised to this application.
- 15/00464/FUL** **Thorpes Warehouse, Navigation Yard, Mill Gate, Newark**
Variation of condition 2 of Planning permissions 11/00228/FUL
and 11/00229/LBC to amend approved drawings.
Cllrs R and Mrs R Crowe declared a personal interest in this
application.
No Objection was raised to this application.
- 15/00490/FUL** **105 Hollies Avenue, Newark**
Householder application for proposed single storey extension to
rear of family dwelling to create large kitchen and sun room in
place of existing conservatory.
No Objection was raised to this application.
- 15/00520/FUL** **14B Telford Drive, Newark**
Change of use from haulage yard to light industrial; erection of
one steel framed workshop building with access yard and staff
car parking.
Cllr D Lloyd declared a prejudicial interest in this application and
took no part in the discussion.
No Objection was raised to this application.

PR69/14/15 Notice of NSDC Planning Decisions

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

PR70/14/15 Urgent Decision Taken Under the Scheme of Delegation

Members **NOTED** the decision taken under the Scheme of Delegation not to object to the application for a new premise licence for 17 Carter Gate, Newark.

PR71/14/15 Miscellaneous Applications

a. Amended Applications

14/02149/FUL – Brownhills Service Centre, Brunel Drive, Newark

Permission sought for up to 40 motorhomes to be parked on Brownhills overnight camping area 365 days a year. These bays will be used by Brownhill's customers only who are staying overnight the night before or after service/repair work or collection of their new motorhome.

Change of proposal description and supporting statement.

No Objection was raised to this application.

b. Notification of Appeals

1 Nursery Court, Newark

Demolition of single garage and erection of detached one bedroom house (resubmission of 14/00353/FUL)

and

Northgate Retail Park, Newark (14/01591/FUL)

Erection of two adjoining retail units to accommodate Costa Coffee and Subway.

Members **NOTED** that appeals relating to the above 2 sites have been made to the Secretary of State.

c. Licensing Applications

National War Centre, Appleton Gate, Newark

Cllr Mrs R Crowe declared a prejudicial interest in this application and left the meeting.

Cllr D Lloyd declared a personal interest in this application.

Members considered the application for a new premise licence for the above and **No Objection** was raised.

Cllr Mrs R Crowe returned to the meeting.

d. Nottinghamshire County Council

C3 Environmental Weight Restriction Order

Members **NOTED** the information provided.

PR72/14/15 Consultation on the Gypsy and Traveller Development Plan Document Preferred Strategy

Cllrs D Lloyd and L Goff declared a personal interest in this Agenda Item.

The Town Clerk summarised the main changes that had been made from the first consultation document. Following a discussion it was **AGREED** that the Town Council was supportive of the proposed policy.

Meeting Closed:	7.55pm	Next Meeting:	Wednesday 29th April, 2015
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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 22nd April 2015

FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Finance & Policy Committee held on Wednesday, 8th April 2015 in the Council Chamber, Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	K Clayton (Ap) M G Cope Mrs G Dawn L Goff D Payne B Richardson (Vice-Chairman) S Wallace C Wetton
In attendance:	Councillors	T Bickley, Mrs I Brown, R Crowe, T Roberts MBE
Apologies for Absence	Councillors	K Clayton
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were four members of the public present.	
Venue:	Council Chamber, Town Hall	

FP51/14/15 Minutes

The Minutes of the meeting held on Wednesday 11TH February 2015 were **AGREED** as a true and accurate record and signed by the Chairman.

FP52/14/15 Matters Arising

FP44/14/15 – Citizens Advice Bureau

Cllr M Cope noted that the grant of £5,000 was not showing in the Payment Schedules; the Town Clerk responded that it would come out of 2015/2016 budget, and confirmed that the current three day opening in Newark would be maintained.

FP53/14/15 Declarations of Interest

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

FP54/14/15 Payment Schedules 10/15 & 11/15

Members **AGREED** that payment in accordance with Payment Schedule 10/15 in the sum of £96,895.46 (ninety six thousand, eight hundred and ninety five pounds 46p), and Payment Schedule 11/15 of £80,732.02 (eighty thousand, seven hundred and thirty two pounds 02p) be **NOTED**.

FP55/14/15 Community Events Grant Applications

Prior to discussion of this item it was pointed out by Cllr M Cope that the Guidelines for such grants need to be updated.

(i) Newark Carnival

The request for the sum of £1,000 towards the transport costs of holding the Carnival on 21st June **AGREED**.

(ii) Newark Civil War Real Ale Trail

Cllrs D Lloyd, M Cope and C Wetton declared a personal interest in this Agenda Item.

During discussion of this item Cllr S Wallace said that the Town Council had never encouraged other groups to ask for any funding (Heritage, Georgian Houses, Historical Walks for example) towards their advertising.

Cllr M Cope suggested that the Town Council could ask the Newark Civil War Real Ale Trail to include the Town Crest on their leaflets; Cllr D Lloyd said that they may have already gone to print, but agreed that the suggestion could be made in the future.

A vote was taken and the request for £600.00 towards the cost of advertising and production of leaflets was **AGREED**.

FP56/14/15 Voluntary Body Grant Applications

(i) Roaring Meg Football Club

Cllr Mrs G Dawn declared a personal interest in this Agenda Item; she said that she hoped the Committee would look upon this request favourably. The club had been running for only a few months, and funds were needed to continue. Cllr Mrs G Dawn proposed that the grant be put up to £200.00 and this was seconded by Cllr L Goff.

Following a vote, a grant of £200.00 towards the cost of various equipment for the scheme was **AGREED**.

(ii) Contact the Elderly - Newark

The Chairman proposed that this application be deferred to a future meeting of this Committee; this was seconded by Cllr Mrs G Dawn.

It was pointed out that they had not applied to other Parishes that they serve, i.e., Farndon, Collingham or Balderton, for any funding.

Cllr S Wallace said that many of the activities that this group carry out are similar to

the Independent Living group.

The Town Clerk was asked to find out more details about 'Contact the Elderly' prior to this application coming back to Committee.

Cllr D Lloyd also suggested that should the grant be made in the future, it could be proposed that the Invoices be sent to the Town Council for payment, if the group do not have a 'proper' bank account. This would enable Members to see that the money was being spent as declared.

A vote was held and the proposal to defer the request was **AGREED**.

(iii) The Salvation Army – Newark

Cllr L Goff declared a personal interest in this Agenda Item.

The Chairman proposed that this application also be deferred to a future meeting of this Committee; this was seconded by Cllr M Cope, he felt that additional information was required before the application could be properly considered. In particular it was felt that a full list of Agencies who would be attending the event should be obtained, in part this was to ensure that the Town Council was not in effect funding an organisation twice.

Information was also requested about what other, if any, Parish Councils had been asked to provide financial support for the initiative.

Following a vote, the proposal to defer the request was **AGREED**.

FP57/14/15 Risk Register

Cllr M Cope opened the discussion on this Agenda Item.

He said he was pleased to see in paragraph 3.8, **Risk No. 7 – Newark Festival** the risk was now downgraded.

Cllr M Cope then asked the Town Clerk if it was necessary to have paragraph 3.10, **Risk No. 9, 10 & 11 – Devolved Services** on the risk register.

Cllr D Lloyd reported that the Agreement has now been signed; there were later discussions held over certain aspects (car parking for the market for example).

The Town Clerk said that he intended to submit a further report to the Full Town Council meeting later this month. He confirmed that the Agreement had been signed on 31st March 2015; there were still some legal processes to complete (land transfers etc). The Town Clerk also reported that it had not been easy to satisfy some of the market traders (stall positions) and there is still a lot of work to be done, and an understanding of how we do it. He said that from his perspective, so far it had been successful.

A question was then raised as to whether 3.4, **Risk No. 3 – Staffing** and 3.10, **Risk No. 9, 10 & 11 – Devolved Services**, (ii) Town Council Capacity were the same thing; it was also asked if the risk for both should be low probability and medium impact.

The Town Clerk explained what he perceived the difference to be.

The Chairman then proposed that the strategic risks as in the Agenda Report be approved; this was seconded by Cllr M Cope.

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

Meeting Closed:	7.35pm	Next Meeting:	Wednesday 10th June 2015
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TOWN COUNCIL

SUBJECT:	DEVOLVED SERVICES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to :

- (i) Note the completion of the Devolution Agreement,
- (ii) Note the actions taken to finalise the Devolution Agreement and deliver the transfer of services on 1st April.

2. Background

2.1 The Town Council considered a report on the draft agreement to accompany the transfer of a package of additional services from the District Council at its last meeting in February. The following minute was agreed:

- (1) Members **AGREED** to accept the devolution package as outlined in the report.
- (2) Members **AGREED** to give the Town Clerk delegated authority, in consultation with the Leader of the Council and the Chairman of the Finance & Policy Committee, to take such decisions as may be necessary to facilitate the transfer of services contained in the agreed package.
- (3) It was **AGREED** that any employment of additional staff be directly by the Town Council thus reducing any Employer Superannuation costs.
- (4) Members **AGREED** to set up a new temporary Committee specifically to review the new services.

It was therefore **AGREED** that proposed appointments to this Committee be included on the Agenda for Mayor Making on 17th May 2015, following the elections.

2.2 Since the last Town Council meeting work has continued to finalise the Devolution Agreement. A small number of additional operational issues arose mainly related to the Markets, in particular the arrangements for Market Traders parking. It was agreed that the Traders would continue to be given free parking at the Lorry Park but that this arrangement would be subject to review when work starts on the proposed new District Council offices.

2.3 The Devolution Agreement was signed and dated 1st April; the services that had been reported to the last Town Council meeting were therefore transferred with effect from the start of the 2015/16 financial year.

2.4 The formal transfer of land that accompanies the various services were due to be completed last week, subject to the final legal processes being finalised. The assets will then be in the ownership of the Town Council, either freehold or leasehold, as set out in the Devolution Agreement.

- 2.5 Work is ongoing to complete the Service Level Agreements (SLA's) which accompany each service and set out the detail of how the services will be provided by the District Council.

They are outcome focussed rather than defining a specific frequency or quantity of service provided. For example the Parks & Open Spaces SLA sets a standard length of grass to be maintained; the District Council will then have to undertake to maintain that standard irrespective of how frequently the grass need to be cut.

- 2.6 I have met with the Car Parks & Markets staff and the Parks & Open Spaces team to introduce myself and give some background about the Devolution Agreement and how it may impact on them over the next few years. Whilst any change can be unsettling for staff there were no major issues raised.

The main message was that it was business as normal; the Town Council's main initial aim was to ensure that the transfer was achieved with little, if any, disruption to services and it was looking to the staff to continue providing high quality services.

3. Newark Market

- 3.1 The market has taken up most time in the hand over period. As Members are aware the new semi-permanent stalls were installed at the end of March in time for the first Market under the Town Council's control on 1st April.

It was hoped that the transfer to the new stall layout could have been undertaken with agreement of all the existing stall holders; this proved not to be possible and a formal notice period of change was required. All stall holders have now been formally written to and have been given the opportunity to send any comments to the Town Council for consideration. The consultation period ends on April 25th and comments received will need to be duly considered before any final moves are implemented.

The Market Traders will then be issued with Licences for their new locations as appropriate.

- 3.2 The installation of the new stalls has prompted a fair deal of public comment. The majority of views expressed appear to reflect that whilst the new stalls are welcome they have merely reverted back to the arrangements that were in place when the previous permanent stalls were removed some eight years ago.

- 3.3 A new contract for the erection and dismantling of the 'Pop Up' stalls has been negotiated with Harrisons, the current contractor. This contract has delivered the estimated savings to undertake this work as expected in the Devolution Agreement. The new contract will last for a minimum of two years and its renewal will coincide with any decision to deliver the Market function directly by the Town Council rather than through the SLA with the District Council.

Therefore no new staff will be directly employed to undertake this work. This was thought to be a possibility at the last Town Council meeting.

4. Parks & Open Spaces

- 4.1 No significant issues have arisen with these services. On behalf of the Town Council I have agreed that the existing bookings for the Riverside Park will be honoured and the current charging policy will be retained for the 2015/16 financial year.

- 4.2 A programme of work will be required to change the signs at all the Parks that have transferred to introduce the Town Council's crest, information about the ownership of the facilities and contact numbers for reporting problems.

- 4.3 There are a number of sites which have been identified where the District Council has been maintaining them despite the fact that they are owned by another party.

The owners of these sites have been advised that the District Council will stop maintaining them from 1st June 2015 and advising them that they should make alternative arrangements

for their maintenance from that date.

As yet none of the owners have approached the Town Council to see if an acceptable arrangement can be put in place for us to maintain them on their behalf.

- 4.3 As part of the research undertaken by the District Council it became clear that they had taken on the responsibility for the maintenance of the Churchyard, Cenotaph and grounds at St Mary's Church. This site was not included in any of the schedules of sites to be transferred, as the responsibility for it was not discovered until very late in the negotiations.

At the present time it remains with the District Council, however they have asked whether or not the Town Council would be willing to take on the maintenance with the other sites that have been transferred.

It is suggested that this matter is considered by the new Town Council after the forthcoming elections have taken place.

5. Financial Issues

- 5.1 As negotiations moved closer to being finalised it became clear that there would need to be changes in the financial values that have been used for the SLA's. In particular some items of expenditure have to date been included within the costs of the SLA but should be more appropriately treated as a direct cost. This possibility has now been reflected in the Devolution Agreement; the SLA charges will therefore be changed where appropriate and any costs met directly by the Town Council.

This will better enable the Town Council to retain the financial benefits of any efficiency savings that can be achieved in delivering the services differently.

- 5.2 At the moment the Town Council has approved a summary budget for each of the service areas which have been transferred. I will endeavour to submit a report to the Finance & Policy Committee after the elections to give a more detailed breakdown of income and expenditure for each service.

- 5.3 The Town Council's Insurance Policies have been updated to include cover for the additional services relating to any liability claims and also to provide insurance for the various assets that have been transferred.

6. Financial, Legal, Equality and Risk Issues

- 6.1 Finance issues are contained in the report.

The risk issues have been incorporated into the Town Council's Risk Strategy which was approved at the last meeting of the Finance & Policy Committee.

Background Papers:	Devolved Services working files.
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk