

Date: 6 February 2017

Dear Sir/Madam,

COUNCIL MEETING – 14 FEBRUARY 2017

Notice is hereby given that a meeting of the Newark and Sherwood District Council will be held in the Council Chamber, Kelham Hall on Tuesday, 14 February 2017 at 6.00pm.

Yours faithfully



A.W. Muter
Chief Executive

AGENDA

Pages

- | | | |
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| 1. | Apologies for absence | |
| 2. | Minutes of the Meeting held on 13 December 2016 | 3 - 12 |
| 3. | Declarations of Interests by Members and Officers | |
| 4. | Declaration of any Intentions to Record the Meeting | |
| 5. | Communications which the Chairman or the Chief Executive may wish to lay before the Council | |
| 6. | Communications which the Leader of the Council and Committee Chairmen may wish to lay before the Council | |
| 7. | Questions from Members of the Public | |
| 8. | In accordance with Rule No. 10 to receive Petitions from Members of the Council (if any) | |

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|-----|---|---------|
| 9. | Housing Revenue Account Budget and Rent Setting for 2017/18 | 13 - 31 |
| 10. | Notices of Motion (if any) | |
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MINUTES FOR NOTING

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| 12. | (a) Policy & Finance Committee – 26 January 2017 | 32 - 38 |
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NOTES:

- (1) The Conservative Group will meet at 5.00pm in Room G21 prior to the Council Meeting.
- (2) The Labour Group will meet at 5.00pm in Room G23 prior to the Council Meeting.
- (3) The Independent Group will meet at 5.00pm in Room F19 prior to the Council Meeting.
- (4) Tea and coffee will be available in the Group Meeting Rooms.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **NEWARK & SHERWOOD DISTRICT COUNCIL** held in the Council Chamber, Kelham Hall, Newark on Tuesday 13 December 2016 at 6.00pm.

PRESENT: Councillor A.C. Roberts (Chairman)

Councillors: Mrs K. Arnold, D. Batey, R.V. Blaney, Mrs B.M. Brooks, Mrs C. Brooks, Mrs I. Brown, M. Buttery, M. Cope, Mrs R. Crowe, R.A. Crowe, Mrs M. Dobson, P.C. Duncan, K. Girling, G.P. Handley, Mrs L. Hurst, R.J. Jackson, R.B. Laughton, J. Lee, D.J. Lloyd, Mrs S.M. Michael, D.R Payne, P. Peacock, Mrs P. Rainbow, Mrs S.E. Saddington, Mrs S. Soar, D. Staples, F. Taylor, D. Thompson, Mrs A.A. Truswell, I. Walker, K. Walker, B. Wells, and T. Wendels.

APOLOGIES FOR ABSENCE: Councillors: D.J. Clarke, Mrs G.E. Dawn, N. Mison, Mrs L.M.J. Tift and Mrs Y. Woodhead.

41. MINUTES

AGREED that the minutes of the Meeting held on 11 October 2016 be approved as a correct record and signed by the Chairman.

42. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

NOTED: - (a) the list of interests declared as shown in the schedule circulated at the meeting; and
(b) the additional interest which was declared at the meeting as follows:-

<u>Member</u>	<u>Agenda Item No.</u>
Councillor T. Wendels	Agenda Item No. 15(g)(i) – Delegated Decisions – Planning Committee – 1 November 2016 – Minute No. 108 – Land off Private Drive, Lower Kirklington Road, Southwell (16/01388/FUL) – Disclosable pecuniary interest as part landowner and the applicant was a close relative.

43. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

44. COMMUNICATIONS FROM THE CHAIRMAN AND CHIEF EXECUTIVE

The Chairman advised that he raised £3,000 for Children in Need following his overnight stay in the Undercroft at Newark Castle. In addition he extended an invitation to former Chairmen, who were still serving Members on the District Council, to wear their Past Chairman's Badge at full Council meetings.

The Chief Executive extended an invitation to all Members to attend the Christmas Celebration Event to be held at 10.30 am on Wednesday 21 December 2016 to mark the last Christmas for the Council at Kelham Hall. Monies raised at the event would go to Women's Aid and Beaumont House.

45. PROPOSED CHANGES TO THE CONSTITUTION

The Council considered the report of the Deputy Chief Executive which set out proposed changes to the Council's Constitution as recommended by the Councillor's Commission at their meeting held on 26 October. The proposed changes, as set out in the report, were in respect of the Scheme of Delegation relating to Alternative Dispute Resolution Proceedings and East Midlands Building Control. In addition, the Commission were recommending a change to the remit of the Planning Committee in respect of planning applications made under the HRA Housing Development Programme and changes to committee remits to reflect that the operational decision making for health and wellbeing matters should fall under the Leisure and Environment Committee.

AGREED (unanimously) that:

- (a) the Scheme of Officer Delegation be amended by adding paragraph 7.2.5 (iii) as follows:

"Enter into alternative dispute resolutions, to include mediation and arbitration proceedings, where appropriate and to have delegated authority to settle those proceedings on behalf of the Council. It would generally be within parameters which had first been agreed informally by relevant members."

- (b) under the remit of the Planning Committee after the words "2. Applications submitted on behalf of the Council or where the Council or where the Council has an interest in the development" the following words be added "save for any applications submitted on behalf of the Council or where the Council has an interest in the development as part of its HRA housing development programme which shall be determined in accordance with the Planning Committee scheme of delegation."

- (c) the Scheme of Officer Delegation be amended as follows (to make it clear that the building control function, including dealing with dangerous structures may be undertaken through the East Midlands Building Consultancy through officers employed by South Kesteven District Council, as part of those service arrangements):

Under Paragraph 7.3.2 Powers and Functions Delegated to the Chief Executive and Chief Officers after "building regulations and other enactments relating to building control including individual determination of consents and enforcement action" the following words be added "for the avoidance of doubt such functions may be

exercised by the East Midlands Building Consultancy on behalf of Newark and Sherwood District Council and the power of the Chief Executive and Chief Officers to authorise other officers to act on their behalf shall include such officers”.

- (d) the Committee remit be amended to reflect that operational decision making for health and wellbeing matters falls under the Leisure & Environment Committee.

46. APPOINTMENTS OF REPRESENTATIVE ON OUTSIDE BODIES

The Council considered the report of the Chief Executive which stated that the Labour Group had indicated that they wished to change their nomination on the Greenwood Community Forest Partnership from Councillor P. Peacock to Councillor Mrs Y. Woodhead.

AGREED (unanimously) that Councillor Mrs Y. Woodhead replaces Councillor P. Peacock as the Council’s representatives on the Greenwood Community Forest Partnership.

47. SCHEDULE OF MEETINGS 2017/18

The Council considered the report of the Chief Executive which set out a proposed schedule of meetings for the period May 2017 to May 2018.

AGREED (unanimously) that the proposed Schedule of Meetings for 2017/18 (as attached as appendix A to these minutes) be approved.

48. LOCALISED COUNCIL TAX SUPPORT SCHEME

The Council considered the report of the Director – Safety which sought to confirm the continuation of the Council’s Localised Council Tax Support Scheme, which had been implemented on 1st April 2013, for the 2017/18 financial year with minor changes. The changes sought were to uprate the income and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works and Pensions.

The Local Government Finance Act 1992 required the Council to consider whether, each financial year, the scheme was to be revised or replaced, no later than 31st January. By making the proposed changes to uprate income and disregard criteria, it would demonstrate that the Council had continued to consider its obligations to vulnerable groups by maintaining the income disregards and premiums to protect families with children and claimants with disabilities.

AGREED (unanimously) that the Council continues to adopt the existing Localised Council Tax Support Scheme for all potential claimants for the financial year 2017/18 and uprates the income disregards and premiums in accordance with the Departments for Works and Pensions annual uprating criteria for 2017/18.

49. MINUTES FOR NOTING

(a) Policy & Finance Committee – 1 December 2016

Minute No. 46 – Moving Ahead Programme

Councillor D.R. Payne asked what the address would be for the new office.

Councillor R.V. Blaney advised that this would be Castle House, Old Great North Road, Newark.

(b) Economic Development Committee – 23 November 2016

(c) Homes & Communities Committee – 7 November 2016

(i) Minute No. 80 – Syrian Vulnerable Persons Resettlement Scheme

Councillor D.R. Payne asked if there would be an opportunity to review how this scheme was working.

Councillor R.B. Laughton advised that he had requested update reports to the Committee on a six monthly basis.

(ii) Minute No. 84 – Newark & Sherwood Homes Annual Delivery Plan

Councillor Mrs M. Dobson referred to the presentation by the Director – Safety to Members about the potential site appraisals in respect of the council house 5 year build programme and asked when a programme of development would be published.

Councillor R.B. Laughton advised that officers were in the process of drawing this programme together.

(d) Leisure & Environment Committee – 15 November 2016

Minute No. 34 – Cleaning of Newark Town Centre

Councillor R.V. Blaney advised that with the support of Robert Jenrick MP he had met with the Secretary of State for DEFRA to discuss the illegally dumped waste on Bowbridge Road. At the meeting agreement was reached with the Environment Agency for them to share all the information they have about the waste which will enable a better understanding of what action can be taken to have the waste removed.

(e) General Purposes Committee – 24 November 2016

Minute No. 22 – Implications of Coroner’s Decision on Taxi Licensing following the Inquest into the Death of Mark Buckley

In presenting the minutes of the General Purposes Committee the Chairman, Councillor Mrs R Crowe, expressed her concerns over the impact of the Deregulation Act 2015 and set out the actions she was taking raise this issue.

- (f) Licensing Committee – 24 November 2016
- (g) Planning Committee Meetings – 1 November and 6 December 2016
- (h) Audit and Accounts Committee – 30 November 2016
- (i) Councillors' Commission – 26 October 2016

Meeting closed at 6.50pm.

Chairman

MAY 2017 – MAY 2018

2017	Monday	Tuesday	Wednesday	Thursday	Friday
May	1 BANK HOLIDAY	2	3	4 NCC ELECTIONS	5
	8	9 PLANNING	10	11	12
	15	16 ANNUAL COUNCIL	17	18	19
	22	23	24	25	26
	29 BANK HOLIDAY	30	31		
June				1	2
	5	6 PLANNING	7	8	9
	12 HOMES & COMMUNITIES	13	14	15 GP & LICENSING	16
	19	20	21 ECONOMIC DEVELOPMENT	22	23
	26	27 LEISURE & ENVIRONMENT	28	29 POLICY & FINANCE	30
July	3	4 PLANNING	5	6	7
	10	11 COUNCIL	12	13	14
	17	18	19	20	21
	24	25	26 AUDIT & ACCOUNTS	27	28
	31				

2017	Monday	Tuesday	Wednesday	Thursday	Friday
August		1	2	3	4
	7	8 PLANNING	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28 BANK HOLIDAY	29	30	31	
September					1
	4	5 PLANNING	6	7 GP & LICENSING	8
	11 HOMES & COMMUNITIES	12	13 ECONOMIC DEVELOPMENT	14	15
	18	19 LEISURE & ENVIRONMENT	20	21 POLICY & FINANCE	22
	25	26	27	28	29
October	2	3 PLANNING	4	5	6
	9	10 COUNCIL	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

2017/2018	Monday	Tuesday	Wednesday	Thursday	Friday
November			1	2	3
	6 HOMES & COMMUNITIES	7 PLANNING	8	9	10
	13	14 LEISURE & ENVIRONMENT	15	16	17
	20	21	22 ECONOMIC DEVELOPMENT	23 GP & LICENSING	24
	27	28	29 AUDIT & ACCOUNTS	30 POLICY & FINANCE	
December					1
	4	5 PLANNING	6	7	8
	11	12 COUNCIL	13	14	15
	18	19	20	21	22
	25 BANK HOLIDAY	26 BANK HOLIDAY	27	28	29
January	1 BANK HOLIDAY	2	3	4	5
	8	9 PLANNING	10	11	12
	15 HOMES & COMMUNITIES	16	17 ECONOMIC DEVELOPMENT	18	19
	22	23 LEISURE & ENVIRONMENT	24	25 POLICY & FINANCE	26
	29	30	31		

2018	Monday	Tuesday	Wednesday	Thursday	Friday
February				1	2
	5	6 PLANNING	7 AUDIT & ACCOUNTS	8	9
	12	13 COUNCIL	14	15	16
	19	20	21	22 POLICY & FINANCE (BUDGET)	23
	26	27	28		
March				1	2
	5	6 PLANNING	7	8 COUNCIL (TAX)	9
	12 HOMES & COMMUNITIES	13	14	15 GP & LICENSING	16
	19	20 LEISURE & ENVIRONMENT	21	22	23
	26	27	28 ECONOMIC DEVELOPMENT	29	30 BANK HOLIDAY
April	2 BANK HOLIDAY	3 PLANNING	4	5 POLICY & FINANCE	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25 AUDIT & ACCOUNTS	26	27
	30				

2018	Monday	Tuesday	Wednesday	Thursday	Friday
May		1	2	3	4
	7 BANK HOLIDAY	8 PLANNING	9	10	11
	14	15 ANNUAL COUNCIL	16	17	18
	21	22	23	24	25
	28 BANK HOLIDAY	29	30	31	

All meetings will start at 6.00pm with the following exceptions:

Planning Committee – 4.00pm

Audit & Accounts Committee – 10.00am

HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING FOR 2017/18

- 1.0 Under the Council’s Constitution the Housing Revenue Account Self Financing Business Plan will be formulated and reviewed by the Policy & Finance Committee and recommended to Council for approval. A major element of the Business Plan comprises the annual Housing Revenue Account budget.
- 2.0 The annual Housing Revenue Account Budget for 2017/18 and financial plan to 2021/22 including proposals for rent levels for 2017/18 was considered by the Policy & Finance Committee at its meeting on 26 January 2017. Members of the Homes & Communities Committee were invited to attend in order for their views on the budget, financial plan and rent setting to be considered prior to any recommendations being made to this meeting of the Council.

3.0 Rent Setting

- 3.1 Policy & Finance Committee also considered the recommendations to adjust rent levels and service charges with effect from 3 April 2017. In the past these have been calculated in accordance with Government guidance which is in line with the rent setting policy amended by Policy and Finance on 26 January 2016. On 8 July 2015 the Government made an announcement that local authorities must reduce social rents by 1% each year for four years from 2016-17. From 2017-18 this now includes ‘supported housing’.
- 3.2 It is therefore recommended that rents for all properties are reduced in line with the Welfare Reform and Works Bill. The deadline for notifying tenants of the rent levels effective from 3 April 2017 is 6 March 2017.

4.0 Housing Support Service Charges

- 4.1 Housing based support services are a core function provided by Newark and Sherwood Homes. Under the terms of its management agreement with the Council, Policy & Finance Committee on 26 January 2017 considered the Service Charges, the list below shows the services, the current charge and the proposed charges incorporating the increase of CPI plus 1% (2.0%) to the next 5p.

Service Name	Customer Group	Mandatory/Non Mandatory	Current Charge	Proposed Charge
Lifeline	Supported Housing Tenants	Mandatory	£1.55 per week	£1.60 per week
Lifeline (no telephone line)	Supported Housing Tenants	Mandatory	£6.10 per week	£6.25 per week
Life Line	General Needs Tenants	Non mandatory	£1.55 per week	£1.60 per week
Lifeline (no telephone line)	General Needs Tenants	Non mandatory	£126.65 set up costs £6.10 per week	£129.20 set up costs £6.25 per week

Lifeline (service received on a flexible basis)	General Needs Tenants	Non mandatory	£22.20 set up costs for each period £1.40 per week	£22.65 set up costs for each period £1.45 per week
Lifeline (service received on a flexible basis – no telephone line))	General Needs Tenants	Non mandatory	£126.65 set up costs £22.20 set up costs for each period £6.10 per week	£129.20 set up costs £22.65 set up costs for each period £6.25 per week
Life Line	Private Customers	N/A	£3.65 per week	£3.75 per week
Lifeline (no telephone line)	Private Customers	N/A	£126.65 set up costs £10.70 per week	£129.20 set up costs £10.95 per week
Lifeline (service received on a flexible basis)	Private Customers	N/A	£22.20 set up costs for each period £3.65 per week	£22.65 set up costs for each period £3.75 per week
Lifeline (service received on a flexible basis – no telephone line)	Private Customers	N/A	£126.65 set up costs £22.20 set up costs for each period £10.70 per week	£129.20 set up costs £22.65 set up costs for each period £10.95 per week
Additional Tenancy Assistance	Supported and General Needs	Non Mandatory	£4.55 (eligible for HB)	£4.65 (eligible for HB)
Additional Tenancy Assistance (service received on a flexible basis – no telephone line)	Supported and General Needs	Non Mandatory	£7.30 per week (eligible for HB)	£7.45 per week (eligible for HB)
Welfare Calls	Supported and General Needs	Non Mandatory	£10.20 per week in addition to lifeline costs	£10.40 per week in addition to lifeline costs
Welfare Calls (service received on a flexible basis)	Supported and General Needs	Non Mandatory	£12.95 per week In addition to lifeline costs	£13.25 per week In addition to lifeline costs

Welfare Calls	Private Customers	N/A	£15.15 per week in addition to lifeline costs	£15.45 per week in addition to lifeline costs
Welfare Calls (service received on a flexible basis)	Private Customers	N/A	£19.20 per week in addition to lifeline costs	£19.60 per week in addition to lifeline costs
Welfare Visits	Supported and General Needs	Non Mandatory	£55.50 per week	£56.65 per week
Welfare Visits (service received on a flexible basis)	Supported and General Needs	Non Mandatory	£58.25 per week	£59.45 per week
Welfare Visits	Private Customers	N/A	£81.75 per week	£83.40 per week
Welfare Visits (service received on a flexible basis)	Private Customers	N/A	£85.80 per week	£87.55 per week
Sensor Monitoring	Supported and General Needs	Non Mandatory	£1.35 per week in addition to lifeline costs	£1.40 per week in addition to lifeline costs
Sensor Monitoring (service received on a flexible basis)	Supported and General Needs	Non Mandatory	upfront costs of £22.20 for the provision of the lifeline plus £1.40 per sensor per week	upfront costs of £22.65 for the provision of the lifeline plus £1.45 per sensor per week
Sensor Monitoring	Private Customers	N/A	£2.05 per week	£2.10 per week
Sensor Monitoring (service received on a flexible basis)	Private Customers	N/A	upfront costs of £22.20 for the provision of the lifeline plus £2.05 per sensor per week	upfront costs of £22.65 for the provision of the lifeline plus £2.10 per sensor per week
Intensive Housing Management	Supported Housing Tenants, Vale View, Newark	Mandatory	£69.85 per week	£71.25 per week
Intensive Housing Management	Armstrong Gardens, Bilsthorpe	Mandatory	£90.00 per week	£91.80 per week

5.0 Other Service Charges

- 5.1 A number of tenants have heating and water/sewerage provided at their property, these charges are listed below, shown with the current charge and the proposed charges incorporating the increase of CPI plus 1% (2%). Newark and Sherwood Homes are currently working on providing the actual cost of the provision of these services.

Charge Type	No of Properties	Average Charge per week	Proposed Average Charge per week
Heating	46	11.76	12.00
Water	71	2.86	2.92
Service Charge	52	5.71	5.82

- 5.2 New properties built since 2010/11 are currently subject to a weekly service charge of between £3.65 and £6.08 covering the costs (where appropriate) of landscaping, lighting and drainage. It is proposed that these weekly charges are increased in line with September 2016 CPI +1%, i.e. 2%.
- 5.3 On 29 January 2015 the Housing Revenue Account Budget and Rent Setting 2015/16 report was taken to the Policy & Finance Committee. As part of this report, Members approved the implementation of a service charge at Seven Hill's Newark and Wellow Green, Ollerton. Approval of the level of the service charge was delegated to the Director – Resources following consultation with the Leader, Deputy Leader and Leader of the Opposition party. The service charge of £31.68 per week was duly agreed. It is proposed that these weekly charges are increased in line with September 2016 CPI + 1% i.e. 2%. The weekly charge will increase to £32.30 from April 2017.

5.4 Garage Rents, Plots and Garage Ports

- 5.5 The 1% reduction in rent does not extend to garage rents, plots and garage ports. The table below shows the current rent levels and proposed new charges incorporating the increase of CPI plus 1% (2%).

Type	Current charge	Proposed Charge
Garage	£7.91 per week	£8.05 per week
Garage plot	£40.37 per annum	£41.20 per annum
Garage port	£3.53 per week	£3.60 per week

- 6.0 The Council's Rent Setting Policy was revised by the Policy & Finance Committee on 28 January 2016 as part of the budget setting process.
- 6.1 The Policy and Finance Committee Report for Housing Revenue Account and Rent Setting for 2017-18 is attached as **Appendix 1**.

7.0 RECOMMENDATIONS that:

- (a) the Housing Revenue Account budget for 2017/2018 as set out in Appendix A to the attached Policy & Finance report be approved;

- (b) the Management and Maintenance Fee for 2017/2018 of £8,083,310 be noted;**
- (c) the weekly rents of all general needs and supported housing properties in the Housing Revenue Account be decreased by 1% in accordance with the Welfare Reform and Works Bill with effect from 3 April 2017;**
- (d) that Members consider the housing support charges listed in 4.1 of the report and agree an increase of CPI plus 1% (2.0%) to the next 5p, with effect from 3 April 2017;**
- (e) other services charges should be increased by 2.0 %, in line with CPI plus 1%, with effect from 3 April 2017; and**
- (f) garage, garage plot and garage port rents are increased by 2.0% in line with CPI plus 1%, with effect from 3 April 2017.**

Background Papers

Nil.

For further information please contact Dean Rothwell on Extension 5587 or Rob Main on Extension 5930.

Nicola Lovely
Business Manager & Chief Financial Officer –
Financial Services

Karen White
Director – Safety

HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING 2017/18

1.0 Purpose of Report

- 1.1 To show actual outturn of the Housing Revenue Account for the year 2015/16 (column 2 of **Appendix A1**).
- 1.2 To examine the proposed income and expenditure on the Housing Revenue Account for 2017/18 (column 4 of **Appendix A1**) and, in accordance with Section 76 of the Local Government and Housing Act 1989, to make recommendations to avoid a deficit on the Housing Revenue Account.
- 1.3 To receive indicative figures of income and expenditure for the financial years 2018/19 to 2021/22 (columns 5 to 8 of **Appendix A1**).
- 1.4 The report makes recommendations to set rent levels and service charges with effect from April 2017. In the past these have been calculated in accordance with Government guidance which is in line with the rent setting policy amended by Policy and Finance on 29 January 2015. On 8 July 2015 the Government made an announcement that local authorities must reduce social rents by 1% each year for four years from 2016-17. The rent setting policy was amended in line with the new guidance and rents reduced accordingly.
- 1.5 To determine these rent decreases having regard to the Welfare Reform and Works Bill 2015-16, which, amongst other things, requires that *“social landlords reduce their rents by 1% every year for four years”*.
- 1.6 To determine charges for garage rents, plots and garage ports.
- 1.7 To approve arrangements to determine housing support service charges.
- 1.8 To approve the annual management fee payable to Newark and Sherwood Homes, in accordance with the Management Agreement.

2.0 Introduction

- 2.1 The setting of the budget and the approval of rent levels at Council in February 2017 will allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.
- 2.2 Members will be aware that since April 2012 the Housing Revenue Account is now self-financing and there is no longer any central government control though HRA subsidy. Other controls continue to exist such as the cap on overall HRA debt and the ring-fencing of the account.
- 2.3 The timetable for approval of the budget and rent setting to enable rents to be decreased from the beginning of the financial year in April 2017 is restricted by external constraints, in that the correct notification of variation needs to be given to tenants.
- 2.4 The key dates in the budget setting timetable are detailed in the table below:

Council determination of HRA budget and rent setting	14 th February 2017
Newark and Sherwood Homes update of rent systems	By end of February 2017
Generation of rent cards and letters to notify tenants of variation of their rent levels (tenants are required to be given one month's notice by law of rent changes).	By end of February 2017

Any slippage from these key dates would jeopardize the implementation of rent decrease for 1 April 2017.

3.0 Background Information

3.1 Since April 2012, following the housing finance reforms the Housing Revenue Account has been operating within a 30 year self-financing Housing Revenue Account business plan. Council officers have been working with colleagues from Newark and Sherwood Homes to monitor and review the business plan which informs the 2017/18 budget process and medium term financial plan 2018/19 to 2021/22.

3.2 Under the new management agreement with Newark and Sherwood Homes, the Council's housing management company, which came into effect on 1st October 2013 there is a new methodology for calculating the management fee and this process has been followed for determining the fee for 2017/18. Details of the fee are shown in paragraphs 6.1 to 6.10 of this report.

3.3 The budget proposed in this report is based on the Government announcement made on 8 July 2015 that local authorities must secure that the amount of rent in the relevant year by a tenant of social housing is 1% less than the amount that was payable by the tenant in the previous 12 months. This 1% per year rent reduction is for three more years from 2017/18.

4.0 National Policy and Impact

4.1 Further to the publication of the Housing & Planning Bill and Welfare Reform & Work Bill, along with the impact of the Spending Review and the Autumn Statement on 23 November 2016, officers are continuing to assess the impact of the following Policy areas:

- year 1% rent reduction – Implementation April 2016 (as mentioned previously in the report)
- Sale of High Value Council houses - expected implementation April 2018
- Ending of life time tenancies - expected implementation April 2017
- Introduction of Right to Buy to Housing Association properties.

4.2 Due to the status of the above policies, that currently lack specific detail around implementation frameworks, initial scenarios are being assessed but based on a range of financial assumptions. These will be set against the requirement to maintain a viable HRA BP.

4.3 Currently, this presents key challenges for the Council in being able to appropriately assess the ability of the HRA BP to deliver both its strategic housing priorities, including a programme of Council HRA housing growth, and in maintaining the current management and maintenance standards.

<p>Spending Review Nov 2015</p>	<p>The rate of housing benefit in the social sector will be capped at the relevant local housing allowance - in other words, the same rate paid to those in the private rented sector who receive the same benefit.</p> <p>‘Shared accommodation rate’ - the level of housing benefit that applies to single people in the private rented sector who are under 35 and do not have dependent children.</p> <p>The above will apply to new tenancies only signed after 1 April 2016, with housing benefit entitlement changing from 1 April 2019 onwards.</p>
<p>Housing & Planning Bill:</p> <p>Selling of High Value Homes</p> <p>Pay to Stay</p> <p>Ending Lifetime tenancies</p>	<p>Formulae approach to be adopted to ensure equitable approach across all LA’s and in effect this will be annual levy to the HRA BP. No receipts required in 2017/18.</p> <p>This proposal was abolished in the Autumn Statement.</p> <p>Amendment now to be included in the H&P Bill for the mandatory inclusion of fixed term tenancies, this will have implications for all registered applicants.</p>

5.0 HRA Bid for Extension of Borrowing Cap/Exemption from 1% Rent Reduction/Flexibility of 1-4-1 Receipts

5.1 The Local Authority Housing Group (LAHG), made up of four major housing/public sector finance organisations, CIH, ARCH, CIPFA and the NFA, has identified and recommended a set of changes that would allow local government to deliver more housing and support the government in its delivery of their objective of one million new homes by 2020. Newark and Sherwood District Council via Newark and Sherwood Homes Ltd, along with Stoke and Sheffield City Councils’ are putting forward pilot proposals to the government to allow such new build initiatives to progress.

5.2 A detailed report outlining the Newark and Sherwood District Council/Newark and Sherwood Homes joint bid is at Agenda item No 5. In order for the Council to accelerate the HRA Development Programme, we have requested the following:-

1. The HRA borrowing cap to be increased by increased debt cap of £18M from 2017/18.
2. Annual rent increases to be confirmed as CPI+1%, for a period of 30 years and subject to a minimum of 2% in any particular year.
3. Existing land ownership to be invested and disregarded as subsidy for HCA grant assessment.
4. A facility to combine RTB receipts and HCA grants/to a maximum (say) of 50% of total scheme costs.

5.3 Depending on the timing of any decision with regards to the bid, this may impact on the notification process to tenants with regards to their rent from April 2017.

5 Newark and Sherwood Homes Management Fee

6.1 Under the new management agreement, Newark and Sherwood Homes will be paid a fee in accordance with the framework detailed below. The activity of NSH is integral to the effective management and long term viability of the Housing Revenue Account (HRA) Business Plan. This gives rise to a requirement for the Management Fee to be considered within the context of the HRA as a whole.

Fee Elements

The annual management fee comprises:

- i. Service Fees – Core Housing Management Services - Tenancy sustainment and income recovery
- ii. Service fees – Core Housing Management Services – Repairs and maintenance
- iii. Service Fees – Core Housing Management Services – Core service support
- iv. Service Fees – Core Housing Management Services – Company

6.2 Re-Basing of the Service Fee

The **service fee** for the fourth Financial Year (*being 2017/18 and the start of the new 3 year rolling period*) is prescribed in ‘Schedule 5 – Fee Principles’ of the Management Agreement, being described as the **base fee**. Schedule 5 states:

Prior to the fourth Financial Year, the parties shall agree (having regard to the principles set out in this Schedule):

- (a) *a new base fee which will be the Services Fee for the fourth Financial Year (the **Base Fee**); and*
- (b) *the Efficiency Targets for the fifth and sixth Financial Years.*

6.3 Set against the above, Officers of the Council and Company have held discussions to formulate the **base fee** for 2017/18, in accordance with the principles detailed in the Management Agreement.

6.4 In taking forward these discussions the imperative for both the Council and Company has been to ensure that the HRA Business Plan remains viable and sustainable over a 30 year period.

Additionally Newark and Sherwood Homes will receive income for managing the Housing Revenue element of the Council’s capital programme, i.e. Works fee – fee payable for the delivery of the Asset Management Programme. A fee of 8% is paid by the District Council for management of the capital programme and 5% for project managing the Council’s current house building programme. Both fees are calculated on the total level of spend during the financial year.

Payments will also be made where Newark and Sherwood Homes provide general fund Services to the Council, i.e. Other NSH Work – Non HRA Core Services (Right to buy/Hostel management)

Finally, the company will be able to provide services to third parties such as rent income from properties that it has purchased or built and fee income from third party schemes/investments including the income from photovoltaic cells where solar panels are fitted to council properties. Approximately £0.5m income is received in the Housing Revenue Account annually and passported to Newark and Sherwood Homes.

- 6.5 The total management fee payable for 2015/16 was £7,705,041 for 2016/17 is £7,796,900, and 2017/18 is **£8,083,310**.
- 6.6 In formulating the **base fee** a range of matters have been considered including the **service fee** paid to the Company for the last 3 years and **efficiency target** achieved, the reduction in the Asset Management Programme from 2017/18 (reduced by £750,000), the Company’s Annual Delivery Plan for 2017/18, the existing operational service standards, performance levels, progression of the approved 5 year development programme within the HRA and risks identified by the Company that have the potential to impact on service delivery and performance.
- 6.7 Key issues that have been acknowledged as impacting on future costs to the Company, and therefore the **service fee**, primarily involve the pending implementation of regulation through the Housing & Planning Act 2016 (e.g. fixed term tenancies), introduction of Universal Credit and the community development activities in Hawtonville following completion of the Neighbourhood Study.
- 6.8 The Company has also made the Council aware that variations may be requested during 2017/18 if service costs escalate, impacting on current service delivery. The areas identified cover; potential increases in the Building Cost Indices, implementation of cashless systems, management of the Bowbridge Road extra care scheme and the allocation/management of new properties resulting from the HRA development programme. Further discussions and approvals would be required on such variations.
- 6.9 The Committee should note that information on the process followed to inform and formulate the **base fee** has been presented to the Strategic Housing Liaison Panel (SHLP). This included discussion around service standards, the Asset Management Programme, financial modelling (inputs and assumptions) of HRA Business Plan and delivery of the HRA development programme.
- 6.10 Further to the discussions and consideration of the above points the Company has now presented to the Council its proposed **base fee** for 2017/18, being the start of the new 3 year rolling period, as detailed below:

Elements of the Service Fee	Proposed Fee 2017/18	Comparative Service Fee breakdown 2015/16
Tenancy Sustainment and Income Recovery	£1,910,185	£1,782,362
Repairs and Maintenance	£3,938,870	£3,920,578
Core Service Support	£2,004,189	£1,937,878

Company	£91,066	£64,223
Proposed Base Fee	£7,959,513	£7,705,041
Reserve Adjustment – IT Reserve £100k missed from calculation in 2015/16 and 2016/17 – adjustment needed to recoup lost income by 2023/24	£139,000	
Proposed total Service Fee	£8,083,310	

Project Management Fee

- 6.11 The Company is project managing the extra care new build development at Bowbridge Road, Newark and a one off fixed fee of £60,000 was originally approved by the Committee at its meeting 4 June 2015. Due to the passage of time it has taken to commence the development and further due diligence work undertaken to review the scope of the project management role, e.g. additional activities have now been added such as managing the interior design of the scheme, a revised ***project management fee*** of 1.22% of the total build programme costs, equating to approximately £97,556, has now been put forward by the Company for Council consideration.
- 6.12 The Council and Company are currently in negotiation to agree a ***project management fee*** to deliver the Council’s 5 year housing development programme providing an indicative 335 new Council homes, estimated to be a £30m programme.
- 6.13 In this respect the Company have put forward a standard ***project management fee*** of 5% for the total 5 year HRA build programme and identified a number of variables where this fee could be discounted. As already stated negotiations are ongoing with the Company to agree the fee, which will be benchmarked against the wider sector and scope of the project management role.

Efficiency Target

- 6.14 At the SHLP meeting on 26 July 2016 the Panel recommended that a continued ***efficiency target*** of 3% for Year two (2018/19) and Year three (2019/20) was appropriate, balanced against service delivery, costs of the current services and the ability of the Company to take incoming generating opportunities as they arise.

Indices

- 6.15 The following inflation ***indices*** will also be applied in Year two (2018/19) and Year three (2019/20):
- Employee costs – Local Government pay award
 - Repairs & maintenance costs – Building Costs Indices (BCI)
 - Other elements – Retail Price Index (RPI)

Reserves

- 6.16 For the Committee’s information the Company’s reserves are listed below and accord with the Management Agreement:

Reserves	Outturn 2015/16 (£)	Estimate 2016/17 (£)
Minimum Reserve	431,000	431,000
Core Service Reserve	100,000	100,000
Bad Debt Reserve	50,000	50,000
Development and IT reserve	29,000	29,000
Staffing and Pay Reserve	100,000	100,000
Growth Reserve (<i>Contribution of £625,000) made to Bowbridge Road Extra Care Scheme in the two years 2016/18)</i>	1,652,000	537,000

- 6.17 The Company, subject to specific clauses in the Management Agreement, must use any available surpluses or reserves, following discussion with the Council, in furtherance of the Council's strategic housing objectives/aims
- 6.18 In considering the detail contained within the above paragraphs the following proposals are put forward for the Committee's consideration and approval:
- a) the **base fee** of £7,944,310 plus IT reserve adjustment of £139,000, which equates to a total **service fee** of £8,083,310 be agreed to be paid to Newark and Sherwood Homes for the Management Fee for 2017/18 (details of which are set out in table at paragraph 6.10);
 - b) an **efficiency target** of 3% be set for 2018/19 and 2019/20 of the three year rolling period between 2017 - 2020;
 - c) the **project management fee** to be paid to Newark and Sherwood Homes for the Bowbridge Road extra care scheme development be revised to 1.22% of the total costs; and
 - d) delegated authority be given to the Director – Safety after consultation with the Chair and Vice Chair of the Policy & Finance Committee and Opposition Spokesperson to agree the **project management fee** for the HRA development programme on conclusion of the negotiation process with Newark and Sherwood Homes.

7.0 Rent Levels

- 7.1 As part of the self-financing settlement in 2012 the assumption was made that local authorities would continue to follow the Government's guidelines on annual rent setting i.e. that rents would continue to move towards convergence with other Registered Providers and that rent increases would be based on September RPI plus 0.5% with a cap on increases of RPI + 0.5% plus £2. As a result of this the self-financing settlement figure assumed a certain level of income in the business plan.
- 7.2 Cabinet considered the report on the Self-financing HRA in January 2012 and agreed a rent setting policy that rent levels should continue to be determined by following the Government's guidance as assumed in the self-financing settlement.
- 7.3 Further to this, the Government then actioned a consultation on the future rent setting policy for social housing. It proposed to end convergence with effect from 1 April 2015, and to increase rents in future by CPI + 1% rather than RPI +1%. There is an element of flexibility as the proposals allow for vacant properties to be relet at target (formula) rent. The rent setting policy was amended to reflect this change.

- 7.4 Members will be aware that on 8 July 2015 Government made an announcement that local authorities must reduce social rents by 1% each year for four years from 2016-17.
- 7.5 In line with the Government announcement and Welfare Reform & Work Bill the rent levels on all Council held stock have been calculated by applying a decrease of 1%. Any new lets during the year 2016/17 will be set at target rent as at 8 July 2015 less 1%.
- 7.6 Setting a rent decrease will have a detrimental impact on the long term HRA Business Plan as the debt settlement under self-financing was calculated on the assumed rent levels (i.e. converged rents) rather than actual rent income. Officers are currently working on the impact that this will have on the HRA Business Plan, along with the impact of all the other proposed changes affecting the HRA.
- 7.7 The Committee should note that the total rent rebate case load is 3,206 (59% of the total housing stock). The position related to benefits is now complicated by the under occupation charge which is applied after benefit is calculated – 2,199 (40%) tenants are currently on 100% benefit, with 1,007 (18%) claimants receiving partial benefit. Of the total number of claimants 670 (21%) have their benefit reduced due to an under occupation charge – these could be full or partial benefit cases.
- 7.8 Officers from Revenues and Benefits work closely with Newark and Sherwood Homes to ensure that Discretionary Housing Payment funds are committed to households in real need and to date this funding has benefited District Council tenants as follows:
- Funds already paid out £49,207
 - Committed payments £7,258
 - 130 households have been helped all due to under occupation
 - Of these 130 properties, 59 have been substantially adapted for the claimants needs; these are automatically renewed each year.

This financial support helps households to progress solutions aimed at enabling the long term sustainability of their tenancy and alleviates hardship.

8.0 Housing Support Service Charge

- 8.1 Housing based support services are a core function provided by Newark and Sherwood Homes under the terms of its management agreement with the Council.
- 8.2 The main support service provided is to tenants in the Council's supported accommodation, representing approximately 50% of the Council's housing stock.
- 8.3 All tenants living in designated supported housing are responsible for paying a mandatory lifeline service of £1.55 per week in line with the conditions of the tenancy agreement.
- 8.4 An increase of CPI plus 1% would increase the charge to £1.60 per week to the next 5p. This charge is not covered by Housing Benefit.
- 8.5 The Company also offers the following support services, which are discretionary:

- a) An intensive housing management service to aid those tenants who need higher levels of involvement to sustain their tenancy, and
- b) A range of additional services available to tenants and private customers, each attracting a varying charge.

8.6 **It is proposed that all discretionary services provided to tenant and private customers should be increased by September 2016 CPI plus 1% (2%).**

9.0 Other Service Charges

9.1 A number of tenants have heating and water/sewerage provided at their property with the costs of these being recharged through a weekly service charge. It is proposed that these weekly charges are increased in line with September 2016 CPI + 1% i.e. 2%.

9.2 New properties built since 2010/11 are currently subject to a weekly service charge of between £3.65 and £6.08 covering the costs (where appropriate) of landscaping, lighting and drainage. It is proposed that these weekly charges are increased in line with September 2016 CPI +1%, i.e. 2%.

9.3 On 29th January 2015 the Housing Revenue Account Budget and Rent Setting 2015/16 report was taken to the Policy and Finance Committee. As part of this report, Members approved the implementation of a service charge at Seven Hill's Newark and Wellow Green, Ollerton. Approval of the level of the service charge was delegated to the Director – Resources following consultation with the Leader, Deputy Leader and Leader of the Opposition party. The service charge of £31.68 per week was duly agreed to be implemented at the beginning of the financial year 2016/17. The weekly service charge will increase to £32.30 from 1st April 2017.

9.4 It is proposed that these weekly charges are increased in line with September 2016 CPI + 1% i.e. 2%.

10.0 Garage Rents, Plots and Garage Ports

10.1 The level of garage rents was raised in 2016/17, in line with the average rent increase, to £7.91 per week. (plus VAT if they are let to non-Council tenants).

10.2 The level of garage plot rents was raised in 2016/17, in line with the average rent increase, to £40.37 per annum with VAT payable for non-Council tenants.

10.3 The level of garage port rents was raised in 2016/17, in line with the average rent increase, to £3.53 per week with VAT payable for non-Council tenants.

10.4 Officers from both the District Council and Newark and Sherwood Homes have undertaken a review of the garage sites focusing on the following matters:

- Location
- Condition
- Investment required
- Demand/availability
- Customer preferences

- Future options, e.g.: introducing differential rent levels for garages based on demand/condition, incentivising low demand garage sites, assessing a sites development potential.

10.5 Whilst it may be possible to increase rents by more than CPI + 1% for the more desirable garages, officers are aware that a large increase in rent will increase the expectations of tenants around improvements to the condition and security of the garages. Therefore it is not proposed to introduce differential rent levels at the current time.

10.6 Officers from both NSDC and NSH continue to identify existing and redundant garage sites which could be suitable for small scale new build projects should the Council decide on a policy of future growth.

10.7 The 1% reduction in rent does not extend to garage rents.

11.0 Financial Considerations

11.1 The Housing Revenue Account balances at 31 March 2016 were £2,000,000. Under self-financing, the risks previously met by the Government through housing subsidy have now been transferred to local authority HRAs therefore the self-financing HRA business plan assumes a minimum prudent general reserve of £2,000,000.

11.2 Once again it has been a very difficult year, with a significant amount of resources being used in the preparation of the Housing Revenue Account annual budget and self-financing business plan.

11.3 The budget includes costs that continue to fall to the HRA following the transfer of management of the housing stock to Newark and Sherwood Homes, for example property insurance, depreciation, and costs of financing the borrowing to fund the capital programme. The budget also includes costs of back funded superannuation (in respect of the service prior to 1st November 2004 of those staff who transferred to Newark and Sherwood Homes), external audit fees, and costs of central services which continue to fall to the HRA, for example a recharge from Financial Services for work done in respect of rent setting, servicing the Strategic Housing Liaison Panel, final accounts and budget processes etc.

Right to Buy

11.4 The number of properties sold under 'Right To Buy' sales in 2016/17 to December 2016 amount to 17. The District Council has signed up to the national 1-for-1 replacement policy whereby additional receipts can be retained in order to part fund the construction of new social housing.

11.5 Under the 1-for-1 replacement policy the Government states that every additional council home sold under Right to Buy will be replaced at a national level by an affordable rent home. The baseline is the number of Right to Buy property sales assumed in the self-financing settlement made prior to the recent policy invigoration (40,000 nationally in the first 10 years of self-financing).

- 11.6 The conditions for retaining 1-for-1 receipts are that they must constitute no more than 30% of the total amount spent on the provision of new affordable housing and that the full amount of spending on the scheme must be spent (work completed) within 3 years of the retained receipts. The remaining 70% of the scheme cannot be funded from public sector grant (e.g. HCA funding) or non RTB housing receipts.
- 11.7 1-for-1 receipts can be used for development costs of replacement homes at affordable rent which may be acquired or constructed and can be provided by a registered provider so long as the local authority has nomination rights. Development costs may include the cost of acquiring new land but not the value of land already owned by the authority.
- 11.8 Through the Housing Growth Strategy it is essential that Members consider a programme of new build or acquisition of properties to ensure that the conditions of retaining the receipts are met.

Depreciation

- 11.9 On the advice of the Audit Commission, depreciation continues to be calculated based on the valuation of the Council stock rather than on a componential basis, however it is no longer reversed out of the HRA 'below the line'. It remains as a charge to the HRA transferring funds to the Major Repairs Reserve. There is an additional transfer from the HRA to the Major Repairs Reserve to ensure that there is sufficient funding for the capital programme during the life of the 30 year business plan. Officers from the Council and Newark and Sherwood Homes continue to scrutinise the capital programme on an ongoing basis to ensure that sufficient funding is available.

Balances

- 11.10 At the end of the financial year 2015/2016, the Housing Revenue Account added £543,948 to the Major Repairs Reserve (MRR). £5,771,280 was also added to the MRR from the HRA General Reserve to allow a prudent £2,000,000 in the general reserve and to allow for continuing repair and growth within the HRA.
- 11.11 Under current Council Policy the Housing Revenue Account debt level is not reducing, although as loans become due for repayment they are refinanced using internal borrowing from the General Fund. The budget set out in Appendix A1 indicates that towards the end of the 5 year medium term financial plan, large surpluses are accumulating within the Major Repairs Reserve. The revenue budget does not take account of any future growth and contributions which may be required either from revenue or to fund any additional borrowing (up to the HRA borrowing cap).

12.0 Proposals

- 12.1 The proposed budget for 2017/18 is attached at **Appendix A1**.
- 12.2 The proposed combined management and maintenance fee of £8,083,310 under the existing management agreement as stated in paragraph 6.10 should be noted.
- 12.3 Following a fundamental review of the support service provision, the Council implemented charges on a tiered service approach, these charges have remained static for a number of years. It is recommended that these charges should be increased by 2% in line with CPI + 1% from 1 April 2017.

12.4 As stated in paragraphs 9.1, 9.2, 9.3 and 9.4 it is proposed that all other services charges are increased by 2% in line with CPI + 1% from 1 April 2017.

12.5 That charges for garages, garage plots and garage ports are increased in line with the rent policy relating to garages with effect from 1 April 2017. The new weekly charges based on 2% - CPI + 1% will be:

	£	
Garage Rents	8.05	(plus VAT if they are let to non-Council tenants)
Garage Ports	3.60	(plus VAT if they are let to non-Council tenants)
Garage Plots	41.20	per annum (plus VAT if they are let to non-Council tenants)

13.0 RECOMMENDATION

That the following recommendations be made to Council at its meeting on 14 February 2017:

- (i) the Housing Revenue Account budget for 2017/2018 as set out in Appendix A to this report be recommended to Council on 14 February 2017;**
- (ii) the Management and Maintenance Fee for 2017/2018 of £8,083,310 be noted;**
- (iii) the rent of all properties in the Housing Revenue Account be decreased by 1% in accordance with Welfare Reform and Works Bill;**
- (iv) that other services charges and support charges should be increased by 2 % with effect from April 2017;**
- (v) that garage, garage plot and garage port rents are increased by 2% in line with CPI + 1% with effect from 1 April 2017.**

Reason for Recommendation

To enable the HRA budget for 2017/2018, the rent levels, garage rent, garage plots, garage ports and Housing Support Service Charge levels to be recommended to Council.

Background Papers

None

For further information please contact Dean Rothwell on extension 5587, Robin Clay on Extension 5332 or Rob Main on Extension 5930.

Nicola Lovely
Business Manager and Chief Financial Officer –
Financial Services

Karen White
Director - Safety

HOUSING REVENUE ACCOUNT - OUTTURN 2015/16 and BUDGET 2017/18 to 2021/22 - RENT DECREASE 1% ANNUALLY

LINE NO.	Col 1 SUMMARY	Col 2 2015-16 OUTTURN £	Col 3 2016-17 BASE BUDGET £	Col 4 2017-18 BASE BUDGET £	Col 5 2018-19 BASE BUDGET £	Col 6 2019-20 BASE BUDGET £	Col 7 2020-21 BASE BUDGET £	Col 8 2021-22 BASE BUDGET £
	INCOME							
1	Dwelling rents	21,269,594.04	20,369,540	20,459,470	20,254,880	20,052,330	20,653,900	21,273,520
2	Non dwelling rents	257,076.83	250,950	267,780	272,450	277,220	282,080	287,040
3	Charges for services	330,219.23	304,750	353,770	360,840	368,050	375,410	382,920
4	Contributions to expenditure	73,060.83	65,550	64,940	64,940	64,940	64,940	64,940
5	HRA Subsidy Grant	0.00	0	0	0	0	0	0
6	Other income	129,960.03	137,470	144,130	144,130	144,130	144,130	144,130
7	Sub Total - Income	22,059,910.96	21,128,260	21,290,090	21,097,240	20,906,670	21,520,460	22,152,550
	EXPENDITURE							
	Management & maintenance							
	Supervision & Management General:							
8	Management	589,994.61	576,600	669,470	673,580	683,690	691,800	699,960
9	Management Fee NaSH	3,791,923.42	3,796,930	4,144,440	4,144,440	4,144,440	4,144,440	4,144,440
10	Maintenance Fee NaSH	3,920,580.89	3,910,470	3,938,870	3,938,870	3,938,870	3,938,870	3,938,870
11	Rents, rates, taxes & other	0.00						
12	Government subsidies payable							
13	Depreciation - dwellings	2,291,039.62	2,294,860	2,408,580	2,408,580	2,408,580	2,408,580	2,408,580
14	Depreciation - others	396,511.72	393,550	400,950	400,950	400,960	400,950	400,950
15	Impairments of assets - dwellings	(7,331,686.45)						
16	Impairments of assets - others							
17	Debt Management Expenses	27,802.12	36,350	37,850	39,310	40,430	41,590	42,880
18	Sub Total - Expenditure	3,686,165.93	11,008,760	11,600,160	11,605,730	11,616,970	11,626,230	11,635,680
19	NET COST OF SERVICES	(18,373,745.03)	(10,119,500)	(9,689,930)	(9,491,510)	(9,289,700)	(9,894,230)	(10,516,870)
20	Profit/Loss on sale of HRA fixed assets	3,456,144.02						
21	Interest Paid	4,348,861.60	4,321,310	4,058,600	3,982,000	3,728,520	3,562,880	3,554,550
22	Interest Receivable	(13,397.55)	(36,330)	(8,400)	(8,400)	(8,400)	(9,800)	(11,200)
23	Income from Feed In Tariffs	(438,722.14)	(525,000)	(525,000)	(525,000)	(525,000)	(525,000)	(525,000)
24	Feed in Tariff to NSH	438,722.24	525,000	525,000	525,000	525,000	525,000	525,000
25	Provision for Bad Debt	94,278.03	0	0	0	0	0	0
26	Contribution to NSH Reserves	0.00	0	0	0	0	0	0
27	NET OPERATING EXPENDITURE	(10,487,858.83)	(5,834,520)	(5,639,730)	(5,517,910)	(5,569,580)	(6,341,150)	(6,973,520)
	APPROPRIATIONS							
28	Premiums on repaid debt							
29	Profit/Loss on sale of HRA fixed assets	(3,456,144.02)						
30	Employers Contribution NCC	260,000.00	260,000	260,000	260,000	260,000	260,000	260,000
31	Major Repairs Reserve Movement	6,315,227.72	5,574,520	5,379,730	5,257,910	5,309,580	6,081,150	6,713,520
32	Contribution to capital	0.00						
33	Impairments of assets - dwellings	7,367,857.15						
34	Depreciation							
35	Impairments of assets - others							
36	Repaid debt/De-Minimis Transfers	917.98						
37	HRA (SURPLUS)/DEFICIT FOR YEAR	0.00	0	0	0	0	0	0
38	WORKING BALANCE B/F (excluding NSH efficiency gain)	(2,000,000.00)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
39	WORKING BALANCE C/F (excluding NSH efficiency gain)	(2,000,000.00)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)

SUBJECTIVE SUMMARY

HOUSING REVENUE ACCOUNT

APPENDIX A2

CODE	SERVICE	2016/17 BASE BUDGET	2017/18 BASE BUDGET	MORE (LESS)	2018/19 BASE BUDGET	2019/20 BASE BUDGET	2020/21 BASE BUDGET	2021/22 BASE BUDGET
		£	£	£	£	£	£	£
	EMPLOYEES							
114	SUPERANNUATION	260,000	260,000	0	260,000	260,000	260,000	260,000
	EMPLOYEES SUB-TOTAL	260,000	260,000	0	260,000	260,000	260,000	260,000
	PREMISES RELATED EXPENDITURE							
211	REPAIRS & MAINTENANCE	3,910,470	3,938,870	28,400	3,938,870	3,938,870	3,938,870	3,938,870
214	RATES	0	0	0	0	0	0	0
	SUPPLIES & SERVICES							
451	CONTRACTUAL	3,796,920	4,144,440	347,520	4,144,440	4,144,440	4,144,440	4,144,440
452	PROFESSIONAL SERVICES	19,270	19,000	(270)	19,380	19,770	20,170	20,570
471	STAFF EXPENSES & FEES	1,500	1,500	0	1,500	1,500	1,500	1,500
482	SUBSCRIPTIONS	2,200	2,200	0	2,200	2,200	2,200	2,200
491	INSURANCES	189,940	196,010	6,070	199,690	205,130	208,950	212,860
492	TRANSFER TO MAJOR REPAIRS/GROWTH RESERVE	5,574,520	5,379,730	(194,790)	5,257,910	5,309,580	6,081,150	6,713,520
	TRANSFER PAYMENTS							
612	FEED IN TARIFF PAYABLE TO NSH	525,000	525,000	0	525,000	525,000	525,000	525,000
	CENTRAL DEPARTMENTAL EXPENSES							
712	CENTRAL DEPARTMENTAL SUPPORT	273,320	361,050	87,730	360,160	363,280	366,260	369,170
715	DEPARTMENTAL ADMINISTRATION	90,380	89,710	(670)	90,650	91,810	92,720	93,660
	RUNNING EXPENSES SUB-TOTAL	14,383,520	14,657,510	273,990	14,539,800	14,601,580	15,381,260	16,021,790
	CAPITAL FINANCING							
811	LOANS POOL	4,321,310	4,058,600	(262,710)	3,982,000	3,728,520	3,562,880	3,554,550
817	DEBT MANAGEMENT EXPENSES	36,350	37,850	1,500	39,310	40,430	41,590	42,880
821	CAPITAL CHARGES	2,688,410	2,809,530	121,120	2,809,530	2,809,540	2,809,530	2,809,530
	CAPITAL FINANCING SUB-TOTAL	7,046,070	6,905,980	(140,090)	6,830,840	6,578,490	6,414,000	6,406,960
	INCOME							
911	GOVERNMENT GRANTS	0	0	0	0	0	0	0
922	OTHER LA CONTRIBUTIONS	0	0	0	0	0	0	0
928	RECHARGE TO NON GENERAL FUND A/CS	(6,830)	(5,330)	1,500	(5,330)	(5,330)	-5,330	-5,330
932	FEED IN TARIFFS	(525,000)	(525,000)	0	(525,000)	(525,000)	-525,000	-525,000
932	FEES & CHARGES	(70,010)	(77,300)	(7,290)	(77,300)	(77,300)	-77,300	-77,300
933	RENTS	(20,985,870)	(21,142,520)	(156,650)	(20,949,670)	(20,759,100)	-21,372,890	-22,004,980
939	OTHER RECEIPTS	(65,550)	(64,940)	610	(64,940)	(64,940)	-64,940	-64,940
941	INTEREST	(36,330)	(8,400)	27,930	(8,400)	(8,400)	-9,800	-11,200
	INCOME SUB-TOTAL	(21,689,590)	(21,823,490)	(133,900)	(21,630,640)	(21,440,070)	(22,055,260)	(22,688,750)
	COMMITTEE TOTAL (SURPLUS)/DEFICIT	0	0	0	0	0	0	0
	WORKING BALANCE B/Fwd Excluding NSH EFFICIENCY PAYMENT	(2,000,000)	(2,000,000)		(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
	WORKING BALANCE C/Fwd	(2,000,000)	(2,000,000)		(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **POLICY & FINANCE COMMITTEE** held in Room G21, Kelham Hall, Newark on Thursday, 26 January 2017 at 6.00pm.

PRESENT: Councillor R.V. Blaney (Chairman)

Councillors: P.C. Duncan, R.J. Jackson, R.B. Laughton, D.J. Lloyd, P. Peacock and D. Staples.

59. APOLOGIES FOR ABSENCE

There were no apologies for absence.

60. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

There were no declarations of interest.

61. DECLARATIONS OF INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

62. MINUTES FROM THE MEETING HELD ON 1 DECEMBER 2016

The minutes from the meeting held on 1 December 2016 were agreed as a correct record and signed by the Chairman.

63. HOUSING GROWTH

The Business Manager – Strategic Housing presented a report which provided an update on progress with the Housing Revenue Account (HRA) development programme and advised of the potential to designate HRA finance to a site acquisition fund. The report also provided details of the opportunities to deliver further housing growth through the submission of a ‘HRA Capacity’ proposal and funding application to the Department for Communities and Local Government’s (DCLG) Estate Regeneration Programme.

In respect of the HRA development programme it was reported that the procurement of a development contractor would be concluded by March and, subject to planning permissions being granted, the first tranche of schemes were scheduled to commence on site during April 2017.

In respect of site acquisitions it was reported that the opportunity for the HRA to acquire sites had now been financially modelled within the parameters of the HRA Business Plan. The modelling had concluded that if the current development programme was extended for an additional year this would release £2M capacity within the HRA Business Plan to establish a site acquisition fund. This would enable the Council to establish a site acquisition fund, to bring additionality to the current programme and / or increase the HRA land portfolio for future programmes and

ensure that the approved development programme delivered a consistent number of new units each year.

The report also advised that the Council, in partnership with Newark and Sherwood Homes, submitted a 'HRA Capacity' proposal to DCLG Ministers for consideration. The proposal had been made under the umbrella of the 'Local Authority Housing Group' and it put forward a case on how minor adjustments in Government housing policy could give local authorities the ability to accelerate existing development programmes and enable additional new homes to be delivered. This would enable the approved development programme to be accelerated from 5 to 3 years. Should the bid be successful a further report would be submitted to the next meeting of the Committee to be held on 23 February 2017 to consider proposals to progress the work programme.

AGREED (unanimously) that:

- (a) taking into account the issues and opportunities, as detailed in paragraphs 3.4 to 3.16 of the report, a prudent financial approach and some flexibility be adopted in the progression of the development programme to enable the creation of a £2m site acquisition fund over the period of the programme, with the finance available to be apportioned between capital and revenue costs as determined by the Director – Safety and the Business Manager & Chief Financial Officer – Financial Services;
- (b) the decision above be reflected in the Council's Capital Programme; and
- (c) the submission of the HRA Capacity proposal and Estate Regeneration funding bid be noted, with further updates being provided to Members once the outcome was known.

Reason for Decision

The HRA development programme will contribute to the Council's housing growth agenda and wider strategic priorities, meeting the evidenced housing need across the district for all tenures and maintain a viable HRA Business Plan.

64. CONSULTATION - FUNDING FOR SUPPORTED HOUSING

The Business Manager – Strategic Housing presented a report which set out a draft Council response to the Department for Communities and Local Government (DCLG) and Department of Work and Pensions (DWP) 'Funding for Supported Housing' consultation document.

The consultation sought views on the government's plans for a new 'housing costs funding model' for supported housing, as well as views on how funding for emergency and short term placements should work. The consultation identified five issues that government wanted to be explored through the consultation process to

develop the detail that would underpin the new approach to funding for supported housing. These issues were detailed in the report.

The questions being asked in the consultation document and the proposed Council response, which had been informed by conversations held with Newark & Sherwood Homes, were attached as Appendix A to the report.

AGREED (unanimously) that the response to the Government's consultation on 'Funding for Supported Housing' (as detailed in Appendix A to the report) be approved.

Reason for Decision

To ensure that the Council submits its response to the Government's consultation on Funding for Supported Housing within the deadline for submissions of 13 February 2017.

65. NEWARK LORRY PARK SAFETY ENHANCEMENTS

The Director - Communities presented a report which sought approval to implement various measures to enhance safety at the Newark Lorry Park. The lorry park now provided for overnight parking of HGVs, access to the busy Live Stock Markets which take place on Wednesdays and Saturdays and also access for the construction traffic associated with building the new Council office. Given the nature of the multiple use site it was considered that there were greater risks associated with vehicle movements and interaction with pedestrians.

To ensure the Council met its statutory obligations it had commissioned an assessment by an independent safety consultant to undertake an assessment of the risks and to put forward recommendations to assist with the mitigation of those risks. The risks identified by the safety consultant related largely to the potential risk of collision with vehicles and pedestrians using the site. The Business Manager - Markets and Car Parks along with the Council's Safety Officer had considered the safety consultant's report and compiled an appropriate action plan which was attached as Appendix B to the report.

An estimate of costs for the recommended risk mitigation measures were £19,700 capital and £19,120 forecast annual revenue costs. It was proposed that the risk mitigation measures as contained within the action plan should be implemented without delay.

AGREED (unanimously) that:

- (a) the enhanced safety proposals as detailed in the Action Plan, attached as Appendix B to the report, be approved and implemented as soon as possible; and
- (b) the project be added to the Council's Capital Programme.

Reason for Decision

To ensure that the Council can demonstrate that it has considered and responded to the recommendations contained in the safety consultant's report.

66. OLLERTON HALL

The Deputy Chief Executive presented a report which provided an update following the acquisition of Ollerton Hall. Since acquiring the property the Council had now undertaken works to remove the unauthorised extensions and to render the building safe, secure and wind and water tight. It was reported that a sum of £25,000 had been allocated by the Nottinghamshire Pre-Development Fund for feasibility studies in respect of Ollerton Hall.

In addition a heritage significance report was currently being commissioned and there was a possibility of this being jointly funded by Heritage England. Essentially this would identify remaining elements of the building which were considered to be important in terms of the weight to be given to securing their retention and protection. It was estimated that the report would cost in the region of £5,000 to £10,000. Following the conclusion of the heritage significance report the next step would be to commission a design and planning brief for Ollerton Hall. This document would provide a framework for the future use of the building and, potentially, some limited development within the grounds.

The report suggested that a task and finish group would be the most appropriate vehicle to give detailed consideration to the future of the building, options for its disposal and the level of the Council's involvement in its restoration. The Committee welcomed the suggestion that the task and finish Group visit the building and suggested that a representative of Ollerton & Boughton Town Council be invited to that site visit.

AGREED (unanimously) that:

- (a) progress on completion of the demolition of the unauthorised works to the property and works to render it safe, secure and wind and water tight be noted;
- (b) a task and finish group be established with the terms of reference as set out in the Appendix to the report; and
- (c) the Task and Finish Group comprise of all members of the Policy & Finance Committee with the three local ward members being invited as observers, unless they were to substitute for a Policy & Finance Committee member.

(Councillor D. Staples advised at the meeting that Councillor B. Wells would substitute for Councillor P. Peacock on the Task and Finish Group).

Reason for Decision

To consider the establishment of a task and finance group to consider options for the future of Ollerton Hall and to make recommendations to the Policy & Finance Committee.

67. POLICY AND FINANCE COMMITTEE REVENUE BUDGET 2017/18 - 2021/22

The Assistant Business Manager – Financial Services presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy & Finance Committee for 2017/18 and future years. A summary of the current budget proposals were attached at Appendix A to the report together with a schedule of fees and charges pertaining to the Committee which were attached as Appendix B.

The current draft budget showed a reduction in 2017/18 and the report gave details of how the reduction was calculated. A budget briefing was presented to an informal meeting of this Committee in December 2016 at which a number of savings were suggested by officers and these had been incorporated into the figures presented in the report. Also shown were the major variances between 2016/17 and 2017/18.

AGREED (unanimously) that:

- (a) the final Committee budget as shown at Appendix A to the report be recommended to the Policy & Finance Committee at its meeting on 23 February 2017 for inclusion in the overall council budget; and
- (b) the scales of fees and charges as shown at Appendix B to the report be recommended to the Policy & Finance Committee at its meeting on 23 February 2017 and Full Council on 9 March 2017.

Reason for Decision

To ensure that the final budget proposals for 2017/18 to 2020/21 and level of fees and charges for 2017/18 are recommended to the Policy & Finance Committee on 23 February 2017.

68. HOUSING REVENUE BUDGET ACCOUNT AND RENT SETTING 2017/18

The Financial Services Accountant presented a report in relation to the Housing Revenue Account Budget and rent setting for 2017/18. The report showed the actual outturn of the Housing Revenue Account for the year 2015/16; examined the proposed income and expenditure on the Housing Revenue Account for 2017/18; and in accordance with Section 76 of the Local Government and Housing Act 1989, made recommendations to avoid a deficit on the Housing Revenue Account. The report also set out indicative figures of income and expenditure for the financial years 2018/19 to 2021/22.

The report also made recommendations to set rent levels and service charges with effect from April 2017. In the past these had been calculated in accordance with Government guidance which was in line with the rent setting policy agreed by the

Policy & Finance Committee on 29 January 2015. On 8 July 2015 the Government announced that local authorities must reduce social rents by 1% for each year for four years as from 2016/17. The rent setting policy was amended in line with the new guidance and rents reduced accordingly.

The report also sought to determine charges for garage rents, plots and garage ports, housing support service charges and the annual management fee payable to Newark and Sherwood Homes in accordance with the Management Agreement.

The setting of the budget and the approval of rent levels at the Council Meeting in February 2017 would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation. It was noted that since April 2012 the Housing Revenue Account had been self-financing and there was no longer any central government control through Housing Revenue Account subsidy. Other controls continued to exist such as the cap on overall Housing Revenue Account debt and the ring fencing of the account.

AGREED (unanimously) that the following recommendations be made to the Full Council at its meetings on 14 February 2017:

- (a) the Housing Revenue Account budget for 2017/2018 as set out in Appendix A to the report be recommended to Council on 14 February 2017;
- (b) the Management and Maintenance Fee for 2017/2018 of £8,083,310 be noted;
- (c) the rent of all properties in the Housing Revenue Account be decreased by 1% in accordance with Welfare Reform and Works Bill;
- (d) that other services charges and support charges should be increased by 2 % with effect from April 2017;
- (e) that garage, garage plot and garage port rents are increased by 2% in line with CPI +1% with effect from 1 April 2017.

Reason for Decision

To enable the HRA budget for 2017/2018, the rent levels, garage rent, garage plots, garage ports and Housing Support Service Charge levels to be recommended to Council.

69. CAPITAL PROGRAMME MONITORING TO 30 NOVEMBER 2016

The Financial Services Accountant presented a report which monitored the progress of the overall capital programme since the last progress report to the Committee on 1 December 2016. Appendices A and B to the report provided details of the capital projects over their whole life to illustrate total budget, expenditure, progress and explanations for any amendments. Appendix C to the report listed any proposed amendments to the capital programmes since it was last approved on 1 December 2016. Appendix D to the report listed all the current schemes with expenditure to

date against the latest budget approved by the Policy & Finance Committee on 26 January 2017 and the subsequent overall financing position was shown at Appendix E to the report.

The Financial Services Accountant advised of an additional scheme agreed by the Economic Development Committee for maps and signage for Newark town centre, and of an underspend in respect of the scheme for works to Wellow Green hostel.

AGREED (unanimously) that the variations listed in Appendix C be approved and the Programme shown in Appendix D be accepted as the latest approved Capital Programme.

Reason for Decision

To enable the Capital Programme to be amended to reflect changes to resources available and better clarity of the cost and phasing of projects.

Meeting closed at 7.16 pm.

Chairman

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **ECONOMIC DEVELOPMENT COMMITTEE** held on Wednesday, 18 January 2017 in Room G21, Kelham Hall at 6.00pm

PRESENT: Councillor D.J. Lloyd (Chairman)
Councillor K. Girling (Vice-Chairman)

Councillors: D. Batey, R.V. Blaney (ex-officio), M.G. Cope, Mrs R. Crowe, G.P. Handley, P. Peacock (Opposition Spokesperson), A.C. Roberts, F. Taylor, T. Wendels and Mrs Y. Woodhead

ALSO IN ATTENDANCE: Councillors: R. Crowe and P.C. Duncan

98. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs G. Dawn.

99. DECLARATION OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

100. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that an audio recording was to be made of the meeting by the Council.

101. MINUTES OF THE MEETINGS HELD ON 23 NOVEMBER 2016

AGREED (unanimously) that the Minutes of the meeting held on 23 November 2016 be approved as a correct record and signed by the Chairman.

102. TOURISM STRATEGY

The Committee considered the report presented by the Business Manager – Economic Growth which provided Members with details of the draft Tourism Strategy. The report set out the proposals in order to ensure that the opportunity to maximise the promotion of the district was focussed on effective use of resources available. The three overall objectives of the Economic Development Strategy were also listed to show how the vision and aims of the Tourism Strategy were linked. Also contained within the report were the specific activities that would be undertaken from January 2017 to March 2018, should the strategy be approved and adopted.

A Member of the Committee stated that he did not support the direction of travel being taken as outlined in the Strategy and that this was also the opinion of the Labour Group. He added that a physical tourist dispersal centre was the most appropriate method and that the location of such a venue should be identified from where the visitor numbers were the greatest.

A further Member of the Committee stated that he would wish to see more explicit reference to the hub and dispersal method of operation and that actions and monitoring thereof should be undertaken. Also that briefing sessions should be held with the dispersal points to explain the new Strategy and the implications thereof. In addition, the Member requested that further text be added to the Newark & Southwell Action Plan to promote the Southwell offer. In response, it was suggested that all reference to Newark & Southwell be removed so that the Action Plan then became holistic.

In response, the Business Manager advised that further detail could be added in relation to the promotion of the hub and dispersal method. She added that there were numerous dispersal points throughout the district and that talks were ongoing with other organisations e.g. RSPB. In relation to the Action Plans, these were based around media campaigns. The Sherwood Focus was more based around outdoor family pursuits with Newark & Southwell being more likely to target the higher spending tourist looking for a cultural experience. Both groups would be dispersed onwards but any campaign must initially be targeted at the correct audience.

A Member of the Committee noted that it had become apparent some years previously that the Gilstrap TIC had not provided value for money, hence its move into the NCWC. Tourist information in the modern age needed to be spread across the district with one such method being the use of a good website. Whilst acknowledging this approach, a Member queried how monitoring would be undertaken to ensure a positive impact as the method for collating such information was not contained in the Strategy, suggesting that a Tourism Forum be established.

Members were advised that the Strategy's direction and focus had been based upon evidence collated from a number of sources, one of largest being Experience Nottinghamshire with such evidence enabling Officers to take the approach they had. In relation to Tourism Forums it was suggested that where these were pre-existing the Council would work with them or, if there was no such Forum, one be established.

A Member made reference to the Newark & Southwell - Action Plan, specifically in relation to the consideration of producing a Coach Tours Guide Book. He suggested that this be undertaken and that work be commenced to make Newark a coach friendly town. This would then filter to Southwell and then Ollerton and beyond throughout the district. The Member then went on to suggest that the percentage figures contained within the Performance Measures would be more useful if replaced with actual visitor numbers. He also suggested that the visitor numbers should be increased rather than maintained.

In response, the Business Manager advised that the STEAM Data used to inform the Performance Measures was costly to purchase but it was hoped that the 2015 data would soon be available so that comparisons could be carried out. She added that it was resource intensive to carry out the monitoring role of visitor experiences and that in all likelihood this would be undertaken on an ad hoc basis.

AGREED (by 8 votes for with 3 abstentions) that:

- (a) the vision, aims and objectives for the Tourism Strategy be agreed; and
- (b) the Action Plan for 2017/18 as identified within the Strategy be supported.

103. GROWTH INVESTMENT FUND (GIF) (THINK BIG) UPDATE REPORT

The Committee considered the report presented by the Business Manager – Economic Growth in relation to progress regarding the Loan Fund and details of the recommendations agreed by the Policy Monitoring Group on 28 November 2016. Appended to the report was the detailed information presented to the Monitoring Group.

Members agreed that it was pleasing to see the number of jobs created by the companies who had benefited from a loan from the GIF but would like to see how the loans were spread geographically across the district. The Business Manager advised that broadly speaking the split was 60% in Newark with 40% across the rest of the district and that geographical information of this could be provided to the Committee.

A Member of the Committee queried whether there was any scope for reducing the costs associated with the running of the GIF given that news was that banks were beginning to lend more once again. Members were advised that although this was the case loans were not trickling through to companies the likes of which sought assistance from the Council. Banks continued to decline businesses that they would have lent to in 2008 before the economic downturn. Members were informed that the Council had awarded some loans which had subsequently been repaid which had had the result of the banks now agreeing to lend them monies.

AGREED (unanimously) that support for the recommendations agreed at the Policy Monitoring Group on 28 November 2016 as follows, be supported:

- (a) the Think BIG Loan Fund continues to focus on gap funding, providing working capital for businesses that demonstrate growth potential and job creation and are unable to obtain the required bank support or other funding. The Fund can thereby make a difference in enabling investment and growth to happen;
- (b) the Investment Panel to continue to help businesses be in a better position to access funding from Banks and other lenders;
- (c) the Pathfinder element of the loan fund to continue to be promoted to encourage longer term entrepreneurial impact on the local business culture; and
- (d) the impact and opportunity of the Midlands Engine Investment Fund to be assessed and reported to the next Policy Monitoring Group meeting.

104. CAPITAL EXPENDITURE NEWARK TOWN COUNCIL – MAPS AND SIGNAGE

The Committee considered the report and presentation given by the Business Manager – Economic Growth in relation to the ongoing project to complete the road and pedestrian signage for Newark and for the design and delivery of town centre maps in strategic locations and that funding for the scheme be added to the Council's Capital Programme.

The report set out the work undertaken to-date together with the proposals in order to complete phase 1.5 of the scheme. It was reported that the proposed signage and map details had been out to consultation with key stakeholder groups. It was also considered that the proposals were in line with equality regulations and would enhance visitor and resident experiences in Newark Town Centre.

Whilst noting that the work was to enhance the experience for visitors to Newark a Member of the Committee suggested that Newark Town Council (NTC) should pay for the scheme themselves with another Member querying whether they had been approached in this regard and asked to contribute. In response the Business Manager advised that the proposals had been in circulation for approximately 18 months but discussions could be held with NTC in this regard.

Members commented that the project had been a lengthy process and that they were not aware that some of the works had already been undertaken as referred to in paragraph 2.1 of the report, adding that they would not wish to slow the process down further but would wish to view the detail of the proposals if only to check for accuracy. The Business Manager advised that should the capital bid be approved the remainder of the works could be completed within 8 weeks.

The Director – Communities advised Members that the scheme had been heavily consulted on but acknowledged that this had been a considerable time ago. He added that the proposed maps must be as accurate as possible and that technology was to be used to enable them to be updated as required. The Director also stated that it was his responsibility to drive the scheme forward if the capital bid was successful.

A Member of the Committee suggested that there should be a delay in committing to the scheme in order for discussions to be held with NTC in relation to a contribution towards the costs. The Member added that the signs in the Vicar Water area required updating but these were not part of the discussion. In response the Business Manager advised that when the scheme had initially been discussed it had been agreed that Newark would be the first for improvement. She also stated that the highways signs around Vicar Water would be a matter for the County Council. A Member of the Committee noted that signs had been updated in the Ollerton area and had been funded jointly with the County Council and Ollerton & Boughton Town Council. The Director – Communities reiterated that the scheme needed to be progressed, adding that a conversation about a funding contribution from NTC would take place.

Members requested that when information was sent through to them for the purpose of checking for accuracy, that they also be provided with information of where the pedestrian fingers signs were pointing to, noting that these may not necessarily be district council owned attractions. It was also suggested that should a sign be obsolete these be removed but reused if possible.

AGREED (unanimously) that the Policy & Finance Committee be recommended to add the scheme to the Council's Capital Programme in order to complete the signage and location maps for Newark Town Centre.

105. LOCAL DEVELOPMENT FRAMEWORK PROGRESS REPORT

The Committee considered the report presented by the Business Manager – Planning Policy relating to the progress of the various elements of the Local Development Framework, including the Community Infrastructure Levy contained within the Local Development Scheme timetable. The report also proposed amendments to the timetable and sought approval to prepare and consult on a CIL Draft Charging Schedule.

The report provided Members with details of the progress made on the Plan Review since June 2016 these being: consultation on preferred approach strategy; and consultation being ongoing on the preferred approach – sites and settlements and town centre and retail. The CIL Preliminary Draft Charging Schemes had been consulted on in November and December 2016 with the main areas for concern being detailed in the report.

AGREED (unanimously) that:

- (a) the progress towards meeting the timetable of the adopted Local Development Scheme be noted;
- (b) the proposed approach as set out in Section 3 of the report be agreed;
- (c) delegated authority be given to the Deputy Chief Executive in consultation with the Local Development Framework Task Group and the chairman and Vice-Chairman to finalise and formally seek representations on the Community Infrastructure Levy Draft Charging Schedule and associated documentation;
- (d) the amendments to the Local Development Scheme to reflect the proposed timetable in Appendix B be approved; and
- (e) the amended Local Development Scheme comes into force on 19 January 2017.

106. ECONOMIC DEVELOPMENT COMMITTEE REVENUE BUDGET 2017/18 – 2021/22

The Committee considered the report presented by the Assistant Business Manager – Financial Services which provided information on the budget and scales of fees and charges for the areas that fell within the remit of the Committee for 2017/2018 and future years.

Members were advised that the budget would be presented to Policy & Finance Committee with any comments or recommendations. They were further advised that following the informal budget briefing held on 15 December 2016 where a number of savings had been suggested, these had been incorporated into the figures reported and listed at paragraph 3.2 of the report with a net saving of £69,910.

Members debated the information presented and queried a number of matters. In relation to Car Parks Fees & Charges on page 56 of the report Members queried what the Newark Market Place (Option) referred to and suggested that this be removed from the table. Members also queried as to why the Council had advertised for a member of staff in the Markets & Car Parks Business Unit when this function was to be taken over by Newark Town Council. They were advised that a vacancy had arisen and the function remained the Council's responsibility until 31 March 2017.

A Member commented that the Heritage, Culture and Visitor budget could withstand further scrutiny with a view to reducing costs. In response, it was noted that the increase was partially due to the introduction on a proper catering offer at the Newark Civil War Centre (NCWC) and other varying element which were not in relation to the NCWC.

It was noted that the Palace Membership Scheme (New Charges from 2016/17) had not been increased with a Member suggesting that the amount should be increased to reflect the 'perks' that came with being a member of the Scheme. It was noted that the money received from the scheme accounted for income generated and the cost of being a member was to be reviewed with a view to being increased the following year.

AGREED (unanimously) that:

- (a) the savings as set out in 3.2 of the report be included into the revenue budget;
- (b) the final Committee budget as shown at Appendix A, subject to inclusion of the savings set out in 3.2 of the report, be recommended to Policy & Finance Committee at its meeting on 23 February 2017 for inclusion in the overall Council budget; and
- (c) the scales of fees and charges as shown at Appendix B be recommended to Policy & Finance Committee at its meeting on 23 February 2017 and Council on 9 March 2017, subject to:
 - (i) the removal of the Newark Market Place (Option) for Newark Car Parks (page 56); and

- (ii) the level of charges for the Palace Membership Scheme being reviewed (page 61).

107. NOTTINGHAMSHIRE PRE-DEVELOPMENT FUND (NPDF)

The Committee considered the report presented by the Business Manager – Economic Growth in relation to the outcome of bids submitted to the Nottinghamshire Pre-Development Fund on behalf of Newark & Sherwood District Council.

The report set out background to the reasons for the establishment of the Fund and the proposals formulated since it was last presented to Committee in November 2016. It was reported that each district had been awarded funding for three priority projects with this district's being: Ollerton Hall; Newark Central Project; and Newark Gateway. The report provided Members with a brief description of each of the projects.

A Member expressed his disappointment about the lack of involvement of the Committee in putting forward bids and requested that going forward all matters be reported to the Committee for comment. The Chief Executive, who was in attendance at the meeting, stated that the timescales were determined by the timetable for bids to for Local Growth Funds through the D2N2 Local enterprise Partnership. In the last bidding round, Nottinghamshire had not fared as well as Derbyshire partners in the bidding process. The urgency around agreeing pre-development fund priorities was necessary to ensure Nottinghamshire partners got a fair proportion of Local Growth Funds. He further suggested that a Working Party could be established to ensure that any future urgent bids had some oversight from the Committee.

As the report was before Members for noting, the Chairman proposed that the case for the 6 unsuccessful bids be further developed to bring them up to a more advance stage and that a workshop be held to discuss them further.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) the 6 unsuccessful bids be further developed to bring them up to a more advance stage and that a workshop with Members of the Committee be held to discuss them further.

The meeting closed at 7.55pm

Chairman

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **HOMES & COMMUNITIES COMMITTEE** held on Monday, 16 January 2017 in Room G21, Kelham Hall at 6.00pm.

PRESENT: Councillor R.B. Laughton (Chairman)
Councillor T. Wendels (Vice-Chairman)

Councillors: Mrs K. Arnold, R.V. Blaney (ex-officio) Mrs B.M. Brooks,
Mrs. C. Brooks, M. Buttery, R. Crowe, K. Girling, Mrs
S.M. Michael and A.C. Roberts

ALSO IN ATTENDANCE: Councillors: P.C. Duncan, D.R. Payne, D.B. Stapes and Mrs P.
Rainbow

85. APOLOGIES FOR ABSENCE

An apology for absence was submitted by Councillor Mrs I. Brown.

86. DECLARATION OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED: that the following Members declared an interest in the items shown below:

Councillor Mrs K. Arnold	Agenda Item No. 5 – Homes & Communities Committee Revenue Budget – Grants & Concessions – Personal Interest – Member of Blidworth Parish Council.
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Councillor M. Buttery	Agenda Item No. 5 – Homes & Communities Committee Revenue Budget – Grants & Concessions – Personal Interest – Member of Rainworth Parish Council.
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Councillor R.B. Laughton	Agenda Item No. 5 – Homes & Communities Committee Revenue Budget – Grants & Concessions – Personal Interest – Member of Nottinghamshire County Council – Division covers Farnsfield Parish Council.
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87. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that there would be an audio recording of the meeting undertaken by the Council.

88. MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2016

AGREED (unanimously) that the Minutes of the meeting held on 7 November 2016 be approved as a correct record and signed by the Chairman.

89. HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET – GRANTS & CONCESSIONS

The Committee considered the report presented by the Director – Safety in relation to current grants given to a small number of parish councils, which fell within the budget remit of the Homes & Communities Committee for 2017/18 and/or future years.

It was reported that the Council currently paid four grants, totalling approximately £30,000 to three parish councils to cover their loan payments in respect of loans taken out some considerable time ago. The details of the arrangements, all of which had been made a minimum of 20 years ago, were set out in the report and these were in relation to the following parish councils: Farnsfield; Rainworth; and Blidworth. It was also reported that despite a thorough search of both the district and parish records, it had not been possible to locate any formal agreement by the District Council to make the grant payments. It was therefore presumed that the decision relating to these grants had been taken under officer delegated powers when the loans had first been taken out some 20 plus years ago.

Paragraph 3 of the report provided detail of the additional monies that would need to be raised by each parish council through their precepts, should the District Council decide to withdraw the grants. It was noted that parishes would in likelihood have already made decisions about their precepts and budgets for 2017/18 and therefore, if the Committee withdrew the grants, it would be reasonable to give a period of notice of such withdrawal.

Members expressed concern that the original agreements could not be located. A Member of the Committee queried as to why this had not been raised in previous years and added that it was unreasonable to expect the parishes to amend their precepts at this time. In response, the Director – Safety referred Members to paragraph 3.3 of the report where it suggested that a period of notice of withdrawal would be reasonable. In relation to the timing of the report, the Director advised that the budgets for each of the Committees had been carefully scrutinised and this matter had been brought up at the informal budget briefing held in December 2016.

A Member stated that it would be appropriate to negotiate with the parishes as some of them would be more able to make their own repayments than others, referring to the Community Infrastructure Levy (CIL) monies that one of the parishes had received.

A non-Committee Member who was in attendance stated that it was important to review the ongoing loan agreements. He commented that there must be equity of treatment between the parishes, citing that the Council had provided financial assistance to Newark Town Council. In response, the Chairman stated that the report in question did not relate to devolution but was about a straight forward agreement between the District Council and the parishes.

The Leader of the Council, who was in attendance at the meeting, stated that the loan in relation to Rainworth Parish Council would resolve itself since this ran to term in July 2017. Farnsfield Parish Council had received a substantial sum from CIL monies and therefore should have no difficulty in taking on their own liability. In relation to Blidworth Parish Council, he noted that there was two years remaining on their loan and that they did not qualify for receipt of CIL monies. Discussions would therefore need to be held with them about the matter.

In concluding the discussion, Members agreed that there was a different situation with each parish council noting that the loans matured at different times. Also, due to the implications of terminating the grants the parish councils should be given a period of 12 months for negotiations to be undertaken.

AGREED (unanimously) that Officers negotiate with the relevant parish councils in the context of their taking on the responsibility of future repayments against the loans as detailed in the report, with effect from the financial year 2018/2019, particularly in relation to the parish council that had received monies from the Community Infrastructure Levy.

90. HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET 2017/18 – 2021/22

The Committee considered the report presented by the Assistant Business Manager – Financial Services which provided information on the budget and scale of fees and charges for the areas that fell within the remit of the Committee for 2017/2018 and future years.

It was reported that the final budget would be presented to the Policy & Finance Committee in February together with any comments or recommendations from this Committee.

A Member of the Committee commented that it would be beneficial if the figures contained within Appendix B, Fees and Charges, were rounded up to assist with the application of VAT.

In response to how the level of fees and charges in respect of licensing matters were set in general terms, the Business Manager – Environmental Health & Licensing advised that the Council was required to set these on a cost recovery basis. It was difficult to undertake accurate benchmarking with other councils as each authority was required to charge according to the costs incurred by their particular local authority.

The Leader of the Council queried the figures quoted in relation to Codes 932 – Fees and Charges and 938 Fees and Charges and why a drop of a third in income was being budgeted for. The Assistant Business Manager – Finance Services advised that she would provide Members of the Committee with a written response.

AGREED (unanimously) that:

- (a) the final Committee budget as shown at Appendix A be recommended to Policy & Finance Committee at its meeting on 23 February 2017 for inclusion in the overall Council budget; and

- (b) the scales of fees and charges as shown at Appendix B be recommended to Policy & Finance Committee at its meeting on 23 February 2017 and Council on 9 March 2017.

91. ADOPTION OF FLY-GRAZING GUIDE

The Committee considered the report presented by the Business Manager – Community Safety in relation to the work that had been undertaken around the subject of ‘fly-grazing’ in the district. A guidance document had been prepared for managing the illegal placement of horses and was presented to Members for adoption.

The report provided the Committee with background information surrounding the illegal placement of horses on land and the associated risks thereof. It highlighted that the practice could cause welfare issues for the animals and was often distressing for members of the public who frequently reported the matter to the Council with an expectation that they would act in such a situation. It was reported that the guidance had been drafted which set out the range of legislation that could be used to deal with fly grazing and the various contacts that were of use in such cases. A consultation exercise seeking views from the public and other stakeholders had been undertaken and the responses received had been, in general, of a positive nature.

Members, of the Committee and also others in attendance, discussed the legalities of removing horses when there were issues around the animal’s welfare. It was noted that only a Police Constable or an authorised Animal Welfare Officer (AWO) could authorise this but only after a period of 96 hours. Members agreed that this was too long and on occasion an immediate response was required. The implications of removing the animals was also discussed, in that the cost would be borne by the Council. Members agreed that if an animal was removed because it was suffering, the owner should be liable for costs.

The Business Manager – Environmental Health & Licensing advised that some of the EHOs in his Business Unit were authorised as Animal Welfare Officers albeit were not experts in the welfare of horses. The Business Manager – Community Services stated that he would investigate this aspect further.

AGREED (unanimously) that:

- (a) the report be noted and the adoption of the guidance document be approved; and
- (b) the offer from Help the Horses to assist the Council in dealing with cases of abandoned horses be accepted and that a Service Level Agreement on the basis as set out in Paragraph 3.10 of the report be entered into.

92. SHARED EMPTY HOMES OFFICER WITH MANSFIELD DISTRICT COUNCIL

The Council considered the report presented by the Business Manager – Environmental Health & Licensing which provided Members with details of a potential joint arrangement with Mansfield District Council (MDC) to share an Empty Homes Officer who was employed by MDC at present.

The report set out that reducing the number of empty homes was one of the Council's strategic priorities within the remit of 'Homes'. Following the Committee's previous resolution to explore the feasibility of sharing an Empty Homes Officer resource with a neighbouring authority, discussions had been held with MDC who had indicated that they would be willing to enter into a shared service. It was proposed that their Empty Homes Officer would work for Newark and Sherwood DC for 2 days per week with a specific remit.

Members were supportive of the proposal stating that long term empty properties often blighted the surrounding neighbourhoods, especially in smaller rural communities. It was noted that the Officer would concentrate on the stubborn, 2 plus years, empty properties and that every effort would be made to bring this back into use. Members commented that they would wish to forward information to the Officer, when in post, of long term empty properties in their respective wards.

Members asked that the effectiveness of the work be monitored and reported back to Committee after a period of 12 months.

AGREED (unanimously) that:

- (a) the proposal to share the Empty Homes Officer with Mansfield District Council as detailed in the report be supported and approved.
- (b) approval be given for the arrangement to be initially for a 12 month period; and
- (c) approval be given to fund the arrangement at a cost of £12,981 to be allocated from the Strategic Priorities Invest to Save Committee Fund.

The meeting closed at 7.00pm

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 24 January 2017 at 6.00 pm.

PRESENT: Councillor P.C. Duncan (Chairman)

Councillors: D. Batey (substitute for B. Wells), R.V. Blaney (Ex-Officio), M.G. Cope, Mrs L. Hurst, R.J. Jackson, J.D. Lee, N.B. Mison, Mrs S. Soar, D.B. Staples, Mrs L.M.J. Tift, and K. Walker.

ALSO IN

ATTENDANCE: Councillors: Mrs R. Crowe, R.A. Crowe, and I. Walker.

36. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Mrs G. Dawn and B. Well.

37. MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2016

AGREED that the Minutes of the meeting held on 15 November 2016, be approved as a correct record and signed by the Chairman.

38. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

39. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

40. ENVIRONMENTAL HEALTH AND LICENSING BUSINESS UNIT PRESENTATION

A presentation regarding the Environmental Health and Licensing Business Unit was provided by the Business Manager Environmental Health & Licensing – Alan Batty and Assistant Business Manager Environmental Health – Sheridan Stock.

Following the presentation a question and answer session ensued as follows:

The Chairman sought clarification regarding the increase in the initial budget, when the Committee's overall budget was reducing by 7%.

The Business Manager Environmental Health & Licensing confirmed that the budget had increased by 2%, which was due to the staff pay award and National Insurance contributions which had increased across the whole of the Council. There were some increases within the Dog Control budget, which were due to increases in central recharges, capital charges and kennelling fees. The Pest Control service had now ceased.

Clarification was also sought regarding 'Invest to Save'. The Business Manager confirmed that if the housing in multiple occupancy law was changed from the current three storey

properties to include two storey properties, this would include an additional 125 – two storey properties in the District. The Business Unit was looking at the opportunity to provide a pre-advice payable service, similar to that operated by the Planning Business Unit on houses with multiple occupancy.

AGREED (unanimously) that the presentation be noted.

41. ILLEGAL WASTE COLLECTION AND STORAGE

The Committee considered the report presented by the Business Manager Environmental Health & Licensing regarding the rise in illegal waste disposal and storage that had taken place across Newark and Sherwood.

The Committee were informed that the situation with commercial and industrial waste was different to that of household waste, with each business having its own duty of care to ensure that its own waste was disposed of correctly. The law placed a duty on businesses to ensure that any waste was taken away by a registered waste carrier.

The disposal of waste could be a significant business expense and recently there had been indications that unscrupulous businesses and waste operators had been taking advantage of the market and operating outside the law and appearing to make large profits whilst having a profound impact on the local environment.

Two local examples of where this had happened in Newark and Sherwood, where detailed within the report and related to Bowbridge Road, Newark and Noble Food Site, Walesby.

From the two incidents highlighted within the report, it had become apparent that the movement and storage of waste was becoming a large scale criminal activity. The Environment Agency believed that large scale criminal gangs were active in the field and that this could be a lucrative illegal activity where the risk was low.

The Environment Agency was the main regulator in this field; however, it was usual for local concerns to be raised either with Environmental Health or Planning in the first instance.

Members were asked to be aware of the rise in incidents of this nature and to report any concerns as soon as possible. The Environmental Health team would initially investigate any reports and then decide who was the most appropriate agency to lead any subsequent investigation.

The Business Manager Environmental Health & Licensing informed Members of a de-briefing meeting regarding the incident at Noble Food Site, Walesby, took place Friday, 20 January 2017. The incident had been declared at the level of 'Bronze' and that had been confirmed at the de-brief as the correct level, however it had been agreed that more could have been done at the time of the fire. The fire brigade had fought the fire and let it burn in a controlled manner. This meant that the fire was left to burn safely for six weeks. It was felt that there was a lack of communication from each agency regarding who was responsible for individual roles i.e. informing local residents. It was confirmed that the de-brief notes would be circulated to Members of the Committee on receipt

from the County Council.

The Chairman asked what could have been done better. The Business Manager confirmed that if his team had known what burning in a controlled manner was, they would have communicated with local Members and residents. A multi-agency meeting should also have taken place in order to confirm who was undertaking what action. All agencies were communicating, but not soon enough.

The local Ward Member for Walesby commented on the fire and the poor communication regarding the event. He hoped that the relevant agencies had learnt from this event and that local communities be informed of the illegal dumping that was happening in their town and villages and encouraged to report any new activity in empty warehouses.

A Member commented that this was organised crime and a substantial amount of money could be made from this activity. The penalty for this crime should be increased. It was therefore suggested that the Committee write to the Member of Parliament to press for the increase in penalty for the illegal dumping of waste.

The Director Community confirmed that the Cleansing team dealt with the small scale fly tipping within the District. The current Performance Indicators the team were working to was three days, however they attempted to deal with each individual case within the same day, in order that evidence may be secured from the rubbish and a conviction secured.

AGREED (unanimously) that:

- (a) the recent incidents relating to illegal waste storage in Newark and Sherwood be noted; and
- (b) the Committee write to the Member of Parliament to press for the increase in penalty for the illegal dumping of waste.

42. ACTIVE4TODAY - BUSINESS PLAN, 2017/2018 AND QUARTERLY PERFORMANCE UPDATE

The Committee considered the report presented by the Director Customers which presented the Active4Today Business plan, 2017/18 for Member approval and updated the Committee on the Company's latest quarterly performance.

Councillor R.V. Blaney informed the Committee that although he was the Chairman of Active4Today his attendance at this meeting was in the capacity of ex-officio Member of the Leisure and Environment Committee.

Active4Today are responsible for the delivery of annual Business Plans in return for an annual management fee from the Council. At the meeting of the Leisure and Environment Committee in October 2015, Active4Today presented a report setting out issues that they were forecasting would cause a cash-flow deficit during 2015/16 of £75,876. The Committee agreed that half of this amount (£37,938) should be paid to Active4Today before 31 March 2016, with the remainder to be paid after that date if the outturn for the first ten months of operation indicated that it was necessary. The issues

identified were also expected to cause a cash flow deficit in 2016/17 and an additional management fee of £124,876 for the period 2016/17 was agreed to be held in abeyance pending evidence from the Company that this money was required. This amount was added to the Council's 2016/17 revenue budget.

In June 2016, Active4Today presented its financial accounts to the Committee which indicated that in its initial period of trading (2015/16) a net operating surplus of £359,077 was achieved. The extremely positive start to the company's trading was welcomed and noted, given the challenges that had to be dealt with in the year, namely setting up the company, transferring staff, decommissioning the Grove Leisure Centre and commencing new operations in the Newark Sports and Fitness Centre. However, the financial performance suggested that the additional management fee paid over was not required and as such, the Committee took the decision not to pay over the remaining 50% for 2015/16.

Despite the strong performance, Active4Today stated that there continued to be 'unknown' costs which would fall in 2016/17, whilst requesting more time to consider the performance of the Newark Sports and Fitness Centre over a greater period of time as it had only been trading for two months of the new financial year at the time of the report. As such, the Company was asked to provide a full-year forecast, based on six months of trading, to the Committee meeting in November 2016. The Active4Today report had forecasted a surplus at year end of £187,076, after all 'unknown' expenditure items were contained.

Active4Today was not proposing to request the additional management fee in 2016/17 of £124,876 and further, to return to the original five-year business plan between the Committee and the Company that led to the creation of Active4Today in June 2015. As the additional management fee was built into the Council's medium-term financial plan, it would afford the Council an annual saving of £124,876 over the next three years. Active4Today had requested that the £37,938 paid over in 2015/16 remained with them as this would help to support the Company's reserves position.

Members were informed that some minor changes had taken place to the draft report that had been reported to the November Committee, but they were not significant in nature. The Company's fees schedule for 2017/18 was also included and was largely unchanged from the current pricing schedule, with the exception of a 20p increase proposed on the price of junior swimming and fitness suite sessions and fitness classes.

The Company was requesting a management fee in line with the originally forecast management fee for 2017/18, which was £117,417. A further sum of £94,680 would be paid by the Council to Active4Today for the delivery of management services to Southwell Leisure Centre Trust.

The Committee were also informed that nine performance indicators had been included within the report at the request of the Committee at an earlier meeting, which provided a year-on-year comparison between December 2015 and December 2016. A short commentary from Active4Today was also included regarding performance of each indicator. Figures from Southwell Leisure Centre Trust were included within the relevant indicator totals.

A Member sought clarification relating to whether the usage/membership had increased for the age group 60+. The Managing Director confirmed that usages for the age group 60+ had increased, but he would circulate to Members whether direct debit memberships for the 60+ had increased.

The Chairman sought clarification regarding the decline in the number of customers using the facilities, whilst Memberships had increased. The Managing Director confirmed that Active4Today were approximately 6,000 down on usage, in comparison to the previous year. A month of usage had been lost due to the decommissioning of the Grove and the opening of the new leisure centre, which had an impact on the figures. The membership income however had increased. A huge anomaly was reported for Southwell leisure centre who were reporting a decrease of usage of approximately 40,000, whilst membership had also increased; work was also being undertaken in consultation with the Trustees, as it was thought that customers were continuing to visit the centres, however, they may not be swiping their active cards correctly when using the leisure centres, which was then providing an incorrect level of usage.

AGREED (unanimously) that:

- (a) the Active4Today Business Plan, 2017/18 be approved;
- (b) the total management fee of £212,097 be paid to Active4Today;
- (c) the additional management fee of £37,938 paid over to Active4Today in 2015/16 be retained in reserves by the Company;
- (d) information regarding the usage for the age group 60+ and whether direct debit memberships for the 60+ had increased, be circulated to Members of the Committee; and
- (e) usage decline at Southwell Leisure Centre to be further investigated.

43. OPTIONS FOR THE FUTURE DELIVERY OF ARTS AND COMMUNITY DEVELOPMENT WITHIN NEWARK AND SHERWOOD

The Committee considered the report presented by the Director Community, which informed the Committee of a range of options for the future delivery of Arts Development within the District of Newark and Sherwood.

At the recent budget briefing Committee Members were asked to consider what savings could be achieved from the Committee budget. The total budget for 2017/18, including the Arts Officer post totalled £41,010.

The Committee were informed of a range of options available to them, ranging from 'no change' to the removal of the entire budget.

Active4today currently managed the 'Sports' element of the grants system reporting to the Member Grants Panel and it was possible that the Arts and Community element of that, totalling £12,500, could also be transferred to Active4today, with their staff presenting all applications to the quarterly member grants panel meetings. In addition

Severn Trent Water had approached the Council asking for assistance in the award and distribution of funding they proposed to provide to community groups, as part of the sewerage upgrade project they had recently commenced in the Town. A combination of Active4today administering that and the Member Grants Panel providing a governance mechanism was being considered.

The remainder of the budget was allocated by officers and was detailed in the appendix to the report. If those elements were all removed including the vacant Arts Officer post, a saving of £28,510, could be achieved.

Conversely if all the remaining budget elements were retained then a decision would have to be made regarding the filling of the Arts Officer post or the re-allocation of responsibility elsewhere in the organisation. A small residual amount of activity could possibly be retained and managed in the Communities, Sports and Arts Business Unit.

A Member commented that he was uncomfortable with the current arrangements regarding the distribution of grants and felt that the majority of the budget went to the east of the district and affluent sections of the community. More active Officer work was suggested in order for the grants to be delivered across the district in order that the whole district could benefit from them. A Member commented that it was the elected Members role to promote the grants when attending Parish Council meetings.

The Business Manager Community Sport and Arts Development confirmed that the distribution of wealth as commented was correct; applications were sent out in accordance to enquiries. An Officer had been seconded into another team, that project would come to an end in the not too distant future and the Officer would be available to undertake work within this area. It was suggested that if the budget was approved, that Officers time could be directed to undertake some work to encourage the west of the district. It was confirmed that 21 events had been undertaken within the district, 9 of which had taken place in the west of the district.

The Chairman sought clarification regarding the administration of the rural touring cinema. The Director Community confirmed that the projector/equipment had been passed over to the Lowdham Film Club. The equipment provided cinema quality films which could be hired by the community, to be used in village halls. The administration for the hire of the projector was undertaken by the Arts Officer. The Director Community sought Committee approval for a sum of money to be allocated to Lowdham Film Club, to own and manage the hire of the equipment. £1,000 had been allocated within the budget to provide repair and maintenance of the equipment. It was suggested that a one off payment be made to them, any future costs would be incurred by them should they wish to continue with the touring cinema.

AGREED (unanimously) that:

- (a) the current arrangements for the delivery of Arts Development within the District of Newark and Sherwood continue for 2017/18;
- (b) the administration for the Rural Touring Cinema including a one off payment of £1,000, be passed to Lowdham Film Club.

44. LEISURE & ENVIRONMENT COMMITTEE REVENUE BUDGET 2017/18 – 2021/22

The Committee considered the report presented by the Assistant Business Manager Financial Services, which informed the Committee of the budget and scales of fees & charges for those falling under the remit of the Leisure & Environment Committee for 2017/18 and future years. The budget forecast for 2016/17 is attached to the minutes as Appendix A.

The current draft budget showed a reduction in 2017/18. Direct service expenditure including deferred and capital charges and all central services recharges currently showed an overall decrease of £308,010 against the 2016/17 budget. When central recharges and capital were excluded that became a saving of £240,900. Capital charges had decreased by £47,850 and central support services by £19,260.

A budget briefing had been presented to an informal meeting of the Committee on the 8 December 2016. At the briefing a number of savings had been suggested by Officers which had been incorporated into the figures presented in the report. The additional savings comprised: Fuel – refuse & street sweeping; upkeep of dykes -contractual services; dog control – contractual services; and National Assistance Act Burials, which equated to net savings of £31,000. The budget figure included an average of 2% inflation on expenditure and income. It also assumed a 1% increase in salary and wages costs overall in 2017/18 and future years. Staffing costs accounted for approximately 57% of the gross service budget (excluding capital and central recharges) and significant budget savings could not be achieved without affecting staffing levels. Major variances between 2016/17 and 2017/18 were itemised within the report.

The level of fees and charges had been considered by officers within the framework set out in the Corporate Charging Policy. Proposals for increases in fees and charges were appended to the report for consideration and recommendation to the 23 February 2017 Policy & Finance Committee and 9 March 2017 Council.

AGREED (unanimously) that:

- a) the final Committee budget as shown at Appendix A to the report be recommended to the Policy & Finance Committee at its meeting on 23 February 2017 for inclusion in the overall Council budget; and
- b) the scales of fees and charges as shown at Appendix B to the report be recommended to the Policy & Finance Committee at its meeting on 23 February 2017 and Council on 9 March 2017.

Councillors R.J. Jackson and Mrs S. Soar left the meeting at this point).

45. PROPOSALS FOR THE FUTURE ENGAGEMENT WITH NEWARK AND SHERWOOD CLINICAL COMMISSIONING GROUP

The Committee considered the report presented by the Director Community which informed the Committee of a range of proposals for developing improved engagement and joint working with Newark and Sherwood Clinical Commissioning Group (CCG).

The following proposals had been discussed and agreed as a 'blueprint' for the way forward:

- a) Quarterly liaison meetings between senior officers from the CCG and the clinical Chair of the CCG with senior officers of the District Council and Chair/vice-chair and opposition spokesperson from the Leisure and Environment Committee. The scope of those meetings would include:
 - Sharing of updates on transformation plans
 - CCG contribution to neighbourhood studies
 - Updates on Primary Care development
 - Discussion on Housing-Planning developments etc.
- b) Establish a General Practitioners forum with elected members that meet annually.
- c) CCG support for Parish Council Partnership meetings – development of community engagement.
- d) The establishment of an Annual Health Forum with the aim of bringing together representatives from the wider health community and the local authority to review the health profile and challenges within the District and identify priorities for the coming year.

The Committee was informed that the first quarterly meeting had been arranged for 15 March 2017, Councillors N. Mison (Vice-Chairman) and D. Staples had confirmed their attendance. At that meeting the final details of the above proposals would be agreed and confirmed and dates identified for all subsequent meetings throughout 2017.

AGREED that:

- a) the Committee support the proposals as outlined in the minute above; and
- b) the Director Community be tasked with finalising the detail of the proposals in discussion with CCG colleagues with the aim of developing and delivering the proposals for 2017.

46. HEALTH AND WELLBEING UPDATE

The Vice-Chairman of the Committee updated Members regarding a Clinical Commissioning Group (CCG) meeting and two Health and Wellbeing Board meetings he had attended. The Chief Executive of the Nottingham Hospital Trust had indicated the level of savings that had to be made and emphasised that front line services would not be affected. Savings would be made through technology and collaboration through software. A presentation regarding obesity was also provided, which indicated that the County were above the National average. Life expectancy was higher in the South of the County than the North.

The opposition spokesperson also informed Members of the Health Scrutiny Committee that he attended. The key issues reported were as follows: Bassetlaw Hospital had reported a deficit with their finance and were struggling to recruit medical and nursing staff. Recruitment of staff at Kings Mill was also raised as an issue and how that could be

managed was discussed.

The Director Community informed the Committee that further tours of the Council depot would take place, including an evening tour, which would be open to all Members of the Council. Proposed dates would be circulated to Members.

AGREED (unanimously) that:

- a) the verbal update be noted; and
- b) dates of future depot tours be circulated to Members of the Council.

The meeting closed at 7.47pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Kelham Hall, Newark on Tuesday, 10 January 2017 at 4.00pm.

PRESENT: Councillor D.R. Payne (Chairman)

Councillors: R.V. Blaney, Mrs C. Brooks, R.A. Crowe, Mrs M. Dobson, G.P. Handley, J. Lee, N.B. Mison, Mrs P.J. Rainbow, Mrs S. E. Saddington, I. Walker, B. Wells and Mrs Y. Woodhead

ALSO IN

ATTENDANCE: Councillor: R.J. Jackson

125. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D. Batey and Mrs L.M.J. Tift.

126. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were none.

127. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

128. MINUTES OF THE MEETING HELD ON 6 DECEMBER 2016

AGREED that the minutes of the meeting held on 6 December 2016 be approved as a correct record and signed by the Chairman.

129. ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business and Agenda item Nos. 8, 9 & 10 were taken after item 5 and then items 6 & 7. The agenda then resumed its stated order.

130. LAND AT OLDBRIDGE WAY, BILSTHORPE (16/01618/OUTM)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought outline planning permission for up to 113 dwellings with associated access, drainage infrastructure, landscaping, open spaces, car parking and all ancillary works.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the following: Nottinghamshire County Council Archaeology; Neighbouring Party; Agent;

Nottinghamshire County Council Landscape; Newark and Sherwood CCG; and Newark & Sherwood District Council Officers.

The Business Manager Growth & Regeneration informed the Committee of the additional condition in relation to archaeology which was contained within the schedule of communication.

Councillor M. Ward representing Bilsthorpe Parish Council spoke against the application in accordance with the views of the Parish Council, as contained within the report.

Members considered the application and it was commented that the site appeared ideal to accommodate additional housing in Bilsthorpe. The proposed plans created a scheme which had a significant amount of open space, with the graduation from the open countryside into the built up area of Bilsthorpe. The scheme was welcomed although Members acknowledged the concerns of the Parish Council regarding the access onto the A614 and increase in traffic on the one way system through Bilsthorpe. No objections had been raised from NCC Highways which provided difficulty for Members to refuse the application on highway grounds. It was suggested that the application be approved subject to the variation of Conditions in line with legal advice and the additional condition in relation to archaeology as contained within the schedule of communication and the completion of a S106 agreement within three months.

(Councillor Mrs Y. Woodhead entered the meeting during the presentation of the application and took no part in the discussion or vote).

AGREED (with 11 votes for, 1 vote against and 1 abstention) that:

(a). outline planning permission be approved, subject to the conditions contained within the report with the variation/replacement within the S106 of Condition 3 in line with legal advice;

(b). the additional condition in relation to archaeology as follows:

No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority. The WSI shall include:

- the results of a geophysical survey
- the statement of significance and research objectives
- the programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works
- the programme for further mitigation, post-investigation assessment and subsequent analysis, publication & dissemination and deposition of resulting material.

Reason: In the interests of protecting any potential archaeological value of the site.

- (c). the completion of a S106 Agreement within three months, to secure developer contributions as set out in the report and late items.

131. LAND FRONTING 9 MAIN STREET, FARNDON (16/01695/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, which sought full planning permission for the erection of a 4-bedroom detached single storey dwelling of brick and pantile construction and attached garage.

A schedule of communication was tabled at the meeting which detailed correspondence received after the agenda was published from the Planning Case Officer and a Planning Consultant acting on behalf of Farndon Parish Council.

The Senior Planning Officer informed the Committee of the recommendation for an additional condition to be included within the recommended conditions as follows, which was also detailed within the schedule of communication.

‘The development shall be carried out in accordance with the Mitigation Recommendations set out in section 6.2 of the submitted Extended Phase 1 Survey dated October 2016’. The reason for the condition was in the interests of maintaining and enhancing biodiversity and nature conservation.

Councillor M. Baker representing Farndon Parish Council spoke against the application in accordance with the views of the Parish Council, as contained within the report.

Members considered the application and felt that whilst the design was unusual it met the needs of the applicant and was sympathetic with neighbouring buildings. The majority of trees on the site would also be retained.

AGREED (unanimously) that full planning permission be granted, subject to the conditions contained within the report and the following additional condition:

The development shall be carried out in accordance with the Mitigation Recommendations set out in section 6.2 of the submitted Extended Phase 1 Survey dated October 2016. The reason for the condition was in the interests of maintaining and enhancing biodiversity and nature conservation.

132. LAND AT BROWNLOWS HILL, CODDINGTON (16/01840/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought full planning permission for the construction of a pair of semi-detached residential dwellings.

Councillor Mrs L. Cox representing Coddington Parish Council spoke against the application in accordance with the views of the Parish Council, as contained within the report.

Members considered the application and it was commented that during school drop off and collection times the roads were at a standstill. It was suggested that if the Committee were minded to approve the application that the delivery of materials to the site be undertaken before or after school hours.

A Member proposed that the application be refused on the grounds of a harmful impact on the character, in that it did not sustain the character of the Conservation Area, and the poor access onto the bus lane/stop which was adjacent to the school where there were existing parking issues.

Other Members commented that whilst they empathised with the school car parking issues, there were no highways objection and therefore highways grounds should not be used as grounds for refusal. The style of the two houses was also similar to the houses opposite the proposed site.

AGREED (with 8 votes for and 5 votes against) that contrary to Officer recommendation, full planning permission be refused for the following reasons:

- (i) Harmful impact that does not preserve the character and appearance of the Conservation Area, and
- (ii) Poor access onto the bus lane/stop adjacent to the school where there were existing parking issues.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

Councillor	Vote
D. Batey	Absent
R.V. Blaney	Against
Mrs C. Brooks	Against
R.A. Crowe	For
Mrs M. Dobson	For
G.P. Handley	For
J. Lee	For
N. Mison	Against
D.R. Payne	For
Mrs P.J. Rainbow	For
Mrs S.E. Saddington	For
Mrs L.M.J. Tift	Absent
I. Walker	For
B. Wells	Against
Mrs Y. Woodhead	Against

133. BALDERTON POST OFFICE, 13 MAIN STREET, BALDERTON (16/01847/FUL)

This application was deferred from the agenda at the applicant's request.

134. THE RED LION PUBLIC HOUSE, SOUTHWELL ROAD, THURGARTON (16/00965/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought full planning permission for the refurbishment of the existing public house and the construction of a 2-bed dwelling on grassed land to the north of the existing access and two 3 bed dwellings and one 2-bed dwelling to the rear of the existing public house building on the existing hard surfaced car park to the rear of the site.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from Chartered Surveyors on behalf of the Agent, which supported the future survival of the pub as a commercial venture on the basis of its proposed reduced floor space. Nottinghamshire County Council Highway Authority also provided additional comments and recommended that a further 4 conditions be imposed on any grant of planning permission.

Councillor R.J. Jackson, Local Ward Member (Dover Beck Ward) spoke against the application on the grounds of the loss of the village pub and flooding concerns. Thurgarton Parish Council was concerned that if the development was allowed the public house would be closed to custom for a considerable length of time and may never re-open. It was suggested that if the Committee were minded to grant permission, that an additional condition be included to prevent the public house from being closed for a considerable amount of time. It was felt that the public house was needed by the community of Thurgarton, especially due to the closure of the Coach and Horses. It was further commented that if the application was granted, there would be an increase of thirty one properties within Thurgarton in the last two years, which equated to a 20% increase in properties in the village. Thurgarton had not received any funding to improve the infrastructure or community amenity from the developments. The issue of flooding was also raised as the surface water collected at the rear of the public house. It was suggested that if the Committee were minded to grant the application, whether a solution could be sought to slow down the surface water run-off and be included as a condition.

Members considered the application and concerns were raised regarding the proximity of plot 3 to the neighbouring property 'Woodlands'. It was suggested that whilst the application should not be refused for this reason, a discussion could take place with the applicant for a small reduction in the size of plot 3 to reduce the impact on the neighbouring 'Woodlands'.

AGREED (with 12 votes for and 1 abstention) that:

- (a) full planning permission be approved subject to the conditions contained within the report and the additional highway conditions as follows:
 - 1. No part of the development hereby permitted shall be brought into use until the access into the site has been completed and surfaced in a bound material for a minimum distance of 5m behind the highway boundary in accordance with details to be first submitted to and approved in writing by the LPA.

Reason: In the interests of highway safety.

2. No part of the development hereby permitted shall be brought into use until the parking areas are provided in accordance with plan 16/189-03A. The parking areas shall not be used for any purpose other than the parking of vehicles.

Reason: To ensure that adequate off-street parking facilities are provided.

3. Prior to the occupation of any dwelling hereby approved, the wheelie bin collection point shall be provided near to but not upon the adopted highway to serve the development, to be located in a position to be agreed with the LPA, which shall thereafter be retained indefinitely.

Reason: To ensure a suitable collection point is provided.

4. No part of the development hereby permitted shall be brought into use until the visibility splays of 2.4m x 43m are provided in accordance with details to be first submitted and approved in writing by the LPA. The area within the visibility splays referred to in this condition shall thereafter be kept free of all obstructions, structures or erections exceeding 0.6m in height.

Reason: To ensure adequate visibility at the access and to maintain the visibility splays throughout the life of the development.

Note to Applicant

Should any works be carried out in the public highway, they should be constructed to the satisfaction of the Highway Authority. You are therefore required to contact VIA, in partnership with NCC tel: 0300 500 8080 to arrange for these works to be carried out.

- (b) a Note to Applicant to invite submission of an Non-material Amendment Application to reduce the length of the single storey element of Plot 3, adjacent to Woodlands.

135. LAND TO THE REAR OF THE RED LION PUBLIC HOUSE, PRIORY LANE, THURGARTON (16/01838/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought full planning permission for a revised house type to the bungalow already approved on the site, which was extant.

Councillor R.J. Jackson, Local Ward Member (Dover Beck Ward) spoke against the application on the grounds of the high amount of development that had taken place in Thurgarton which would increase the level of flood risk. The access to the property was also owned by Welbeck Estate, the Committee would therefore be allowing a piece of

land to be developed which may not have access.

Members considered the application and felt that whilst the access problem was not ideal and the access to this property would be reduced due to the approval of the previous application on land adjacent to this application. It was considered appropriate to grant planning permission.

AGREED (unanimously) that full planning permission be approved subject to the conditions contained within the report.

136. CLIPSTONE YOUTH CLUB, CHURCH ROAD, CLIPSTONE (16/01611/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought full planning permission for the erection of a single storey side and rear extension and re-roofing of the existing building to form changing rooms for the existing youth club.

Members considered the application and felt that it was appropriate.

(Councillor D. Payne and Councillor J. Lee had left the meeting during the presentation of this item and took no part in the vote).

Councillor G.P. Handley – Vice Chairman, chaired the meeting for the duration of the item.

AGREED (unanimously) that full planning permission be approved subject to the conditions contained within the report.

(Councillor D. Payne returned to the meeting and resumed Chairman).

137. LORRY AND COACH PARK, GREAT NORTH ROAD, NEWARK (16/01963/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought planning permission for the erection of a 20m high galvanised steel radio mast and 2m high galvanised steel palisade fence compound including access gate.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from Historic England.

AGREED (unanimously) that full planning permission be approved subject to the conditions contained within the report.

138. 77 PHILIP ROAD, NEWARK (16/01749/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought full planning permission for the erection of two, two storey dwellings, three bed dwellings with parking and bin store area.

Members considered the application and felt that it was appropriate.

AGREED (unanimously) that full planning permission be approved subject to the conditions contained within the report.

139. APPEALS LODGED

AGREED that the report be noted.

140. APPEALS DETERMINED

AGREED that the report be noted.

The meeting closed at 6.25pm

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Kelham Hall, Newark on Wednesday, 25 January 2017 at 4.00pm.

PRESENT: Councillor D.R. Payne (Chairman)

Councillors: D. Batey, Mrs C. Brooks, R.A. Crowe, Mrs M. Dobson, G.P. Handley, J. Lee, Mrs P.J. Rainbow, Mrs L.M.J. Tift, I. Walker and B. Wells.

ALSO IN

ATTENDANCE: Councillor: D.J. Lloyd and P. Peacock.

141. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R.V. Blaney, N.B. Mison, Mrs S. E. Saddington and Mrs Y. Woodhead.

142. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

NOTED that the following Members declared interests in the items shown below:

<u>Member/Officer</u>	<u>Agenda Item</u>
Councillor Mrs P. Rainbow	Orchard Boarding Cattery, Lower Kirklington Road, Southwell (16/02041/FUL) – Personal interest as the applicant is her neighbour.
Councillors D.R. Payne, I. Walker and B. Wells	Field Ref: 2564, A17, Winthorpe (16/01796/FULM) – Personal interests as members of the Trent Valley Internal Drainage Board who were one of the consultees.
Councillor J. Lee	Field Ref: 2564, A17, Winthorpe (16/01796/FULM) – disclosable pecuniary interest, as Councillor Lee was to be sponsored by the Newark Show Ground for charitable purposes.

143. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting. A Member of the public confirmed that he was also undertaking an audio recording of the meeting.

144. MINUTES OF THE MEETING HELD ON 10 JANUARY 2017

AGREED that the minutes of the meeting held on 10 January 2017 be approved as a correct record and signed by the Chairman.

145. ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business as follows: Items 5, 9, 10, 11, 8, 6 and 7.

146. LAND AT RUFFORD ROAD, EDWINSTOWE (16/01436/RMAM)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought to agree the remaining reserved matters associated with the extant outline permission on the site. The current proposal related to the delivery of 67 dwellings of six differing house types.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from Edwinstowe Parish Council.

Councillor P. Peacock, local Ward Member for Edwinstowe and Clipstone, spoke against the application for the following reasons. It was considered that the boundary to the Northern part of the development was not adequate as the proposed properties were very close to the boundary with existing properties. The living areas of the proposed properties would look into the houses on Robin Hood Avenue, causing lack of privacy for those properties that had enjoyed open countryside views for many years. The open green area could have been located in that location to reduce intrusion. It was felt that the developer had not listened to residents' complaints. Concern was also raised regarding the open green space adjacent to the B6030, which was a busy 60 mph main road. It was questioned whether this would be a safe area for children to play, for air quality reasons and also for balls going onto the main road. Concern regarding the play area on the southern side of the development which was adjacent to the pumping station was also raised, as the land was lower in that area and may become water logged, which again was not considered suitable. The roads on the development were not considered wide enough as residents and visitors would park their vehicles on the pavements and roads causing problems for lorries/dustbin wagons. Private drive ways would not be adopted and would not be maintained. He urged the developer to re-submit the plans to address those problems.

Members considered the application and it was commented that the developer had made adjustments from the outline planning permission to alleviate some of the issues raised by local residents. Bungalows had been included into the development which was welcomed and were of different designs, which was considered a rare commodity. The bungalows running north of the site would minimise any overlooking and there was green space outlined within the plan. The green space had been scattered around the development rather than in one area, in the original plans, which again was welcomed. The boundaries and planting appeared adequate. The car parking arrangements were also felt adequate with 152 car parking spaces for 67 properties. Other Members raised concern regarding the position of the play area which was adjacent to the busy

main road and that the landscaping could be improved to form denser planting especially to the north of the site, to form a thicker boundary to the existing houses on Robin Hood Avenue.

The Chairman suggested that the density of the landscaping be improved and included within the appropriate condition.

A Member also sought clarification as to whether the Section 106 agreement would include a Management Company to maintain the landscaped boundaries, play areas, green areas and non-adopted areas. He also asked that if the Committee were minded to approve the development, whether NCC Highways could be contacted and asked whether the 60mph speed limit on the road adjacent to the play area was appropriate.

AGREED (unanimously) that reserved matters approval be granted, subject to the conditions and reasons contained within the report, subject to a condition requiring robust landscaping to the boundary with properties on Robin Hood Avenue and a deed of variation to the extant S106 agreement to explicitly include for maintenance of non-adopted roads.

(Having declared a disclosable pecuniary interest on the following item, Councillor J. Lee left the meeting at this point and took no part in the debate or vote).

147. FIELD REF: 2564 A17, WINTHORPE (16/01796/FULM)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought the erection of a three storey building to accommodate vehicle/plant servicing and repair workshop, storage and ancillary office accommodation, external storage and sales display area, associated car parking, lighting, access roads and landscaping.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the Nottinghamshire County Council Rights of Way Officer and the Applicant.

Councillor Allen representing Winthorpe and Langford Parish Council spoke against the application in accordance with the views of the Parish Council, as contained within the report.

Members considered the application and whilst the development and the creation of jobs was welcomed, concerns were raised regarding the traffic implications this development would cause on an existing busy, poorly designed road network, which intensified when an event was taking place on the Newark show ground. A route through Newark show ground was suggested as a solution to reduce traffic issues. Concern regarding flooding was also raised, although the statutory consultees had not raised any concern. Other Members commented that this was an international company wishing to locate within the District, which should be celebrated. Newark was a great place for international inward investment. Its traffic issues were no worse than those of other towns and cities.

A Member raised concern regarding a comment made by the Parish representative

regarding the Winthorpe Airforce drain and urged that condition 5 would be thoroughly followed up to address that issue. Another Member also asked for assurance that there would be no road planing on the site. The Chairman confirmed that both drainage and outside storage could be controlled through condition.

AGREED (with 8 votes for and 2 votes against) that full planning permission be approved subject to the conditions contained within the report and the following:

- (i) Requiring that the drainage scheme submitted includes reference to flow rates and is assessed by all relevant flood risk bodies; and
- (ii) An additional planning condition to require that scheme for management/storage to avoid no outside storage of material is included.

148. BASEMENT LIGHTING, UNIT 3 THE OLD MALTINGS, GEORGE STREET, NEWARK (16/01912/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting. The proposal was essentially a re-submission of a lapsed planning permission (applications 07/0069/FUL and 10/00678/FUL) which sought full planning permission for the conversion of the former Maltings buildings into 6 apartments.

Councillor D. Lloyd representing Newark Town Council spoke against the application in accordance with the views of the Town Council, as contained within the report.

The Business Manager Growth and Regeneration advised the Committee that the four car parking spaces had not been allocated to individual apartments, but that could be achieved through an additional condition.

Members considered the application and felt that the four car parking spaces should be allocated to the apartments and the remaining two apartments be let without designated parking space.

Members raised concern regarding the impact this development would have on car parking within that area, which would contribute to further parking issues. Another Member commented that the application should be refused, with a note to the applicant that the Committee would accept four apartments on the grounds of parking.

AGREED (with 7 votes for and 4 votes against) that:

- (a) full planning permission be approved subject to the conditions contained within the report; and
- (b) an additional condition requiring the allocation of the four car parking spaces to four of the apartments, the remaining two apartments to be marketed without parking provision.

149. SHANNON FALLS, TOLNEY LANE, NEWARK (16/01884/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought planning permission for the change of the site from scrubland to the creation of 8 pitches each one housing a static mobile home each with its own associated amenity building.

Councillor D. Lloyd representing Newark Town Council spoke against the application in accordance with the views of the Town Council, as contained within the report.

Members considered the application and it was commented that the Authority should undertake a lead role in sorting out the flooding issues on Tolney Lane. This area was home to the Gypsy and Travelling community and had been for many years and their safety should be carefully considered. A bridge was suggested as a solution for quick egress in the event of flooding, which could be built in the middle of Tolney Lane. The bridge would be a solution to the safety issues and would enable planning permission to be granted within this area. Concerns were raised regarding the tethering of caravans and the safety implications to the residents of Tolney Lane.

A Member sought clarification regarding a planning appeal on land directly to the north of the application site. It was confirmed that there had been an issue with the receipt of the appeal and that it had been returned.

Members suggested that the item be deferred pending further investigation into safety solutions for this area.

A vote was taken to defer the application, which was lost with 5 votes for and 6 votes against.

A further vote was taken to grant the application, subject to conditions, which was lost with 5 votes for and 6 votes against.

AGREED (with 6 votes for and 5 votes against) that full planning permission be refused for the reason contained within the report.

150. ORCHARD BOARDING CATTERY, LOWER KIRKLINGTON ROAD, SOUTHWELL (16/02041/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, which sought the change of use from commercial to residential C3 use, retaining the existing structure with extensions to the east side to create a bedroom and bathroom area and smaller extensions to the north and south to create an open plan kitchen/diner with utility room.

Members considered the application and felt it was appropriate.

AGREED (with 10 votes for and 1 abstention) that full planning permission be approved subject to the conditions contained with the report.

151. FORGE HOUSE, WESTGATE, SOUTHWELL (16/02032/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, which sought retrospective consent for the construction of a dormer roof loft extension to the rear with velux roof light to the front.

A schedule of communication was tabled at the meeting which detailed correspondence received after the agenda was published from the applicant.

The Chairman informed the Committee regarding the procedural matters for determining this application. The application would be considered on the basis of the extension as a non-retrospective application and then if necessary the enforcement action would be considered.

The Local Authority had undertaken the consultation process, which had resulted in no significant concerns from the consultees. The extension was to the back of the conservation area, which did not have detrimental harm to the conservation area and was not visible.

Other Members commented that even though the extension was to the rear of the building and to the back of the conservation area, it was still in the conservation area, which should not be underestimated. It was suggested that the extension could be approved on the condition that the materials used for the dormer be changed to slate, to soften the impact. The Business Manager Growth and Regeneration confirmed that this suggestion was feasible and dark upvc clad would also be an appropriate material if Members were minded to approve contrary to officer recommendation.

A vote was taken to refuse the application which was accepted with 10 votes for and 1 vote against. The discussion continued to determine the enforcement action.

The Chairman suggested that the enforcement action be deferred to the next meeting of the Planning Committee, pending a report from the Business Manager Growth and Regeneration, outlining all enforcement action alternatives and recent examples of enforcement action undertaken by the Council.

AGREED (unanimously) that:

- (a) full planning permission be refused for the reasons contained within the report; and
- (b) a report outlining enforcement alternatives be submitted to the next Planning Committee.

(Councillor J. Lee left the meeting at this point).

152. HOLBROOK HOUSE, NEWARK ROAD, SOUTHWELL (16/01777/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, which sought the demolition of the existing dwelling house and the erection of a new dwelling.

Members considered the application and it was commented that the development would be overbearing due to the 52% increase in size. It was suggested that the development should be scaled down, although it was considered in keeping with the conservation area.

A Member commented that if the Committee were minded to approve the application that an additional condition be included to control the parking of vehicles on site and not on the main road, during demolition and construction. Demolition could also be a messy process, it was also suggested that the road be kept clean whilst this process was being undertaken.

The Business Manager Growth and Regeneration confirmed that one condition could be included to address the construction and management plan. This would deal with the provision for service vehicles, cleaning of the highway and hours of operation. Parking could also be included within the condition to provide for space within the site, albeit it would not be an offence for a vehicle to park on the public highway.

An amendment to Condition 22 was also suggested to control drainage for any hardstanding within the curtilage.

AGREED (unanimously) that:

- (a) full planning permission be approved subject to the conditions contained within the report, with an amendment to condition 22 to include reference to all hard standing areas within the curtilage; and
- (b) to an additional condition as follows:

Construction and environmental management plan to deal with service vehicles (parking within site), hours of operations and cleaning of surface vehicles.

The meeting closed at 7.15pm

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Kelham Hall, Newark on Tuesday, 7 February 2017 at 4.00pm.

PRESENT: Councillor D.R. Payne (Chairman)

Councillors: R.V. Blaney, Mrs C. Brooks, R.A. Crowe, Mrs M. Dobson, G.P. Handley, J. Lee, N.B. Mison, Mrs P.J. Rainbow, Mrs S. E. Saddington, Mrs L.M.J. Tift, I. Walker and B. Wells
Mrs Y. Woodhead.

ALSO IN

ATTENDANCE: Councillor: R.J. Jackson and D. Staples.

153. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D. Batey.

154. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

NOTED that the following Members declared interests in the items shown below:

<u>Member/Officer</u>	<u>Agenda Item</u>
Councillors Mrs C. Brooks, G.P. Handley and D.R. Payne	Item 5 – Land at Eastfield Close, Clipstone (16/02172/FULM) Item 8 – Garages, Grange Road, Newark (16/02164/FUL) Item 9 – Garage Units Adjacent, 15 – 17 Almond Grove, Farndon (16/02168/FUL) Item 10 – Land at the Willows, Farndon (16/02174/FUL) Personal Interests due to the three Councillors being Directors of Newark and Sherwood Homes.
Councillor P.J. Rainbow	Item 12 – Land to the rear of Franklyn, Lower Kirklington Road, Southwell (16/01977/FUL) – Personal interest as the applicant is a neighbour.
Councillor D.R. Payne	Item 13(b) Appeals Determined Little Hollies, The Close, Averham (16/00859/FUL) – Non disclosable pecuniary interest, as the applicant for the above application was known to him.

155. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

156. MINUTES OF THE MEETING HELD ON 25 JANUARY 2017

Minute No. 149 – Shannon Falls, Tolney Lane, Newark (16/01884/FUL) – The Chairman asked the Committee to note that he had proposed that this application be granted. The motion was lost with 5 votes for and 6 votes against. He wished to make it clear that although he had made reference to there being no residential objections he had not recommended approval of the application solely on this basis but had regard to a range of factors to which he had referred to, in proposing that the application be approved. He considered that this represented a balanced view having regard to all material planning considerations.

AGREED that, subject to the inclusion of the above, the minutes of the meeting held on 25 January 2017 be approved as a correct record and signed by the Chairman.

157. LAND AT EASTFIELD CLOSE, CLIPSTONE (16/02172/FULM)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought full planning permission for the erection of a pair of two storey semi-detached, two bed dwellings, with off street parking to the side.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the Planning Case Officer, which sought the inclusion of an additional condition as follows:

The first floor window opening on the side elevations of the properties shall be obscured glazed to level 3 or higher on the Pilkington scale of privacy or equivalent and shall be non-opening up to a minimum height of 1.7m above the internal floor level of the room in which it is installed. This specification shall be complied with before the development is occupied and thereafter be retained for the lifetime of the development unless otherwise agreed in writing by the local planning authority.

Reason: To safeguard against overlooking and loss of privacy in the interests of amenity of occupiers of neighbouring properties.

Members considered the application and it was commented that Newark and Sherwood Homes had a long waiting list for homes, the application was therefore welcomed. The concern of residents regarding parking issues was considered and it was felt that only four parking spaces would be lost, with nine parking spaces remaining, which could be controlled.

AGREED (with 13 votes for and 1 abstention) that full planning permission be approved subject to the conditions contained within the report and the following additional condition:

The first floor window opening on the side elevations of the properties shall be obscured glazed to level 3 or higher on the Pilkington scale of privacy or equivalent and shall be non-opening up to a minimum height of 1.7m above the internal floor level of the room in which it is installed. This specification

shall be complied with before the development is occupied and thereafter be retained for the lifetime of the development unless otherwise agreed in writing by the local planning authority.

Reason: To safeguard against overlooking and loss of privacy in the interests of amenity of occupiers of neighbouring properties

158. FIELD REFERENCE No 8993, MANSFIELD ROAD, FARNSFIELD (16/01575/OUTM)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought outline planning permission for up to twenty dwellings.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the Parish Council.

Councillor S. Waterfield representing Farnsfield Parish Council spoke against the application in accordance with the views of the Parish Council, as contained within the report.

Members considered the application and it was felt that this application was finely balanced but Members agreed with Farnsfield Parish Council and it was considered that Farnsfield had received its fair share of housing development. All allocated sites within Farnsfield had received planning permission. The third site within Farnsfield had been granted planning permission on appeal, which the Authority sought Judicial Review, but was unsuccessful. Farnsfield did have a village envelope of which this site was outside. The Authority could demonstrate a five year land supply against its Objectively Assessed Need and irrespective of this the Conservation Officer had acknowledged within the report that the proposed development had the potential to impact on the conservation area and setting of the church. The setting of the listed building should therefore be preserved. Whilst less than substantial harm had been identified, harm was harm which should be taken into consideration. Concern was also raised regarding the application being reduced in size, to a third of the original submission. It was felt that the revised plan was sloppy and included the existing tree and hedgerow which would be preserved and maintained unless access was required. It was felt that this implied that the applicant would come back at a later stage to develop further on the adjoining field. Members however commented that the application had to be considered on the merits before them. It was further commented that the development would not fit into the village as at present when approaching Farnsfield along Mansfield Road there was an open vista, with open fields and the view of the church. The proposal was a southward extension to Farnsfield unduly impacting on the landscape character of the area.

AGREED (unanimously) that contrary to Officer recommendation, outline planning permission be refused, for the following reasons:

- (i) harm to heritage assets including the conservation area and St Michaels Church; and

- (ii) the proposal would unacceptably harm the character and appearance of the area by introducing built form on the southern side of Mansfield Road setting a precedent for similar development.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken and the vote was unanimous to refuse the application.

159. LODGE FARM, LOWDHAM ROAD, GUNTHORPE (16/01952/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought planning permission for the erection of an office building with workshop following the demolition of the existing workshop and storage buildings.

Councillor R.J. Jackson, local Ward Member for Dover Beck, spoke on behalf of Gunthorpe Parish Council and informed the Committee that the Chairman of Gunthorpe Parish Council was adamant that he had submitted Parish Council comments in objection to the proposals, to the Planning Authority. The building was in the middle of the flood floor corridor, which had flooded constantly in the past. Concern was also raised that the proposed building would be used as a residential dwelling in the future.

Members considered the application and commented that the application would be hard to refuse as the foot print was smaller than what was currently in situ and would also be an improvement in the event of a flood. Members raised concern regarding the history of applications that had been applied for on this site, as this application had been submitted one year after an application for a residential property, which had been refused and less than one year for a residential/work property, which again had been refused. It was therefore suggested that additional conditions be imposed stating that the office and workshop should not be occupied after 10pm and before 6am and the toilets and kitchen would not be used to supplement the caravan on site.

AGREED (with 13 votes for and 1 vote against) that planning permission be approved, subject to the conditions and reasons contained within the report and an additional condition stating that the office and workshop should not be occupied after 10pm and before 6am, Monday – Sunday.

160. GARAGES, GRANGE ROAD, NEWARK ON TRENT (16/02164/FUL)

This application was deferred from the agenda at the Officer and Applicants request.

161. GARAGE UNITS ADJACENT, 15 - 17 ALMOND GROVE, FARNDON (16/02168/FUL)

This application was deferred from the agenda at the Officer and Applicants request.

162. LAND AT THE WILLOWS, FARNDON (16/02174/FUL)

This application was deferred from the agenda at the Officer and Applicants request.

163. NOBLE FOODS LTD, OAKHAM FARM, FOREST LANE, WALESBY (16/00990/FULM)

The Committee considered the report of the Deputy Chief Executive, which sought full planning permission for the change of use of the one remaining former egg production shed following a major fire which destroyed the two adjoining units to a use associated with storage and distribution (use class B8). There were no structural changes proposed to the building, nor would it encompass land from other parts of the site.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from Nottinghamshire County Council (NCC) Highway Authority; NCC Monitoring/Enforcement Planning Group and Newark & Sherwood District Council Environmental Health (Reactive).

The Senior Planning Officer asked the Committee that if they were minded to grant the application, that an additional condition be imposed stating that the B8 use would not authorise the storage of waste.

Councillor D. Staples, local Ward Member for Boughton, spoke against the application and commented on the anxiety and concern of the local residents regarding the proposals put forward. The main objection was regarding the highway and concern was raised regarding the comments of the Highway Authority as contained within the report. The access to the site was along Forest Lane, which led onto a bridle path, which was too narrow for two lorries to pass on that track. The bridle pass was frequently used by horse riders, scouts, walkers etc. and was not suitable for heavy duty vehicles. He suggested that a size limit for vehicles should be imposed for that lane. It was further suggested that if the Committee were minded to grant the application, that the business does not operate on Saturday and Sundays and the working hours of operation be as narrow as reasonably possible.

Members considered the application and suggested that a route be enforced for deliveries to the business and time limits be imposed. It was suggested that traffic turn left off Forest Lane onto the B6387 and the hours of business be limited to Monday to Friday.

AGREED (unanimously) that full planning permission be approved for the reasons contained within the report and the following additional condition:

- (i) condition the traffic management strategy;
- (ii) time restriction for business use from Monday – Friday only.

164. LAND TO THE REAR OF FRANKLYN, LOWER KIRKLINGTON ROAD, SOUTHWELL (16/01977/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought full planning permission for the variation of Condition 02 of planning permission 16/01388/FUL. By way of amending the approved plans and details.

Members considered the application and felt the variation to Condition 02 was appropriate.

AGREED (with 13 votes for and 1 abstention) that full planning permission be approved, subject to the conditions contained within the report.

165. APPEALS LODGED

AGREED that the report be noted.

166. APPEALS DETERMINED

AGREED that the report be noted.

The meeting closed at 5.50pm

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **AUDIT & ACCOUNTS COMMITTEE** held in Room G21, Kelham Hall on Wednesday, 8 February 2017 at 10:00am.

PRESENT: Councillor Mrs Michael (Chairman)

Councillors: G.P. Handley, P.J. Rainbow and B. Wells.

ALSO IN

ATTENDANCE: Nicky Lovely - (Business Manager and Chief Financial Officer-
Financial Services - NSDC)
John Sketchley (Audit Manager (Assurance Lincolnshire))
Amanda Hunt (Principal Auditor (Assurance Lincolnshire))
Tara Beesley (Accountant NSDC)
Jonathan Gorrie (Director KPMG)
Helen Brookes (Manager KPMG)
Richard Bates – Safety and Risk Management Officer
Lee Robinson – Business Manager, Technical Support for Minute 39

34. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R.A. Crowe.

35. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

36. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

37. MINUTES OF MEETING HELD ON 30 NOVEMBER 2016

AGREED that the Minutes of the meeting held on 30 November 2016 be approved as a correct record and signed by the Chairman.

38. DRAFT TREASURY STRATEGY

The Committee considered the draft Treasury Strategy, prior to approval by Council on 9 March 2017. The report included Prudential Indicators, Minimum Revenue Provision Policy, the Treasury Management Strategy Statement and the Investment Strategy. Information regarding the economic background from the Council's Treasury Management consultants had been included in the report, highlighting the uncertainties due to Brexit and the interest rate forecast.

The Council had an increasing capital financing requirement due to the Capital Programme and would have to assess the need to borrow. The Council's investment strategy remained maintaining security and liquidity over return, however the Council

would look to increase return within secure investments. Diverse options for investments were included within the strategy, to provide an alternative from investments in banks where security ratings were reducing. Financial limits on investments over 364 days were also detailed in the report.

The Business Manager and Chief Financial Officer- Financial Services confirmed that there was delegated authority to officers to make the investments within the remit of the Treasury Strategy, however, it had been agreed that were the Council to consider investment in foreign banks, these would be brought before the Committee.

AGREED (unanimously) that it be recommended to Council to approve:

- a) the Treasury Management Strategy 2017/18;
- b) the investment counterparty criteria listed in paragraph 5.4 of the report;
- c) the Prudential Indicators and Limits set out in the report; and
- d) the Minimum Revenue Provision statement contained in paragraph 7.3 of the report.

39. INTERNAL AUDIT PROGRESS REPORT

John Sketchley and Amanda Hunt (Assurance Lincolnshire) presented the Internal Audit Progress Report for the period to 13 January 2017. Members heard that one report, Procurement, was outstanding from 2015/16, which was at the draft report stage. Work continued on the 2016/17 audit plan, and one report had been issued on Transport Vehicle Maintenance with substantial assurance. 46% of the plan had been completed and Members heard that additional resources had been acquired to help maintain progress to deliver the plan within time.

The Business Manager and Chief Financial Officer- Financial Services informed Members that an additional piece of work had been undertaken by Assurance Lincolnshire in relation to the recent thefts of car parking machines in the District to help ensure the security of the staff and car park cash.

The Business Manager- Technical Support was in attendance to provide an update to Members on outstanding recommendations from the audit of ICT- Uniform. He informed Members that all the outstanding recommendations had now been implemented and explained that this had required substantial time resource due to the technicalities involved in implementing the recommendations. This had been the reason for the delay.

AGREED (unanimously) that the report be noted.

40. COMBINED ASSURANCE REPORT

The Business Manager and Chief Financial Officer- Financial Services presented the Combined Assurance Report covering the period to the end of December 2016. The report demonstrated the level of assurance the Council had at a set point in time, and identified any gaps, which could then be addressed in the internal audit plan. Officers from the Corporate Management Team (CMT) were asked to provide commentary for any lower levels of assurance highlighted within their remits, and to outline the risk and any mitigating actions undertaken.

The Committee considered the report, focussing on risks highlighted under key partnerships and key projects.

AGREED (unanimously) that the report be noted.

41. ANNUAL INTERNAL AUDIT PLAN 2017/18

John Sketchley (Assurance Lincolnshire) presented the Annual Internal Audit Plan for 2017/18. The Plan had been developed along with officer input to help address any gaps in assurance as identified in the Combined Assurance Report. The Plan focussed on demonstrating assurance in the critical systems of the Council, due diligence, strategic and emerging risks, key transformational programmes and ICT Assurance.

The Committee noted the areas that had not been included in the proposed plan, particularly the Project/Programme Management which had a red risk rating. The Committee heard that this was not included as most of the projects related to the Moving Ahead project which in itself was audited. The Committee also acknowledged, that should further works be required, these could be requested in addition to the plan.

AGREED (unanimously) that the Internal Audit Plan 2017/18 be approved.

42. EXTERNAL AUDITOR PROGRESS REPORT AND TECHNICAL UPDATE

Jonathan Gorrie (KPMG) was in attendance to present the External Audit Progress report and technical update. Members heard that the 2015/16 audit had been completed with the opinion and certificate issued in September 2016. Grant Certification work had been completed, for consideration by the Committee. Planning was underway for the 2016/17 audit, which included Value for Money Conclusion works. The Business Manager and Chief Financial Officer- Financial Services informed the Committee that officers were already meeting the new earlier deadline for preparation of the annual accounts.

AGREED (unanimously) that the report be noted.

43. EXTERNAL AUDITORS CERTIFICATION OF GRANT CLAIMS AND RETURNS

Helen Brookes (KPMG) presented the External Auditors Certification of Grant Claims and Returns. Each year an audit of the Council's grant claims and returns was undertaken by KPMG. One grant claim totalling £26.7m and one return had been audited.

A qualified opinion was given for the audit of the Housing Benefit Subsidy grant. The reasons for the qualification were small value errors identified in a sample of benefits payments. A small adjustment of £513 was necessary to the amount of grant as a result of the audit work. No issues were found with the Capital Receipts Pooling return.

The total fee for the grants and returns certification work was £8,525, a decrease of £5,171 compared to the 2014/15 fee. The reduction was due to the fact that less work was required than in 2014/15.

AGREED (unanimously) that the report be noted.

44. RISK MANAGEMENT REPORT AND STRATEGIC RISK REGISTER

The Safety and Risk Management Officer presented a report detailing the status of the Strategic Risks for the Council. He explained that the Risk Management Policy was up to date. The most recent update was undertaken in 2016 and included a new section defining the Council's risk appetite. A further programmed review was planned for late 2017.

The Committee heard a number of amendments to the risks identified as a result of a recent CMT workshop, which were:

- Removal of austerity from SR001, as this was now the normal approach to working;
- SR002- Major projects had increased in score to red- Significant Critical;
- SR007- had been amended to include flooding; and
- SR009- had been amended to include reference to cyber-attacks.

The Committee also noted that whilst the Risk Management Group met on a quarterly basis, the red rated strategic risks were monitored on a monthly basis as a consequence of their potential impact on service delivery.

AGREED (unanimously) that the report be noted.

45. FRAUD RISK ASSESSMENT

The Business Manager and Chief Financial Officer- Financial Services presented an updated Fraud Risk Register, following a recent piece of work undertaken with Business Managers to update the Register.

Eighteen areas of the Council were considered to be at risk of fraud, with four having additional sub categories of fraud risk. Six risks were considered to be medium (amber), and sixteen were low risk (green). Cyber fraud had been added to the Risk

Register at amber level. The incidence of this was increasing globally and some neighbouring authorities had been affected. However, controls were in place to mitigate the risk. A sub category of electoral registration for individual elector registration had also been added. Controls had been put in place when the new system was set up and the risk was rated green.

The further actions that have been implemented up to December 2016 which would help to mitigate fraud risks included:

- The Local Council Tax Support Scheme was now included in the National Fraud Initiative data-matching exercise;
- The use of an external company to provide intelligence on businesses that could impact on rates payable;
- A shared resource with Bassetlaw to inspect businesses that had not made an appeal;
- Financial Regulations training had been provided for all relevant staff;
- The move to no longer taking cash;
- Further guidance was available on the intranet; and an
- Improved reconciliation processes.

A number of new actions were outstanding, however, the Register was reviewed and updated regularly and reported to the Committee.

AGREED (unanimously) that the report be noted.

46. REVIEW OF SIGNIFICANT INTERNAL CONTROL ISSUES HIGHLIGHTED IN THE ANNUAL GOVERNANCE STATEMENT

The Business Manager and Chief Financial Officer- Financial Services presented a report updating Members on significant governance issues identified in the Annual Governance report. These included: Relocation of Council Headquarters; Organisational Change; Management of Leisure Services; Collaboration Agreement; Partnership Working; and Counter Fraud Arrangements.

The Committee noted the progress of work done on addressing each of these control issues.

AGREED (unanimously) that the report be noted.

47. RESPONSES TO QUESTIONS RAISED AT PREVIOUS MEETING

The Committee considered the report detailing the answer to a question in relation to the amount of council tax collected and the amount of write-offs.

AGREED (unanimously) that the report be noted.

48. AUDIT COMMITTEE WORK PROGRAMME

The Committee considered the work programme detailing items to be considered during their meetings throughout the municipal year.

AGREED that the Work Plan be noted.

49. DATE OF NEXT MEETING

NOTED that the date of the next meeting was Wednesday 26 April 2017, at 10am in G21.

The meeting closed at 11.21am.

Chairman