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**Chairman: Councillor D.J. Lloyd**

**Vice-Chairman: Councillor P.C. Duncan**

**Members of the Committee:**

**Councillor R.V. Blaney**

**Councillor Mrs M. Dobson**

**Councillor G.P. Handley**

**Councillor D. Jones**

**Councillor J.M. Peck**

**Councillor M. Pringle**

**Councillor R. Shillito**

**Councillor F.R. Taylor**

**Councillor D. Thompson**

**Councillor T. Wendels**

**Substitutes**

**Councillor Mrs G.E. Dawn**

**Councillor D.R. Payne**

**Councillor Mrs M. Tribe**

**Councillor B. Wells**

**Councillor Mrs W. Woodhead**

## **AGENDA**

**MEETING: Economic Development Committee**

**DATE: Wednesday, 21<sup>st</sup> January 2015 at 5.30pm**

**VENUE: Room G21, Kelham Hall**

**You are hereby requested to attend the above Meeting to be held at the time/place  
and on the date mentioned above for the purpose of transacting the  
business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on 01636 655248.



## **AGENDA**

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### **PART 2 – ITEMS FOR INFORMATION**

None

### **CONFIDENTIAL AND EXEMPT ITEMS**

None



NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **ECONOMIC DEVELOPMENT COMMITTEE** held on Wednesday, 12<sup>th</sup> November 2014 in Room G21, Kelham Hall at 5.30pm.

PRESENT: Councillor D.J. Lloyd (Chairman)  
Councillor P.C. Duncan (Vice-Chairman)

Councillors: R.V. Blaney Mrs M. Dobson, G.P. Handley, J.M. Peck,  
M. Pringle, R. Shillito, F.R. Taylor and T. Wendels

Councillor P.C. Duncan welcomed the two new Members onto the Committee.

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: D. Jones and D. Thompson. In addition there were apologies from Councillor D.J. Lloyd for late attendance. As such, Councillor P.C. Duncan chaired the first part of the meeting.

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

NOTED: that the following Member declared an interested in the item shown below:

<u>Member/Officer</u>	<u>Agenda Item No.</u>
Councillor J.M. Peck	Agenda Item No. 12 – Nottinghamshire Minerals Local Plan (Additional Consultation on Sand & Gravel Provision (Shelford West)) – Personal Interest – as a County Councillor.  Agenda Item No. 14 – Edwinstowe Car Parks - Personal Interest – as a Member of Edwinstowe Parish Council.
Councillor D.J. Lloyd	Agenda Item No. 16 – Newark Market Stalls (Layout and Erection Arrangements) – Personal Interest – as a Member of Newark Town Council.

27. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that no elected Member, Officer or member of the public declared any intention to record the meeting.

28. MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> SEPTEMBER 2014

AGREED (unanimously) that the Minutes of the meeting held on 10<sup>th</sup> September 2014 be approved as a correct record and signed by the Chairman.

29. PERFORMANCE MANAGEMENT UPDATE – 2014/2015 TO DATE

The Committee considered the report presented by the Business Manager – Performance which provided Members with a selection of performance information falling under the remit of the Economic Development Committee.

It was noted that the number of jobs created through the Growth Investment Fund was noted as 7 for the reporting period, however, the overall total of jobs created was 50. Members requested that further commentary be provided with this statistic.

In respect of the Performance Indicator relating to the average percentage of planning applications determined within the national target, the Business Manager – Development advised that the additional resource referred to was detailed as part of the budget report.

AGREED (unanimously) that the report be noted.

30. GENERAL FUND BUDGET PERFORMANCE REPORT TO 30<sup>TH</sup> SEPTEMBER 2014

The Committee considered the report presented by the Assistant Business Manager - Financial Services that provided a comparison of the General Fund for the Economic Development Committee's net expenditure for the period ending 30<sup>th</sup> September 2014 with the profiled budget for the period.

It was reported that the net expenditure for direct service showed an underspend of £710,168 and Members asked how much of this would be retained. Officers advised that this was difficult to predict as most budgets were on schedule and there were no significant variations other than the additional income from planning fees. It was suggested that some of the additional planning fee income should be ringfenced in a reserve for future one-off spend, for example conservation area character assessments and management plans if a need could be proven to the next meeting. When budget outturn figures were presented to the Finance & Policy Committee in January 2015, a more informed view would be available for Members' consideration.

AGREED (unanimously) that:

- (a) the overall position of the Economic Development Committee net expenditure compared to budget at 30<sup>th</sup> September 2014 be approved; and
- (b) Officers continue to look for additional savings throughout the financial year.

Councillor Lloyd arrived at this point during the meeting and took over the role of Chairman.

31. COUNCIL'S DRAFT REVENUE BUDGET 2014/2015 – 2018/19

The Committee considered the report presented by the Assistant Business Manager – Financial Services which informed Members of the progress to date on the budget for 2015/2016 and future years.

The report provided information as to the current financial environment; savings already identified; the budget strategy; draft revenue budget proposals; revenue budget bids for 2015/2016; and proposed increases in fees and charges.

Members noted the work undertaken by Business Managers in relation to realising savings for the 2015/2016 budgets. It was also noted that work on devolving services and collaborative working would result in future budget savings.

Members referred to the savings already identified and the projected savings which would be required for forthcoming budget rounds. Members considered that it was likely that Revenue Support Grants would cease at some point in the future.

In relation to the Economic Growth budget (A11851) Councillor Lloyd advised that the increased budget was to promote growth and had been approved by the Committee.

In relation to the budget for Development Management (A11604) it was noted that this budget had been increased. Members were advised by the Business Manager – Development that this had been due to changes in technical support and the use of flexible resources which, moving forward, may be converted into permanent resources given the considerable increase in planning activities.

It was noted that the income target for planning application fees had increased to £600,000 due to the receipt of some major applications, however, this was not sustainable in the longer term.

In relation to fees and charges, the Chief Executive stated that any proposed increases were still to be considered by CMT and as such a steer from Members would be welcomed. Councillor Lloyd advised that increases to fees and charges should be in line with inflation except in cases where this would result in uncompetitive pricing. Members considered that all income needed to be maximised as far as possible and that all discretionary services required review.

Members requested that further reports be presented to the next meeting of the Committee in January 2015 to include the following information:

Budgets for 2015/2016 – 2016/2017 which incorporate the proposed changes in the Development Management Budget;  
Savings resulting from the proposals in relation to the current TIC at Keepers' Cottage;  
Proposals for increases in fees and charges in 2015/2016;  
Findings arising from the Mount Street car park tariff trial;  
Feasibility of the introduction of pay on exit car parks;

It was noted that the Homes & Communities Committee were to look at the future role of cashiers based at Newark Town Hall and at their next meeting the Growth Investment Fund Task & Finish Group would consider the level of reserve they should retain.

AGREED (unanimously) that:

- (a) the Committee undertakes a review of fees and charges (excepting services which are subject to commissioning and devolution) discretionary services in light of the Council's priorities and the minimum level for statutory services;
- (b) the current draft Committee budget be incorporated into the overall service budget to be reported to the Policy & Finance Committee at its meeting on 4<sup>th</sup> December 2014; and
- (c) the Director – Resources continues to formulate budget proposals for formal consideration at the next meeting of this Committee on 21<sup>st</sup> January 2015 for onward recommendation to the Policy & Finance Committee on 25<sup>th</sup> February 2015; and
- (d) the items set out in the minute above also be the subject of reports to the next meeting of the Committee.

Councillor Mrs M. Dobson left the meeting prior to consideration of the following item.

32. ECONOMIC GROWTH – TOURISM UPDATE REPORT

The Committee considered the report presented by the Business Manager – Economic Growth which provided information on the running of the Tourist Information Centres (TIC), their activities and outline plans for the coming year. It also provided, for consideration, information as to a new partnership between Twitter and Visit England that was to be tailored for the TICs.

The report provided information as to the location of each TIC within the district and an overview of how each centre operated. It also provided information as to issues which affected each centre e.g. location; visitor numbers; income from sales; presence at local events; plans for the future; promotional activity; and twittersphere and how this would operate, together with what the proposed next steps were.

The Committee welcomed the 'twittersphere' proposal as developed by Twitter and Visit England which in essence delivered a real-time travel guide.

AGREED that:

- (a) the report be noted; and
- (b) the proposal to utilise Twittersphere as outlined in paragraphs 3.1.7 to 3.1.9 to the report be approved.

33. ECONOMIC DEVELOPMENT STRATEGY MONITORING REPORT

The Committee considered the report presented by the Business Manager – Economic Growth which provided a progress update regarding activity planned or undertaken relating to Objective 2 of the Economic Development Strategy – *to develop appropriate place marketing to visitors and investors*. The report also provided information as to the Signage Project and the Think BIG Loan Fund.

In relation to the MIPIN UK Event, the Business Manager – Economic Growth advised that this had led to 68 positive leads, 15 of which were being pursued.

In relation to the Tech Town Concept it was noted that this had the potential to build on the free Newark WiFi service. The Chief Executive advised that superfast broadband would only reach approximately 88% of the district. However, any new funding would target the districts of Newark & Sherwood, Bassetlaw and Rushcliffe.

AGREED (unanimously) that the progress made towards the following be noted:

- (i) Objective 2 of the Economic Development Strategy;
- (ii) the Signage Project; and
- (iii) Think BIG Loan Fund

34. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT CONSULTATION: PLANNING & TRAVELLERS

The Committee considered the report presented by the Business Manager – Planning Policy which provided Members with a summary of a Department for Communities and Local Government (DCLG) consultation document: ‘Planning & Travellers’. The report also outlined the potential implications should the proposed measures be enacted. The report also sought Members approval for the proposed response to the consultation.

Following consideration of the report, Members agreed with the proposed response but highlighted their concern in relation to the pitch requirement figures.

AGREED (unanimously) that the consultation responses as set out in Appendix A to the report be endorsed and approved.

35. LOCAL DEVELOPMENT FRAMEWORK PROGRESS REPORT

The Committee considered the report presented by the Business Manager – Planning Policy which updated Members on the progress of various elements of the Local Development Framework (LDF) contained within the Local Development Schemes (LDS) timetable. It also reported the results of the Design SPDs consultation and sought to gain approval for the Consultation Responses Documents and adoption of the SPDs, with suitable amendments, as part of the LDF.

AGREED (unanimously) that:

- (a) progress towards meeting the timetable of the adopted LDS be noted;
- (b) the consultation responses document, as set out in Appendix 1 to the report, be approved; and
- (c) the Draft Householder Development, Draft Conversion of Traditional Rural Buildings and Draft Shopfronts and Advertisement Design Guide Supplementary Planning Documents as amended by the proposals in Appendix 2 to the report be adopted as supplementary planning documents as part of the Newark & Sherwood LDF.

Councillor J.M. Peck left the meeting prior to the consideration of the following item.

36. NOTTINGHAMSHIRE MINERALS LOCAL PLAN – ADDITIONAL CONSULTATION ON SAND AND GRAVEL PROVISION – SHELFORD WEST

The Committee considered the report presented by the Business Manager – Planning Policy which outlined to Members the contents of the Nottinghamshire Minerals Local Plan additional consultation on sand and gravel provision at Shelford West and also sought approval for the content of the formal response to the consultation. Members were advised that Nottinghamshire County Council had yet to release the traffic report assessment and that reference to this was to be included in the Council's response.

Members expressed concern about the impact the Shelford West site would have on the traffic in the district, noting that there would be a pinch point created at Gunthorpe. Members considered that if this site was to be used, as much of the mineral extract should be transported by barge with the remainder having to go by road but by heading south straight onto the A46 and that comments to this effect be included as a condition in the suggested response.

Members also noted that when looking at all of the potential allocation sites, Newark & Sherwood District Council accounted for over 50% of the total provision.

AGREED that:

- (a) the report be noted; and
- (b) the response to the Additional Consultation on sand and gravel provision – Shelford West, as set out in Section 3 of the report, be approved, subject to the additional points put forward by the Committee.

37. CHRISTMAS PARKING AT NEWARK

The Committee considered the report presented by the Business Manager – Car Parks & Markets which sought Members approval for the proposal to provide free parking in Newark during December 2014. The report suggested that the offer be made for the weekends of 13<sup>th</sup>/14<sup>th</sup> and 20<sup>th</sup>/21<sup>st</sup> December.

It was reported that the matter had been discussed at the Newark Business Club who had requested that the free parking to provided one week earlier. The Business Manager advised that he would contact them in this regard.

AGREED (unanimously) that

- (a) the provision of free parking at Tolney Lane and Riverside Arena Car Parks for two weekends in December, be approved; and
- (b) delegated authority be given to the Director – Community to determine the appropriate weekends for the free parking following further consultation with the Newark Business Club.

Councillor R.V. Blaney left the meeting prior to the consideration of the following item.

38. EDWINSTOWE SURFACE CAR PARKS

The Committee considered the report presented by the Director – Community which informed Members of the request from Edwinstowe Parish Council for the taking over of responsibility for operating and maintaining the car parks within their parish. It was reported that work in this regard was also ongoing in the Ollerton area.

AGREED (unanimously) that:

- (a) the request from Edwinstowe Parish Council for the transfer of the car parks identified in the report be supported; and
- (b) a report be presented to the Policy & Finance Committee to formally approve the leasing of the three car parks in Edwinstowe to the Parish Council.

Councillor R. Shillito left the meeting prior to the consideration of the following item.

39. SUSTAINABLE DRAINAGE SYSTEMS – CONSULTATION ON IMPLEMENTATION

The Committee considered the report presented by the Business Manager – Planning Policy which reported on the recent consultation on Sustainable Drainage Systems (SuDS) by the Government and the response sent thereto.

The report identified that the consultation was prompted following the serious flooding which hit the country in 2007. The consultation proposed that Local Planning Authorities would be responsible for securing SuDS through the planning system and listed the options for this.

AGREED (unanimously) that the report and consultation response be noted.

40. EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Having declared an interest Councillor D.J. Lloyd left the meeting during consideration of the following item. Councillor P.C. Duncan took the Chair for the remainder of the meeting.

41. NEWARK MARKET STALL LAYOUT AND ERECTION ARRANGEMENTS

The Committee considered the report presented by the Business Manager – Car Parks & Markets which provided Members with an update of the current and potential future arrangements for the layout, erection and dismantling of stalls at Newark Market. The report also sought Members views as to their preferred options for implementation post April 2015.

(Summary provided in accordance with section 100(C)(2) of the Local Government Act 1972.)

The meeting closed at 8.03 pm

Chairman

**FEES & CHARGES- CAR AND LORRY PARKING**

**1.0 Purpose of Report**

- 1.1 To inform and seek the determination of Members for changes to the tariffs for car and lorry parking in Newark.

**2.0 Background Information**

- 2.1 The Economic Committee requested that a review be made by the Corporate Management Team of all suggested fees and charges for 2015/16 to ensure that such remain appropriate and reflect the inflation costs to the Council in the delivery of services.
- 2.2 Arrangements, including fees and charges, for parking at Appletongate car park and its specific relationship with and support to the National War Museum and Palace Theatre will be detailed in a separate additional report to the relevant committee in February 2015.
- 2.3 A review has been undertaken including an assessment of the outcomes of the trial tariff at Mount Street, Newark. This is a more simplified tariff that also provides for a 30 minutes parking fee and was as a result of the work of a previous Services Overview and Scrutiny working party. Mount Street Car Park is currently managed by the Council on an income share basis with a third party owner.

30 mins	50p
30mins- 1 hr	£1
1-2 hrs	£1.50
2-3 hrs	£2.50
3-4 hrs	£4.50
Over 4 hrs	£7.50
Evening	£1

- 2.4 The tariff was designed to provide a more user friendly, simplified offer and increase throughput of use in a car park near the town centre, discouraging long stays in this car park and encouraging use of the long stay car parks to the north of the river.
- 2.5 With promotion of the new tariff and improvement of aesthetics at the Mount Street car park when the trial began in June 2014, occupancy and total ticket income has since steadily increased resulting in levels of income above that of 2012 and 2013 for the months to date of September, October and November:

	2014	2013	2012
July	<b>£7984</b>	£6284	£8714
Aug	<b>£8195</b>	£6984	£8452
Sep	<b>£7895</b>	£6705	£7727
Oct	<b>£8329</b>	£6853	£7680
Nov	<b>£7791</b>	£7004	£7417
Dec	<b>£9608</b>	£8475	£8807

- 2.6 Income performance generally for the Newark car parks is above target at the end of period 9 by £16,983 with a yearend target income budget of £663,000. This has accompanied a general increase in footfall in the town centre at weekends and evenings.
- 2.7 Using historic data on previous ticket issue, an estimate of income performance has been produced for extension and implementation of the Mount Street tariff to the Wharf car parks and it is suggested that the new tariff will result in income for 2015/16 of:

The Wharf Car Park: **2015/16: £98,330** ( £105,640 current tariff)

It is emphasised that this income figure is only an estimate based on previous parking behaviour and ticket statistics and importantly, experience has shown that actual income may be greater or lesser than that forecast by a statistical database due to customer behavioural change.

- 2.8 A review has been made of other Newark Car park tariffs and it is suggested that with the apparent success to date of the Mount Street trial tariff, the need to smooth any inflationary price increases and to better promote and encourage the use of the north of the river car parks and the need to push through put in town centre car parks, further alternative simpler tariffs could be applied to London Road and car parks north of the river, ie: Tolney Lane, Riverside Arena, Castle Station and Livestock Market. The following trial A and B options could be used for a for a 6 or 12 month trial period but mindful of the need to simplify and market the “Newark town centre tariff” it may be appropriate that the Proposal B- the Mount Street tariff is used, thus allowing for just two tariffs; one for the “innertown” and one “outertown” with the aims for throughput and encouragement of use of north of the river car parks for longer stays.

<b>Inner Town-London Road</b>	Current	Proposal A	Proposal B
0-30mins	£1	£1	£0.50
0-1 hr	£1	£1	£1
1-2hrs	£1.60	£2	£1.50
2-3hrs	£2.60	£3	£2.50
3-4hrs	£2.60	£4	£4.50
4-5hrs	£4.60	£5	£7.50
5 hrs and above	£4.60	£5	£7.50
Evening after 6	£ 1	£1	£1

**Outer town:Tolney Lane**

**Riverside.Castle Stn**

**Livestock**

	Current	Proposed
0-1 hr	£1	£1
1-2 hrs	£1.50	£1.50
2-3 hrs	£2.10	£2
3-4 hrs	£2.10	£2
4-5 hrs	£2.60	£2.50
5hrs and above	£2.60	£3

Again using previous historical ticket issue data, these tariffs have the potential to produce the following incomes:

London Road:	Proposal A: <b>2015/16: £279,890</b> (£251,860 current tariff) Proposal B: <b>2015/16: £251,598</b> (£251,860 current tariff)
Riverside Arena:	<b>2015/16: £52,530</b> (£54,660 current tariff)
Tolney Lane:	<b>2015/16: £56,240</b> (£58,610 current tariff)
Castle Station:	<b>2015/16: £35,700</b> (£34,170 current tariff)
Livestock Market:	<b>2015/16: £50,880</b> (£50,240 current tariff)

It is again emphasised that these figures are only estimates and based on previous parking behaviour and ticket statistics and experience has shown that actual income may be greater or lesser than that forecast by a statistical database.

- 2.9 Lorry park incomes are some £55,000 above target as a result of a significant increase in usage from vehicles from the A46 and also as a result of the Council now offering cashless payment accounts to haulage companies using the facility. The current lorry parking charge is £12 per 24hrs and that is in line with other lorry parking facilities in the region, some of which are without the level of facilities and CCTV which the Newark facility provides. In view of the additional services offered at the Council's Lorry park, the inflation element, the demand and the regional tariff rate an amended tariff charge is proposed of £12.50. This increase is expected to realise additional income of £16,000 pa.
- 2.10 It is considered also to assist in the smoothing of increases and to prevent significant increases in the future that an inflation element be included also in the price of the Council's season and contract parking permits.

### 3.0 Southwell

- 3.1 Members may wish to consider the potential for change of tariffs at Southwell Car Parks to bring those into line with that proposed at Newark and provide a more equitable position across the District pay and display car parks.
- 3.2 For example and comparison purposes, if we were to apply a variation of the Mount Street tariff which reflects both short and long stay needs at Church Street and King Street car parks, the following incomes may be expected. At the moment Southwell Town Council agrees to meet the cost of the Non-Domestic Rates, (£8,200) at these two car parks. This payment may be lost if the tariffs were changed to remove the first two hours free parking offer.

Existing Southwell Tariff		"Mount Street" tariff
<b>30 mins</b>	Free	£0.50
<b>30 mins-1hr</b>	Free	£1.00
<b>1-2 hrs</b>	Free	£1.50
<b>2-3 hrs</b>	£1.60	£2.00
<b>3-4 hrs</b>	£2.60	£2.00
<b>4-5 hrs</b>	£3.60	£3.50
<b>5-6 hrs</b>	£4.70	£4.50
<b>Over 6 hrs</b>	£6.00	£6.00

- 3.3 Based on use of previous historical ticket issue data, the “Mount Street” tariff will have the potential to realise the following incomes

Current Southwell Car Parks income budget = £21,500

“Mount Street” tariff (based on 50% usage at current ticket issue) = **£81,480**

“Mount Street” tariff (based on 25% usage at current ticket issue) = **£40,960**

#### 4.0 Cashless Parking

- 4.1 Increasingly, many customers require access to various cashless parking facilities. Following discussions with various cashless parking providers it is proposed that the Council, following an appropriate procurement exercise, offers an additional cashless facility at all Newark Car Parks. Further, that additional costs for any necessary amendments to signage and required promotion shall be at the expense of the cashless transaction provider and that the transaction charge shall be met by the customer wishing to pay by the cashless method.
- 4.2 Importantly, the cashless option allows for customers to extend their stay at the car park remotely, without having to return to the vehicle. This may further assist with the retention of visitors in Newark Town Centre and their enjoyment of the National Civil War Centre and other town centre attractions and retail offer.

#### 5.0 Proposals

- 5.1 In summary, the following fees and charges be applied for the Newark car and lorry parks including a further one year trial for all tariffs at Newark car parks.

Car Park	Existing 2014-15		2015-16 Proposed	
<b>London Road Baldertongate</b>	30mins	£1.00	30mins	£1.00 or 50p
	1 hour	£1.00	1 hour	£1.00
	2 hours	£1.60	2 hours	£2.00 or £1.50
	2-3 hours	£2.60	2-3 hours	£3.00 or £2.50
	3-4 hours	£2.60	3-4 hours	£3.00 or £2.50
	4-5 hours	£4.60	4-5 hours	£5.00 or £7.50
	5 hrs + Evening	£4.60 £1.00	5 hrs + Evening	£5.00 or £7.50 £1.00
<b>Tolney Lane Riverside Arena Livestock and Castle Station</b>	0-1 hour	£1.00	0-1 hours	£1.00
	1-2 hours	£1.50	1-2 hours	£1.50
	2-3 hours	£2.10	2-3 hours	£2.00
	3-4 hours	£2.10	3-4 hours	£2.00
	4-5 hours	£2.60	4-5 hours	£2.50
	5 hrs +	£2.60	5 hrs +	£3.00
<b>Appletongate</b>	0-1hour	£1.30	<b>To be determined</b>	
	1-2 hours	£1.70		
	2-3 hours	£2.80		
	3-4 hours	£3.90		

	+ 4 hours £1.10 thereafter			
	Evening £1			
Town Wharfe & Mount Street (already on new tariff)	30 mins	£1.30	0- 30mins	£0.50
	1 hour	£1.30	0- 1 hours	£1.00
		£1.10 Per hr after	1-2 hours	£1.50
	Evening	£1.00	2-3 hours	£2.50
			3-4 hours	£4.50
			Over 4 hrs	£7.50
			After 6pm	£1.00
<b>Southwell</b>	Up to 2 hours	FREE	30mins	£0.50
Church Street & King Street	2-3 hours	£1.60	30 mins-1 hr	£1.00
	3-4 hours	£2.60	1-2 hrs	£1.50
	4-5 hours	£3.60	2-3 hrs	£2.00
	5-6 hours	£4.70	3-4 hrs	£2.00
	Over 6 hours	£6.00	4-5 hrs	£3.50
			5-6 hrs	£4.50
			Over 6 hrs	£6.00
Residents permit – King Street	One payment	£50.00	One payment	£51.00
Lorry Parking – Fixed Charge		£12.00		£12.50
Lorry Parking (with meal voucher)		£15.00		£15.50
<b>Season Tickets (per month)</b>				
Town Centre		£80 per month £160.00 per quarter £640 per year*		£81.60 per month £163.20 per quarter £652.80 per year*
Out of Town		£45.00 per month £420 per year*		£45.90 per month £428.40 per year*
<b>Contract Rates</b>				
Fixed Charge	Quarterly	£200.00	Quarterly	£204.00
Cashless parking to be offered at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.				

## 6.0 **Equalities Implications**

6.1 Potential implications have been considered and none are seen as relevant with regards to equalities considerations.

## 7.0 **Impact on Budget/Policy Framework**

7.1 The car parking order includes only the current car parking and lorry tariffs but including an option to extend the Mount Street trial to other car parks. Any additional changes including London Road and North of the River car parks will require amendments to the car parking order and statutory advertisements is likely to cost an additional £8,000

- 7.2 The predictions regarding income are based on previous usage information and it is important to emphasise that this cannot accurately reflect what additional or reduced income will be derived from the use of new tariffs and also what if any over payments will be lost or gained.
- 7.3 London Road is a popular and well used car park with the use of the current tariff. Alternative tariffs may result in a change of parking behaviour and loss of custom to other parking providers in the town.
- 7.4 Given the possibility of behavioural change by car park users in response to tariff change a risk does remain that there may be unquantifiable reduced car income from Car Parks, notwithstanding that the above proposals allow for a simplified and logical car parking offer for long and short stays in Newark.

## **8.0 Comments of Director - Resources**

- 8.1 Members will be well aware of the Council's overall budget position and the need for the Council to find significant financial savings each year.
- 8.2 As Members will be aware, Car Park income levels in 2014/15 are slightly higher than the budget for this year.
- 8.3 The proposals set out in the report are summarised in the table below:

Car Park	Existing tariff (£)	Proposed Tariff A (£)	Proposed Tariff B (£)
Wharfe	105,640	98,330	98,330
London Road	251,860	279,890	251,598
Riverside	54,660	52,530	52,530
Tolney Lane	58,610	56,240	56,240
Castle	34,170	35,700	35,700
Livestock Market	50,240	50,880	50,880
<b>Total</b>	<b>555,180</b>	<b>573,570</b>	<b>545,278</b>

It can be seen that option A would result in additional income of £18,390, but option B would result in reduced income of £8,292.

- 8.4 If Members agree to the revised option for car park charges in Southwell, this would result in an estimated additional income of between £19,460 and 59,980.
- 8.5 It should be noted that all calculations are based on the usage levels for 2013/14 being maintained at the same level regardless of the changes to the tariff structure.
- 8.6 It will be necessary to include the projected income figures based on Members preferred option in the Committee's budget proposals for submission to Policy and Finance Committee and ultimately for approval by Council as part of the budget setting on 10<sup>th</sup> March.

8.7 With regard to the proposal for cashless parking, it will be necessary for the costs of introducing this scheme to be assessed and come back to Committee for approval. Any capital costs will need to be approved by the Policy and Finance Committee and any ongoing revenue costs will need to be included in the Committee's revenue budget.

8.8 The increased income from the Lorry Park has been reflected in the draft revenue budget for 2015/16.

**9.0 RECOMMENDATIONS that:**

- (a) the Committee determines which, if any, alternative tariff options it wishes to recommend to the Council's Policy and Finance Committee for car parking tariffs at Newark and Southwell;**
- (b) the fee for lorry parking be increased from £12.00 to £12.50; and**
- (c) the Council proceed with a cashless parking offer as an additional alternative to pay and display.**

**Reason for Recommendations**

**To determine fees and charges applicable to car and lorry parking at Newark.**

**Background Papers**

Nil

For further information please contact Ian Harrison on Ext 5270

Andy Statham  
Director - Community



**ECONOMIC DEVELOPMENT COMMITTEE REVENUE BUDGET 2015/16 - 2019/20**

**1.0 Purpose of Report**

- 1.1 To inform the Committee of the budget and scales of fees & charges for those areas falling under the remit of the Economic Development Committee for 2015/16 and future years.

**2.0 Background Information**

- 2.1 Business Managers and service budget officers have been working with officers from Financial Services to determine a first draft general fund budget and medium term financial plan. The budgets have been prepared in line with the strategy agreed by Policy & Finance Committee on 18<sup>th</sup> September 2014.
- 2.2 The Economic Development Committee met 9<sup>th</sup> December to scrutinise the budget and continue to look for ways to achieve further savings in 2015/16 and future years. The budget proposals attached at Appendix A have been developed following consideration by the Committee.
- 2.3 It was agreed that Business Managers should continue to work with officers from Financial Services to formulate a final budget for submission to Policy & Finance Committee on 26<sup>th</sup> February 2015. The current budget proposals are attached at Appendix A. A schedule of fees and charges pertaining to Economic Development Committee are attached at Appendix B.

**3.0 Revenue budget proposals**

- 3.1 The current draft budget shows a reduction in 2015/16. Direct service expenditure including deferred and capital charges, and all central services recharges currently shows an overall decrease of £158,330 against 2014/15 budget, less the superannuation adjustment of £113,380. (see paragraph 3.5.1) When central recharges and capital are excluded the saving becomes £102,510 (2.8% on the comparable gross expenditure base budget).
- 3.2 This budget figure includes an average of 2% inflation on expenditure and income, as approved by the Policy & Finance Committee at its meeting on 18<sup>th</sup> September 2014. It also assumes a 1% increase in salary and wages costs overall in the 2014/15 initial budget and a further 1% increase for 2015/16. The 2014/15 and 2015/16 combined pay award has since been announced and it is not considered to be significantly different to the original estimates overall.
- 3.3 The budget will be further reduced during the financial year as strategic savings, currently shown centrally 'below the line' are agreed and implemented – this could include savings from leisure commissioning, devolution & service re-design, collaboration and ultimately efficiencies achieved through the move to the new offices later in the medium term financial plan.

3.4 Staffing costs account for approximately 47% of the gross service budget (excluding capital and central recharges) and significant budget savings cannot be achieved without affecting staffing levels.

3.5 Major variances between 2014/15 and 2015/16 are shown below:

3.5.1 It should be noted that the County Council Superannuation fund has changed the method of payment for the back-funded element of pensions – previously this was charged as an additional percentage on top of the basic employers contribution for each employees, however the basic rate is now payable with an annual lump sum payable from below the line. For this committee the superannuation included in the initial budget for 2014/15 which will now be accounted for 'below the line amounts' to £113,380.

3.5.2 Staffing costs – Within Development Management (A11604) the budget includes 2 temporary posts (12 months and 2 years) which will be funded from flexible resources. The budget for Economic Growth (A11851) reflects the new staffing structure approved by this Committee on 10<sup>th</sup> September 2014. It is now unlikely that the post of Growth Point Officer will be appointed to, however funding has been set aside to allow professional services to be procured as necessary.

3.5.3 The Newark Growth Point budget (A10811) includes a £10,000 contribution for 3 years (2015-16 to 2017-18) for the Newark Castle Line rail improvements funding.

3.5.4 Income from planning applications continues to exceed the budget in 2014/15 therefore the Business Manager Development has increased the income budget for 2015/16.

#### **4.0 Fees and Charges**

4.1 The level of fees and charges has been considered by officers within the framework set out in the Corporate Charging Policy. Proposals for increases in fees and charges are attached at Appendix B for consideration and recommendation to Policy & Finance Committee on 25<sup>th</sup> February 2015 and Council on 10<sup>th</sup> March 2015.

#### **5.0 Conclusions**

5.1 It is important that the Committee continues to scrutinise and review its budget in order to achieve additional savings in future years at a time when the Council is facing reducing government grants and other financial pressures.

#### **6.0 RECOMMENDATIONS that:**

- (a) the final Committee budget as shown at Appendix A be recommended to Policy & Finance Committee at its meeting on 25<sup>th</sup> February 2015 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 25<sup>th</sup> February 2015 and Council on 10<sup>th</sup> March 2015.**

**Reason for Recommendations**

**To ensure that the final budget proposals for 2015/16 to 2019/20 and level of fees and charges for 2015/16 are recommended to Policy & Finance Committee on 25<sup>th</sup> February 2015.**

**Background Papers**

Nil

For further information please contact David Dickinson on Extension 5300 or Amanda Wasilewski on Extension 5738.

David Dickinson  
Director - Resources



BUDGET SUMMARY  
ECONOMIC DEVELOPMENT

APPENDIX A

CODE	DESCRIPTION	2014/15 INITIAL BUDGET	2015/16 BASE BUDGET	MORE/ (LESS)	2016/17 BASE BUDGET	2017/18 BASE BUDGET	2018/19 BASE BUDGET	2019/20 BASE BUDGET
A10811	NEWARK GROWTH POINT	53,660	60,090	6,430	61,700	63,250	53,840	54,380
A10813	LAND CHARGES	0	0	0	0	0	0	0
A11571	SHERWOOD TIC	74,760	70,510	(4,250)	71,420	72,200	72,980	73,670
A11572	NEWARK TIC	78,350	68,110	(10,240)	69,020	69,770	70,600	68,110
A11573	PROMOTION OF TOURISM	70,870	63,480	(7,390)	60,650	60,730	60,810	60,870
A11574	SHERWOOD YOUTH HOSTEL	(14,680)	(13,860)	820	(13,840)	(13,830)	4,950	1,210
A11601	GROWTH TECHNICAL SUPPORT	0	0	0	0	0	0	0
A11603	BUILDING CONTROL FEE EARNING	0	0	0	0	0	0	0
A11604	DEVELOPMENT MANAGEMENT	420,650	395,150	(25,500)	409,240	421,480	433,490	444,420
A11605	PLANNING POLICY	346,900	309,510	(37,390)	314,480	318,120	321,760	325,200
A11606	BUILDING CONTROL	164,210	142,480	(21,730)	146,040	149,540	151,450	153,220
A11609	PLANNING DELIVERY GRANT	0	0	0	0	0	0	0
A11610	LOCAL DEVELOPMENT FRAMEWORK	54,010	55,310	1,300	56,390	57,490	58,600	59,740
A11611	COMMUNITY INFRASTRUCTURE LEVY	54,980	51,200	(3,780)	52,360	52,980	53,610	54,230
A11706	HISTORIC BUILDINGS GRANT SCHEM	0	0	0	0	0	0	0
A11810	NEWARK BUSINESS INNOVATION CEN	(3,470)	0	3,470	0	0	0	0
A11811	NEWARK NORTHERN RD IND ESTAT	0	0	0	0	0	0	0
A11813	SUTTON ON TRENT WORKSHOPS	(13,970)	(11,930)	2,040	(11,740)	(11,600)	(11,440)	(11,310)
A11814	BLIDWORTH WORKSHOPS	(20,280)	(21,880)	(1,600)	(21,700)	(21,550)	(21,390)	(21,270)
A11815	BOUGHTON WORKSHOPS	(21,820)	(11,560)	10,260	(23,890)	(23,810)	(23,730)	(23,640)
A11816	CHURCH FARM WORKSHOPS	(8,250)	(6,920)	1,330	(6,610)	(6,410)	(6,190)	(6,000)
A11817	BILSTHORPE WORKSHOPS	(17,690)	(16,920)	770	(16,750)	(16,600)	(16,450)	(16,310)
A11818	BURMA ROAD WORKSHOPS	(1,130)	(11,010)	(9,880)	(10,930)	(10,890)	(10,820)	(10,780)
A11820	BLIDWORTH INDUSTRIAL PARK	18,420	2,590	(15,830)	1,630	0	0	0
A11821	CLIPSTONE WORKSHOPS	(5,400)	(10,750)	(5,350)	(10,470)	(10,260)	(10,050)	(9,860)
A11822	BOUGHTON ADVANCE FACTORY	(17,890)	(19,540)	(1,650)	(19,500)	(19,450)	(19,400)	(19,350)
A11823	CLIPSTONE ADVANCED FACTORIES	(9,800)	(18,480)	(8,680)	(18,410)	(18,360)	(18,290)	(18,230)
A11824	SHERWOOD FOREST CRAFT CENTRE	13,060	840	(12,220)	1,770	2,470	3,190	3,920
A11825	OUTREACH RESOURCE CENTRES	0	0	0	0	0	0	0
A11826	CLIPSTONE HOLDING CENTRE	4,390	3,660	(730)	4,450	4,490	4,530	7,630
A11827	OLLERTON CORNER	10,360	9,240	(1,120)	0	0	0	0
A11828	BLIDWORTH ADVANCE FACTORIES	(7,180)	(8,500)	(1,320)	(8,360)	(8,300)	(8,210)	(8,140)
A11829	KEEPERS COTTAGE	(4,070)	(8,020)	(3,950)	(7,540)	(7,560)	(7,580)	(7,600)
A11830	20 BALDERTONGATE	0	8,010	8,010	0	0	0	0
A11851	ECONOMIC GROWTH	292,930	314,640	21,710	317,680	320,200	322,670	324,980
A11885	INWARD INVEST TARGET MARKETIN	0	0	0	0	0	0	0
A12001	CAR PARKS & MARKETS ADMIN	0	0	0	0	0	0	0
A12011	SURFACE CAR PARKS NEWARK	(375,670)	(391,160)	(15,490)	(385,700)	(380,440)	(375,140)	(370,250)
A12012	SURFACE CAR PARKS SOUTHWELL	14,910	14,500	(410)	15,140	15,800	16,450	17,100
A12013	MOUNT LANE TEMPORARY CAR PARK	0	0	0	0	0	0	0
A12014	NEWARK LORRY PARK	(159,750)	(180,690)	(20,940)	(179,050)	(177,520)	(175,890)	(174,320)
A12019	SURFACE CAR PARK OLLERTON	16,680	16,230	(450)	16,440	16,620	16,870	17,080
A12201	MARKETS ADMINISTRATION	0	0	0	0	0	0	0
A12211	NEWARK OPEN MARKET	124,970	119,170	(5,800)	126,360	129,160	135,840	143,260
A12213	SOUTHWELL OPEN MARKET	11,600	9,210	(2,390)	9,850	10,510	11,180	11,840
A12401	OTHER PROPERTIES	26,290	34,500	8,210	38,700	41,470	42,790	44,120
A12506	GROWTH INVESTMENT FUND	73,910	70,190	(3,720)	70,250	70,290	70,330	70,360
A15002	CREW LANE DEPOT	(10,690)	(11,560)	(870)	(11,530)	(11,490)	(11,440)	(11,400)
	TOTAL	1,234,170	1,075,840	(158,330)	1,097,550	1,138,500	1,189,920	1,226,880



BUDGET SUMMARY  
 ECONOMIC DEVELOPMENT COMMITTEE  
 SUBJECTIVE SUMMARY

APPENDIX A

CODE	DESCRIPTION	2014/15	2015/16	More (Less)	2016/17	2017/18	2018/19	2019/20
		INITIAL BUDGET	BASE BUDGET		BASE BUDGET	BASE BUDGET	BASE BUDGET	BASE BUDGET
111	SALARIES AND WAGES	1,351,130	1,355,540	4,410	1,329,050	1,346,660	1,360,140	1,370,490
113	NATIONAL INSURANCE	92,980	90,290	(2,690)	88,500	89,550	90,450	91,350
114	SUPERANNUATION	264,810	165,260	(99,550)	161,100	163,260	164,880	166,520
	EMPLOYEE SUB TOTAL	1,708,920	1,611,090	(97,830)	1,578,650	1,599,470	1,615,470	1,628,360
211	REPAIRS AND MAINTENANCE	57,650	63,940	6,290	60,760	61,840	62,940	64,060
212	ENERGY COSTS	61,590	64,500	2,910	64,030	65,100	66,400	67,720
213	RENT	165,980	169,100	3,120	171,150	171,770	172,390	176,090
214	RATES	157,130	151,900	(5,230)	152,320	155,370	158,490	161,660
215	WATER SERVICES	18,350	18,870	520	18,950	19,350	19,750	20,150
216	FIXTURES AND FITTING	200	200	0	200	200	200	200
219	CONTRIBUTION TO FUNDS	96,900	96,680	(220)	95,760	95,760	95,760	95,760
311	TRANSPORT	2,010	1,950	(60)	2,020	2,050	2,080	2,100
315	CAR ALLOWANCES	24,430	28,090	3,660	27,470	27,540	27,790	28,050
316	INSURANCE	460	510	50	520	530	540	550
411	EQUIPMENT AND FURNITURE	11,450	11,410	(40)	11,630	11,850	12,080	12,310
412	MATERIALS	6,780	6,910	130	7,040	7,170	7,310	7,450
431	CLOTHING AND UNIFORMS	2,190	2,220	30	2,250	2,280	2,310	2,340
441	GENERAL OFFICE EXPENSES	77,070	88,820	11,750	89,150	89,490	89,840	90,190
451	CONTRACTUAL	321,390	328,040	6,650	330,220	335,630	346,140	346,780
452	OTHER SERVICES	382,910	423,490	40,580	485,700	492,680	488,810	495,010
453	LEASING PREMIUMS	327,860	337,370	9,510	347,490	357,910	368,650	379,710
461	COMMUNICATIONS AND COMPUTING	33,730	35,180	1,450	35,870	36,560	37,270	38,000
471	STAFF	4,580	4,820	240	4,870	4,920	4,980	5,040
482	SUBSCRIPTIONS	6,150	8,810	2,660	5,880	5,950	6,020	6,100
491	INSURANCE	41,930	38,560	(3,370)	37,380	38,000	38,670	39,530
492	CONTRIBS TO FUNDS AND PROVISNS	28,800	23,880	(4,920)	23,960	24,040	24,120	24,200
493	OTHER	93,910	105,000	11,090	99,990	94,990	92,760	90,610
711	ADMIN BUILDINGS	108,460	104,110	(4,350)	105,630	107,050	108,480	109,850
712	CENTRAL DEPARTMENT SUPPORT	794,610	725,420	(69,190)	737,050	746,530	756,240	763,090
713	CSS MONTHLY PERCENTAGE RECHGS	44,750	14,000	(30,750)	14,180	14,490	14,750	15,040
715	DEPARTMENTAL ADMINISTRATION	541,820	530,930	(10,890)	537,980	544,520	551,090	556,280
821	CAPITAL CHARGE	171,450	265,120	93,670	265,120	260,420	259,510	258,810
	RUNNING EXPENSES SUB-TOTAL	3,584,540	3,649,830	65,290	3,734,570	3,773,990	3,815,370	3,856,680
924	PARISH COUNCIL CONTRIBUTIONS	(8,200)	(8,490)	(290)	(8,490)	(8,490)	(8,490)	(8,490)
928	RECHARGE NON GF ACCOUNTS	(23,650)	(24,120)	(470)	(24,120)	(24,120)	(24,120)	(24,120)
931	SALES	(250)	(250)	0	(250)	(250)	(250)	(250)
932	FEES AND CHARGES	(2,401,300)	(2,449,900)	(48,600)	(2,448,680)	(2,448,740)	(2,448,780)	(2,448,820)
933	RENTS	(848,730)	(859,160)	(10,430)	(872,650)	(872,760)	(859,120)	(857,980)
938	FEES AND CHARGES	(32,000)	(65,000)	(33,000)	(65,000)	(65,000)	(65,000)	(65,000)
939	OTHER RECEIPTS	(55,000)	(55,000)	0	(55,000)	(55,000)	(55,000)	(55,000)
951	RECHARGE GF REV ACCOUNTS	(585,670)	(551,360)	34,310	(558,760)	(565,570)	(572,440)	(577,870)
961	REVENUE APPROPRIATION ADJUST	(104,490)	(171,800)	(67,310)	(182,720)	(195,030)	(207,720)	(220,630)
	INCOME SUB-TOTAL	(4,059,290)	(4,185,080)	(125,790)	(4,215,670)	(4,234,960)	(4,240,920)	(4,258,160)
	COMMITTEE TOTAL	1,234,170	1,075,840	(158,330)	1,097,550	1,138,500	1,189,920	1,226,880



# **SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES AND ASSOCIATED MATTERS**

**FOR**

## **NEWARK AND SHERWOOD DISTRICT COUNCIL**

TO BE READ IN CONJUNCTION WITH  
THE BUILDING [LOCAL AUTHORITY CHARGES] REGULATIONS 2010

Date this Scheme came into effect: 1 October 2010. Rate of charges amended on

4 January 2011 (to reflect changes in VAT),

7 July 2011 and 1 January 2013 (to reflect changes in hourly rate)

1 April 2014 (to reflect changes in hourly rate)

1 April 2015 (to reflect changes in time allocation and site inspections)

## SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES

### Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

**'building'** means: any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

**'building notice'** means: a notice given in accordance with Regulations 12(2)(a) and 13 of the Building Regulations 2010 (as amended)

**'building work'** means:

- a) the erection or extension of a building;
- b) the provision or extension of a controlled service or fitting in or in connection with a building;
- c) the material alteration of a building, or a controlled service or fitting;
- d) work required by building Regulation 6 (requirements relating to material change of use);
- e) the insertion of insulating material into the cavity wall of a building;
- f) work involving the underpinning of a building;
- g) work required by building Regulation 23 (requirements relating to thermal elements);
- h) work required by building Regulation 22 (requirements relating to a change of energy status);
- i) work required by building Regulation 28 (consequential improvements to energy performance);

**'Building Regulations'** means: the Building Regulations 2010 (as amended)

**'chargeable function'** means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the Authority in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the Authority in accordance with the Building Regulation 2010 and with section 16 of the Building Act 1984 (as amended).
- (c) the consideration of a building notice which has been given to the Authority in accordance with the Building Regulations 2010.
- (d) the consideration of building work reverting to the Authority under the Building (Approved Inspectors etc.) Regulations 2010.
- (e) the consideration of a regularisation application submitted to the Authority under Regulation 18 of the Building Regulations 2010.

**'cost'** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**‘dwelling’** includes a dwelling-house and a flat.

**‘dwelling-house’** does not include a flat or a building containing a flat.

**‘flat’** means a separate and self-contained premise constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

**‘floor area of a building or extension’** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**‘regularisation’** means:

a request for a certificate given in accordance with Regulation 18 of the Building Regulations for unauthorised work that has carried out on or after 11<sup>th</sup> November 1985 and

**‘relevant person’** means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of ‘chargeable advice’.

### **Principles of this Scheme**

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- **A plan charge**, payable when plans of the building work are deposited with the Local Authority.
- **An inspection charge**, payable on demand after the Authority carry out the first inspection in respect of which the charge is payable.
- **A building notice charge**, payable when the building notice is given to the Authority.
- **A reversion charge**, payable for building work in relation to a building: -
  - a) which has been partly completed before plans are first deposited with the Authority in accordance with Regulation 19(2)(a) of the Approved Inspectors Regulations; or
  - b) In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 19(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
- **A regularisation charge**, payable at the time of the application to the Authority in accordance with Regulation 18 of the Building Regulations.

**Chargeable Advice,** Local Authorities can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the Authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see page 3 for definition).

Any charge which is payable to the Authority may, in a particular case, and with the agreement of the Authority, be paid by instalments of such amounts payable on such dates as may be specified by the Authority. If the applicant and an Authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

1. The existing use of a building, or the proposed use of the building after completion of the building work;
2. The different kinds of building work described in Regulation 3(1)(a) to (i) of the Building Regulations;
3. The floor area of the building or extension;
4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
6. The estimated cost of the building work;
7. Whether a person who intends to carry out part of the building work is a person mentioned in Regulation 12(6)(5) or 43 of the Building Regulations (i.e. related to competent person/self certification schemes);
8. Whether in respect of the building work a notification will be made in accordance with Regulation 41 of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
10. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same Local Authority;
11. Whether chargeable advice has been given which is likely to result in less time being taken by a Local Authority to perform that function;
12. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

## Principles of the Scheme in Respect of the Erection of Domestic Buildings, Garages, Carports and Extensions

- Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

### Exemption from Charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.
- c) The Authority has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-
  1. the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
  2. the provision of extension of a room which is or will be used solely-
    - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
    - (ii) for the storage of medical equipment for the use of the disabled person, or
    - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- (b) for the provision of facilities designed to secure the greater health, safety, welfare of disabled persons.
- (c) Note: '**disabled person**' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

## **Information Required to Determine Charges**

If the Authority requires additional information to enable it to determine the correct charge the Authority can request the information under the provisions of Regulation 9 of the Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the Authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work

Additional information may be required in relation to:–

- The floor area of the building or extension;
- The estimated duration of the building work and the anticipated number of inspections to be carried out;
- The use of members of a relevant competent persons scheme to carry out the work;
- The use of accredited standard details, for example Part E compliant details from Robust Details Ltd or LABC Registered Details;
- Any accreditations held by the builder or other member of the design team;
- The nature of the design of the building work and whether innovative or high-risk construction is to be used;
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

## **Establishing the Charge**

The Authority has established standard charges using the principles contained within the Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building works that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within the Building (Local Authority Charges) Regulations 2010. If the Authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the Authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in Regulation 7(5) of the Charges Regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the Authority will state which factors in Regulation 7(5) of the Charges Regulations it has taken into account in establishing a standard or individually determined charge.

Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the Authority will establish the charge by individually determining the charge.

### **Other Matters Relating to Calculation of Charges**

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £65.40 has been used.
- Any charge payable to the Authority shall be paid with an amount equal to any value added tax payable in respect of that charge. Note that VAT is not currently charged on Regularisation or Reversion Applications.
- Charges are not payable for the first hour when calculating an advice charge.
- The Authority accepts payment by instalments in respect of all building work where the total charge exceeds £1000. The Authority will on request specify the amounts payable and dates on which instalments are to be paid.

### **Reduced Charges**

The Authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the Local Authority to perform the chargeable function for that work.

Where any of the work shown in Table C is to be carried out at the same time as work for which a charge under Table B or Table D has been paid, then the Table C charge for the relevant work will be reduced by 50%.

Where any of the work shown in Table D is to be carried out at the same time as work for which a charge under Table B or Table C has been paid, then the Table D charge for the relevant work will be reduced by 50%.

Where in accordance with Regulation 7(5)(i) of the Charges Regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other the charge for the whole of the work will be individually determined.

Where in accordance with Regulation 7(5)(j) of the Charges Regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same Local Authority, the charge will be individually determined.

No additional charge will be made for the first re-submission following a rejection.

## **Supplementary Charges**

The charges have been set on the basis that the design and building work will be undertaken by a person or company that is competent to do so, and reasonable assumptions have been made on this basis as to the likely time that will be necessary to deal with the application.

A supplementary charge may however be made where additional costs are incurred in order to verify compliance with the Building Regulations, for example:–

- Where additional inspections are needed as a result of work not being ready, or not being to an acceptable standard on the first inspection visit, or the omission of notification stages at the appropriate construction.
- Where the project includes work which could have been carried out by a member of an approved Competent Persons Scheme, but was not.
- Where calculations required by Part L are not provided by an accredited energy assessor.
- Where details used to demonstrate compliance with Part E are not provided by Robust Details Ltd.
- Where air tightness testing is required under the Building Regulations unless a certificate confirming compliance is provided by a person who is registered by the British Institute of Non-destructive Testing in respect of pressure testing for the air tightness of buildings.
- In the case of a full plans application, the application needs to be re-submitted more than once before being approved.

Please note that this list is not exhaustive, and that where a supplementary charge is made, a clear explanation of the reason will be given in each case. See Table E.

## **Refunds and Supplementary Charges**

If the basis on which the charge has been set or determined changes, the Local Authority will issue a refund or request a supplementary charge. A written statement setting out the basis of the refund or supplementary charge will be provided, which will clearly show how this has been calculated. In the calculation of refunds or supplementary charges, no account shall be taken of the first hour of an officer's time.

## **Non-Payment of a Charge**

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Authority has received the correct charge. In other words, relevant timescales do not start until the appropriate payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge

## **Complaints about Charges**

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The Authority has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request.

## **Transitional Provisions**

The Authority's scheme for the recovery of charges dated 1 January 2013 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1 January 2013 and the 1 April 2014 inclusive.

## **STANDARD CHARGES**

Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the Authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the Authority then a reduction to the standard charge will be made.

### **Plan and Inspection Charges**

The plan charge and inspection charge are listed in the following tables. For all work other than that included in the tables, the plan and inspection charges will be individually determined.

### **Building Notice Charge**

The Building Notice charge is listed in the following tables. For all work other than that included in the tables, the Building Notice charge will be individually determined.

### **Reversion Charge**

This charge is listed in the following tables. For all work other than that included in the tables, the reversion charge will be individually determined.

### **Regularisation Charge**

The charge is listed in the following tables. For all work other than that included in the tables, the regularisation charge will be individually determined.

**TABLE A**  
**STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING**

Number of Dwellings	Plan Charge	Inspection Charge	Building Notice charge	Regularisation and Reversion Charge
1	£150	£590	£740	£930

Includes VAT at 20%

**Notes -**

For 2 or more dwellings, or for a single dwelling where the floor area exceeds 300m<sup>2</sup> the charge is individually determined, suggested framework is detailed above but factors that may affect charges further are covered earlier in Reduced charges and Supplementary charges.

**TABLE B**  
**STANDARD CHARGES FOR OTHER BUILDING WORK**  
**Domestic extensions to a single building**

Description	Plan Charge	Inspection Charge	Building Notice charge	Regularisation and Reversion Charge
Extension or loft conversion where floor does not exceed 20m <sup>2</sup>	£150	£340	£490	£610
Extension or loft conversion where floor exceeds 20m <sup>2</sup> but does not exceed 60m <sup>2</sup>	£150	£420	£570	£710
Extension or loft conversion where floor area exceeds 60m <sup>2</sup>	£150	£510	£660	£830
Erection or extension of a domestic garage or carport up to 36m <sup>2</sup>	£150	£290	£440	£540
Erection or extension of a domestic garage or carport over 36m <sup>2</sup>	£150	£380	£530	£660

Includes VAT at 20%

**Notes –**

- a) The above charges can be used for more than one extension provided all extensions are built at the same time and the total floor area of all the extensions is used as the basis for calculation.

**TABLE C****Domestic alterations to a single building**

<b>Description</b>	<b>Plan Charge</b>	<b>Inspection Charge</b>	<b>Building Notice charge</b>	<b>Reduced charge if carried out at same time as work in Table B or D</b>	<b>Regularisation and Reversion Charge</b>
Renovation of a thermal element to a single dwelling. (e.g. external insulation or reroofing)	£200	£0	£200	£100	£250
Replacement of windows/doors (where all are replaced at the same time)	£230	£0	£230	£115	£290
Any electrical work other than the complete rewiring of a dwelling.	£230	£0	£230	£115	£290
Electrical work involving the complete re-wiring of an existing dwelling.	£290	£0	£290	£145	£360
Removal of a single load bearing wall or chimney stack	£260	£0	£260	£130	£280
Installation of insulation into an existing cavity wall	£150	£0	£150	£75	£177
Installation of PV panels or a solar heating system	£290	£0	£290	£145	£360
Conversion of a domestic garage into a habitable room(s)	£150	£260	£410	£205	£440

Includes VAT at 20%

**TABLE D**  
**ALL OTHER WORK**

Description	Plan Charge	Inspection Charge	Building Notice charge	Reduced charge if carried out at same time as work in Table B	Regularisation and Reversion Charge
Work for which the estimated cost is £1000 or less	£150	£140	£290	£145	£310
Work for which the estimated cost is over £1000 and up to £5000	£150	£260	£410	£205	£510
Work for which the estimated cost is over £5000 and up to £20000	£150	£310	£460	£230	£570

Includes VAT at 20%

**Notes –**

- a) Where the work involves a change of use or a change of energy status, the charge will be individually determined in each case.

**TABLE E**

<b>Item</b>	<b>Discretionary Building Control Services</b>	<b>Charge</b>
1	Professional interpretation of historic building regulation application and resolve any outstanding decision and/or certification.	£115
2	Research and supply additional copy of certificate or decision notice for applications post 2009	£10
3	Research and supply additional copy of certificate or decision notice for applications prior to 2009	£25
4	Withdraw application prior to assessment.	£55
5	Redirecting invoice.	£30
6	Domestic energy assessment and certification for new and existing dwelling. SAP & EPC per dwelling without room in roof space.	£150
7	Domestic energy assessment and certification for new and existing dwelling. SAP & EPC per dwelling with room in roof space.	£200
8	Domestic structural design per structural opening.	£115
9	Professional advice relating to dangerous structures per hour. (Costs incurred by engaging contractors charged separately.)	£78
10	Professional consultation service relating to demolition application.	£115

**PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

Development Category	Previous charge	Proposed charge
<p><b>DO I NEED PLANNING PERMISSION REQUESTS</b>  <b>EXEMPTION 1 – DOMESTIC DWELLINGS/ HOUSEHOLDER ENQUIRIES</b>                      To obtain a view from the Authority as to whether planning permission is required for a an extension to a dwelling or the erection of a building or structure within the garden area (this could include but not be exclusive of a detached garage, erection of fencing, erection of decking, etc)</p>	<p>Fixed Charge of <b>£48</b>                      This would cover one letter.</p>	<p>Fixed Charge of <b>£48</b>                      This would cover one letter.</p>
<p><b>EXEMPTION 2 – COMMERCIAL ENQUIRIES</b>                      To obtain a view from the Authority as to whether planning permission is required for a development proposal (which could include an extension, alteration to an elevation, change in levels) or a change of use</p>	<p>Fixed Charge of <b>£48</b>                      This would cover one letter.</p>	<p>Fixed Charge of <b>£48</b>                      This would cover one letter.</p>
<p><b>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL</b>                      New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more.                      Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of <b>£1200</b>                      This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.</p>	<p>Fixed charge of <b>£1200</b>                      This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.</p>
<p><b>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT</b>                      Residential development of 200 or more dwellings or where the site area is 4 hectares or more.</p>	£1500	£1500
<p><b>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT</b>                      Residential development of between 10 and 199 dwellings (inclusive)</p>	£840	£840
<p><b>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT</b>                      Examples include:                      Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.</p>	£480	£480
<p><b>CATEGORY D – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</b>                      Examples include:                      1 new dwelling.                      New floorspace or change of use of less than 300 sqm                      Advert Consent.</p>	£180	£180
<p><b>NEW CATEGORY E – WIND TURBINES</b></p>	£1200	£1200

In instances where a development proposal may fall within 2 no. categories, for example it may also require an associated Listed Building Consent, the higher fee is payable as opposed to an aggregated payment.

Where it is requested and agreed that that a Senior Manager also attends a meeting with the case officer, an additional charge, based on an hourly rate, may be payable.

Where follow-up advice is required an hourly rate will be charged, which shall firstly be agreed by and paid to the Local Planning Authority

## **TERMS AND CONDITIONS**

All of the above charges are inclusive of VAT.

Standard fees plus VAT must be paid on submission of the request for advice.

Payments can be made over the phone by telephoning 01636 650000. Alternatively payment can be made by cheque, which should be made payable to Newark & Sherwood District Council.

## **SERVICE STANDARDS AND SUBMISSION REQUIREMENTS**

### **Exemptions (Do I need Planning Permission Requests)**

Prospective applicants seeking advice as to whether planning permission is required for either a house extension or household development in a garden are required to complete an Exemption Form 1. Those seeking guidance for commercial proposals in terms of establishing whether planning permission is required should complete an Exemption Form 2. Both forms are available on our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) and at Kelham Hall. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

All Exemption requests will be responded to wherever possible within 21 days. Building Control will also advise as to whether Building Regulations approval is required. You will receive acknowledgement of your request for the advice within 1 week of a valid request, **unless our response can be issued within 1 week of a valid request**. The Council will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. Please note that in circumstances where any missing information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

### **Pre Application Advice**

Prospective applicants seeking exemption or pre-application advice are required to complete either an 'Exemption' or a 'Request for Pre-application Advice' form which is available on our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) and at our reception at Kelham Hall. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

Within 1 week of receiving a request for pre-application advice, the service will contact you to confirm:

- That your request for advice has been received;
- That the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
- Any additional information that is required before pre-application advice is offered; and the name of the planning case officer who will be providing the advice.

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

Within 10 days of receiving a valid request, the case officer will contact you and agree a time and date for a meeting if applicable. Alternatively, the case officer will confirm the timescales for issuing their advice. The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes.

Meetings will normally be held at Kelham Hall.

Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.

A manager or more senior manager will check the detailed advice note before it is issued (even if that person did not attend any meeting).

The case officer will:

- Research the history of the site;
- Undertake an unaccompanied site visit;
- Consult with key statutory and non-statutory consultees that would normally be contacted at application stage;
- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant at Kelham Hall where applicable.
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week and will include an estimate of the cost for the additional advice. If you then wish to proceed the fee must be paid in full prior to any advice being issued.

## **QUALIFICATION**

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

## **PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS**

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

## **CONTACT US**

If you have any queries regarding the pre-application advice service please visit our website <http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/> or contact us using [planning@nsdc.info](mailto:planning@nsdc.info) or 01636 650000

## **LAND CHARGES - ECONOMIC DEVELOPMENT COMMITTEE**

<b>Type of Search</b>	<b>Relevant Act or Order</b>	<b>2014-2015 Existing</b>	<b>2015-2016 Proposed</b>	<b>2015/2016 Estimate</b>	<b>Comments</b>
LLC1	Local Land Charges Act 1975	£25	£25	1400	*
Con29 Residential	Local Land Charges Act 1975	£60	£60	1150	*
Con29 Commercial	Local Land Charges Act 1975	£85	£85	250	*
Optional Question Q5	Local Land Charges Act 1975	£20	£20	350	*
Optional Question Q22	Local Land Charges Act 1975	£20	£20	200	*
Optional Questions Remainder	Local Land Charges Act 1975	£10	£10	120	*
Written Enquiries	Local Land Charges Act 1975	£17	£17	6	*
Additional Parcels	Local Land Charges Act 1975	£15	£15	30	*
Personal Search	Local Land Charges Act 1975	NIL	NIL	1150	
Light Obstruction Notice – Registration Fee	Rights of Light Act 1959	£67.50	£67.50	0	

\*The fees for 2015/16 are subject to revision following discussions between the LGA and the Ministry of Justice. In accordance with legislation, fees are determined on a recovery of cost basis. No increases in fees on full searches are proposed for 2015/16 as the service continues to deal with competition from external companies (Personal Search Companies).

Progress continues regarding the transfer of local land charge function (LLC1 searches) to the Land Registry, this will have a significant impact in terms of the Council's fee income.

The representatives from the Land Registry have advised the Business Manager Technical Support that the proposal to transfer the local land charges function from the local authorities to the Land Registry had been included in the Queen's speech on 4th June 2014 and was contained within the Infrastructure Bill which was currently receiving its first reading in the House of Lords. Deputy Chief Executive and Business Manager Technical Support will continue to update on progress of project.

**CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

<b>Newark Car Parks</b>	<b>Existing 2014-15</b>		<b>2015-16 Proposed</b>	
<b>Sliding scale, town centre</b> London Road Baldertongate	1 hour	£1.00	1 hour	£1.00
	2 hours	£1.60	2 hours	£1.60
	2-4 hours	£2.60	2-4 hours	£2.60
	Over 4 hours	£4.60	Over 4 hours	£4.60
	After 6pm	£1.00	After 6pm	£1.00
<b>Sliding scale, out of town</b> Tolney Lane Livestock Market Castle Station Riverside Arena	1 hour	£1.00	1 hour	£1.00
	2 hours	£1.50	2 hours	£1.50
	2-4 hours	£2.10	2-4 hours	£2.10
	Over 4hours	£2.60	Over 4hours	£2.60
<b>Short stay</b> Appletongate Town Wharf Mount Street (See note Below)	1 hour	£1.30	1hour	£1.30
	2 hours	£1.70	2 hours	£1.70
	Per hour thereafter £1.10		Per hour thereafter £1.10	
	After 6pm	£1.00	After 6pm	£1.00
Subject to Committee agreement- Trial tariff to apply at Mount Street, Appletongate and the Wharf car parks. (If the trial tariff is agreed then the short stay fees above will not apply).			0-30 mins	£0.50
			0-1 hour	£1.00
			1-2 hours	£1.50
			2-3 hours	£2.50
			3-4 hours	£4.50
			Over 4 hours	£7.50
			After 6pm	£1.00
<b>Southwell car parks</b> Church Street & King Street	Up to 2 hours	FREE	Up to 2 hours	FREE
	2-3 hours	£1.60	2-3 hours	£1.60
	3-4 hours	£2.60	3-4 hours	£2.60
	4-5 hours	£3.60	4-5 hours	£3.60
	5-6 hours	£4.70	5-6 hours	£4.70
	Over 6 hours	£6.00	Over 6 hours	£6.00
	Residents permit – King Street	One payment	£50.00	One payment
<b>Lorry Parking</b>				
Lorry Parking – Fixed Charge	£12.00		£12.00	
Lorry Parking (with meal voucher)	£15.00		£15.00	
<b>Season Tickets (per month)</b>				
Town centre	£80 per month £160.00 per quarter £640 per year*		£80 per month £160.00 per quarter £640 per year*	
Out of town	£45.00 per month £420 per year*		£45.00 per month £420 per year*	
<b>Contract Rates</b>				
Fixed charge	Quarterly	£200.00	Quarterly	£200.00

- \*Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply
- Where businesses/their employees buy ,more than 1 contract car parking permit in any year, a 10% discount in annual cost will apply.
- The Business Manager for Car Parking and Markets shall have the discretion, subject to confirmation by the Section 151 Officer, to negotiate and agree a discounted parking charge for multiple lorry parking by the same haulier.
- Event parking fee at any Council Car or Lorry Park shall be £5
- Subject to agreement by the relevant committee, the trial tariff for Mount Street may be extended to include use at other car parks subject to a suitable assessment of positive impact on income.

**NEWARK MARKET FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

<b>Day</b>	<b>Item</b>	<b>2014/2015 Existing</b>	<b>2015-16 Proposed</b>
Monday (25 traders)	Rent	£15.00	£15.00
	Extra stall	£ 7.50	£ 7.50
	Extension	£ 5.00	£ 5.00
	Mobile Unit	£ 4.95/linear metre	£ 4.95/linear metre
	Stodman St/Bridge St	£ 35 - £60	£ 35 - £60
Wednesday (65 traders)	Rent- Licensed	£ 20.00	£ 20.00
	Extra licensed stall	£ 10.00	£ 10.00
	Rent - Casual	£ 23.00	£ 23.00
	Extra casual stall	£ 22.00	£ 22.00
	Extension	£ 7.00	£ 7.00
	Mobile Unit	£6.60/linear metre	£6.60/linear metre
	Riverside Stall	£15.00	£16.00
	Riverside Pitch	£ 4.95/linear metre	£ 5.30/linear metre
	Farmers	£ 22.00	£23.00
	Stodman St/Bridge St	£ 35- £60	£ 35- £60
Thursday ( 20 traders)	Rent	£15.00	£15.00
	Extra stall	£ 7.50	£ 7.50
	Extension	£ 5.00	£ 5.00
	Mobile Unit	£ 4.95/linear metre	£ 4.95/linear metre
	Stodman St/Bridge St	£ 35- £60	£ 35- £60
Friday (40 traders)	Rent- Licensed	£ 16.00	£ 16.00
	Extra Licensed stall	£ 10.00	£ 10.00
	Rent- Casual	£ 19.00	£ 19.00
	Extra Casual stall	£ 10.00	£ 10.00
	Extension	£ 6.00	£ 6.00
	Mobile Unit	£6.60/linear metre	£6.60/linear metre
	Stodman St/Bridge St	£ 35- £60	£ 35- £60
Saturday (65 traders)	Rent- Licensed	£ 20.00	£ 20.00
	Extra Licensed stall	£ 10.00	£ 10.00
	Rent- casual	£ 22.00	£ 22.00
	Extra casual stall	£ 12.00	£ 12.00
	Extension	£ 7.00	£ 7.00
	Mobile Unit	£6.60/linear metre	£6.60/linear metre
	Stodman St/Bridge St	£ 35- £60	£ 35- £60
Charity Stall		£12	£12
Off Site Hire		£18	£18

## SOUTHWELL MARKET FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

Day	Item	2014/2015 Existing	2015/2016 Proposed
Thursday (5 traders)	Rent	£15.00	£16.00
	1 Additional Stall	£ 8.00	£ 8.00
	Extension	£ 1.00/ square metre	£ 1.00/ square metre
	Farmers	£18.00	£18.00
	Mobile unit	£6.60/linear metre	£6.60/linear metre
Saturday (18 traders)	Rent	£18.00	£18.00
	1 Additional Stall	£10.00	£10.00
	Extension	£ 1.00/square metre	£ 1.00/square metre
	Mobile unit	£6.60/linear metre	£6.60/linear metre
Charity Stall		£12	£12
Off Site Hire		£18	£18

- Electricity, other than that provided for lighting is charged additionally, according to load, from £3- £7 per day
- Licensed market traders pay £4.00 per week retainer for a maximum of 3 weeks holiday per year and 20% of Trailer charge, ie: £40.00 normal rent- £8 holiday charge
- Licensed market traders pay the full rent for their licensed stalls if they fail to attend other than holidays. This is reduced to £8.00 if the stall is re-let to another trader.
- An initiative to increase the stall occupancy a number of years ago permitted licensed traders to take additional stalls over and above their licensed stalls at a reduced rent of £6.50 on Mondays and Thursdays, £5.25 on Fridays and £9.50 on Wednesdays and Saturdays. This initiative has now ceased but traders who took advantage of it have been allowed to retain their additional stalls at the reduced rent. Licensed market trader's rent may be waived at the discretion of the Parking and Markets Manager in the case of serious illness or hospitalisation.

### **To Attract and Retain New Traders and Licensed Traders: Various Discount Schemes are Now Available:**

1. A Loyalty Discount Scheme is provided to all Licensed Traders. If a Licensed stallholder attends the market on 90 percent of his/her available days during November and December then a discount is offered at £5.00 per stood market day in January/February.
2. A New starter discount of 25% on all stalls is available payable to new market traders on any day on the 4<sup>th</sup> consecutive week of trading, ie: On the 4<sup>th</sup> week trading day(s) there is free rent on each and every stall rented over the previous 4 weeks by the new trader.
3. A New Lines Discount of £10% is additionally provided to new traders where the type of goods offered is not available on that market day

4. At the discretion of the Business Manager for Car Parking and Markets, taster stalls for new/potential traders may be offered at £10 per stall for a maximum of two weeks on any day.
5. The Business Manager for Car Parking and Markets shall have the discretion, subject to confirmation by the Section 151 Officer to apply a level of stall rent relevant to competition and the market price and the potential for trading viability, for one off Specialist Markets in the Market Place or at any other town locations including Stodman Street and Bridge Street and at Southwell.
6. The Business Manager for Car Parking and Markets shall have the discretion to offer limited discounts to licensed traders during days when there is severe adverse weather that has significantly affected footfall to the Market Places
7. Additional seasonal casual traders offering lines already offered by licensed traders, eg: wreaths, shall be limited to 5 on a market with at least a 75% occupancy on that day and 3 on a market with less than 75% occupancy and such traders shall be charged a rent fee of £25 per day on all days.
8. At the discretion of the Business Manager for Car Parking and Markets, schools and colleges may be granted free stall use for a maximum of 5 market days per year to assist in the attraction of an additional younger customer profile for the markets.
9. An additional premium to relevant stall holders may be charged at the discretion of the Business Manager for Car Parking and Markets, to meet or mitigate the costs of any market home delivery service.



**LOCAL DEVELOPMENT FRAMEWORK PROGRESS REPORT**

**1.0 Purpose of Report**

1.1 To update Members on the progress of the various elements of the Local Development Framework (LDF) contained within the Local Development Scheme (LDS) timetable, to present to Members a proposed new timetable for the production of the Gypsy & Traveller Development Plan Document and endorse the proposed contents of a Draft Preferred Strategy Consultation Paper.

**2.0 Background Information**

2.1 The current LDS was adopted by Economic Development Committee on 12<sup>th</sup> September 2014. At 12<sup>th</sup> November 2014 Committee it was agreed that because it was not possible to prepare a preferred approach document for endorsement and consultation that in consultation with the LDF Task Group, a new timetable be prepared for inclusion in the LDS.

**3.0 Progress**

3.1 Progress on the various elements of the LDF is as follows:

- **Gypsy & Traveller DPD** – A new timetable for the DPD is proposed at section 4 along with the proposed contents of a consultation document.
- **Statement of Community Involvement** – This document is currently out for 6 weeks public consultation concluding on 17<sup>th</sup> February 2015. This is slightly later than envisaged in the LDS because of LDF Task Group did not meet until 17<sup>th</sup> December and it was felt to be too close to Christmas to begin consultation. It is proposed that the results of the consultation and the finalised document for adoption are presented to 11<sup>th</sup> March Economic Development Committee.

**4.0 Gypsy & Traveller DPD – New timetable**

4.1 The Local Development Framework Task Group reviewed the various options open to them to recommend to Economic Development Committee. Whilst it was not possible to prepare a preferred approach document including proposed sites the Task Group considered that as it has been over a year since consultation on the Issues Paper and associated call for sites that a further consultation exercise would be appropriate to re-generate interest and test the availability of other sites. It was hoped that other sites not previously identified come forward. Also a significant amount of the strategy element has been progressed and the Task Group felt it was important to test this as part of a public consultation.

4.2 Another reason for a further consultation exercise is the apparent renewed interest of the East Notts. Travellers Association (ENTA) in engaging in consultation. Successful consultation could yield additional valuable primary data and contribute to a robust evidence base upon which to develop the DPD.

4.3 The proposed timetable for the Gypsy & Traveller DPD is as follows:

Stage	Date
Preferred Strategy and call for Sites	February – March 2015
Preferred Approach including sites	September – October 2015
Publication Gypsy & Traveller DPD	January – February 2016
Submission of DPD	April 2016
Examination	July 2016
Adoption	October 2016

4.4 Given the timescales proposed and the need to complete the consultation before the upcoming election it will not possible to bring a finalised Preferred Strategy Consultation Document to Economic Development Committee. Therefore set out below in section 5 is the broad content proposed for the document, which is based on the options, discussed at the Issues Paper stage, and the results of work over the past year. It is proposed that delegated authority be given to the Deputy Chief Executive, in consultation with the LDF Task Group and Chair of Economic Development Committee, to finalise the consultation document for public consultation in February, based on this content.

## 5.0 Gypsy & Traveller DPD – Consultation Document Proposed Content

5.1 The Consultation Document will set out the current position on the various elements of the DPD as follows:

- **Methodology** - This will set out the way in which current and future pitch need will be calculated. It builds upon the methodology consulted on in the Issues Paper of October 2013 and utilises data gained from survey work carried out since then. Due to the difficulties in gaining first hand data in some areas the methodology contains a number of assumptions and data extrapolated from other sources. This consultation will present the opportunity for comment on this data and hopefully may yield additional sources of information. Applying the methodology to the data already collected and any new data will facilitate the production of the Gypsy & Traveller Accommodation Assessment (GTAA)
- **Location of future pitch provision** – Pitch provision has previously been focused on the Newark Urban Area, Ollerton and Boughton. In the same way as planning housing for the settled population, the document will set out how future pitch provision will be delivered in line with the Councils Settlement Hierarchy. This seeks to focus most new development on the most sustainable settlements. The suitability of individual sites will be assessed by reference to the criteria of Core Policy 5 of the Core Strategy.
- **Future development on Tolney Lane** - Tolney Lane has historically been the main centre of population for Gypsies and Travellers in the Newark Area. Flood risk and potential access issues require an approach to future development that recognises these constraints. The document will propose an approach to development that allows for new temporary pitch provision only where there are no other sites at lesser risk of flooding. For existing lawful pitches limited development will be considered against relevant development plan policies.
- **Pitch Definition and size** – During the course of developing the document it has become apparent that there is a wide variety of pitch sizes throughout the district. This appears to be dependent upon their location and use. In recognising that future pitch provision is likely to reflect this it is proposed to define a range of different pitch sizes for the purposes of considering site capacities. These will be set out in detail in the consultation document.

- **Call for Sites** – As with previous consultations there will be a request for anyone with sites or knowledge of sites that may be suitable for pitch provision to come forward.

## **6.0 Consultation on a Preferred Strategy Consultation Document**

- 6.1 Consultation will be carried in line with the Council’s Statement of Community Involvement and it is proposed that detailed consultation will be undertaken with the Gypsy & Traveller communities within the District as well as the general population of the District. Assistance will be provided by Nottinghamshire’s Gypsy & Traveller Liaison Officer (who works for NAVO) and ENTA.
- 6.2 Alongside these specific proposals the Council will publicise the consultation itself by placing adverts, public notices, posters and leaflets in various locations and place the Issues Paper on deposit at Kelham Hall, the various Libraries in the District and the Council’s website.

## **7.0 Equalities Implications**

- 7.1 An Equalities Impact Assessment (EqIA) will be conducted for the Gypsy & Traveller DPD. The Draft Statement of Community Involvement EqIA concluded that the impacts of the SCI are likely to be positive on people with the protected characteristics of age, race and disability and also in terms of issues around homelessness. Impacts were considered to be neutral on the other protected characteristics reviewed. As there were no negative impacts, the SCI is considered to be positive or neutral in terms of equalities.

## **8.0 Impact on Budget/Policy Framework**

- 8.1 The new constitutional arrangements give responsibility to Economic Development Committee for agreeing the update of the Local Development Scheme.

## **9.0 RECOMMENDATIONS that:**

- (a) **Committee note progress towards meeting the timetable of the adopted Local Development Scheme;**
- (b) **Committee agree to amend the Local Development Scheme to reflect the consultation dates and proposed adoption date of the Statement of Community Involvement;**
- (c) **Committee agree to amend the Local Development Scheme to reflect the proposed timetable at 4.3;**
- (d) **the amended Local Development Scheme comes into force on the 22<sup>nd</sup> January 2015;**
- (e) **Section 5 be the basis for the formation of a Preferred Strategy Consultation Document; and**

- (d) the Deputy Chief Executive be given delegated authority, in consultation with the Local Development Framework Task Group and the Chairman of Economic Development Committee, to consult on a finalised Preferred Strategy Consultation Document.

**Reason for Recommendations**

**To comply with the Planning and Compulsory Purchase Act 2004 and amending regulations.**

**Background Papers**

Local Development Scheme September 2014.

For further information please contact Matthew Norton on Ext 5852 or Richard Exton Ext 5859

Kirstin H Cole  
Deputy Chief Executive

**PLANNING POLICY & AFFORDABLE HOUSING CONTRIBUTION THRESHOLDS**

**1.0 Purpose of Report**

- 1.1 To update committee on the government's recent changes to guidance on affordable housing thresholds, its impact on the District's planning policy and to set out possible ways of mitigating this impact.

**2.0 Background Information**

- 2.1 The Newark & Sherwood Core Strategy contains a number of policies on housing which seek to secure Affordable Housing on development sites within the district or appropriate contributions towards the development elsewhere in the District. Core Policy 1 Affordable Housing Provision includes within it the following provision:

"The District Council will seek to secure 30% of new housing development on qualifying sites as Affordable Housing" it goes on to state that "The qualifying thresholds for Affordable Housing Provision will be:

Newark Urban Area – all housing proposals of 10 or more dwellings or sites of 0.4ha or above (irrespective of dwelling numbers);

The rest of Newark & Sherwood District – all housing proposals of 5 or more dwellings or sites of 0.2ha or above (irrespective of dwelling numbers)."

- 2.2 In 2014 the government consulted on changing planning policy relating to Section 106 Contributions, which it viewed as negatively impacting on a number of new small scale housing developments coming forward. As part of this consultation the government considered the potential for higher thresholds for securing affordable housing starting at 10 dwellings; many consultation responses raised the issue of the impact in rural areas of raising thresholds.
- 2.3 The District Council has secured the delivery of 762 affordable homes across the district since 2004; of these 401 were in the district's rural locations in settlements with a population of less than 10,000. In villages with less than 3,000 population nearly 50 affordable homes have been delivered during this time contributing to the sustainability of the area. Affordable housing completions for units over the threshold of five but less than ten amounted to 27 helping to meet local housing need.
- 2.4 In those smaller settlements where it has proved difficult to secure affordable homes through a Registered Provider (Housing Association), primarily due to it not being financially viable for the Provider to own/manage a small number of units on such a development, the Council's policy allows in some circumstances for the payment of a commuted sum. The Council has received £93,380, already this financial year, in commuted sum payments on permissions in rural areas under ten properties. The sums are used to enable additional affordable housing in rural areas across the District. The Council is currently bringing forward two rural affordable housing schemes in Walesby and Caunton in partnership with the Registered Provider Nottingham Community Housing Association.

### **3.0 Changes to Government Policy**

3.1 The Government announced on 28<sup>th</sup> November 2014, in the House of Commons a change in policy relating to Affordable Housing and other Planning Contributions. The new policy is set out in Planning Practice Guidance which accompanies National Planning Policy Framework, it states that;

“There are specific circumstances where contributions for affordable housing and tariff style planning obligations (section 106 planning obligations) should not be sought from small scale and self-build development:

- contributions should not be sought from developments of 10-units or less, and which have a maximum combined gross floorspace of no more than 1000sqm
- in designated rural areas, local planning authorities may choose to apply a lower threshold of 5-units or less. No affordable housing or tariff-style contributions should then be sought from these developments. In addition, in a rural area where the lower 5-unit or less threshold is applied, affordable housing and tariff style contributions should be sought from developments of between 6 and 10-units in the form of cash payments which are commuted until after completion of units within the development. This applies to rural areas described under section 157(1) of the Housing Act 1985, which includes National Parks and Areas of Outstanding Natural Beauty
- affordable housing and tariff-style contributions should not be sought from any development consisting only of the construction of a residential annex or extension to an existing home”

3.2 This new guidance is at odds with the Council’s Planning Policy and officers are concerned that it could have a significant impact on the Council’s ability to secure the levels of rural affordable housing that has been achieved in the past as set out in section 2 of this report.

3.3 The only potential way to have a lower threshold is if any part of the District has been designated a rural area under section 157(1) of the Housing Act 1985. This designation protects Council housing from the provisions of right to buy legislation. Unfortunately the Council does not have any rural areas designated under this Act. The Council did take advantage of the requirements under Section 17 of the Housing Act 1996 which has sort protection for the Districts stock of Registered Provider properties in defined rural areas from the provisions of the right to acquire legislation. This was because at that time it was perceived that it was likely that any future affordable housing secured in rural areas would be via a Registered Provider. A full list of relevant parish is attached at Appendix 1 for information.

3.3 Therefore whilst the criteria for designated rural areas are similar under both Acts we are unfortunately not covered by the exemption as defined in the recently published planning guidance.

3.4 Another problem with the guidance as framed is that it talks about gross floor-space rather than site area as the Council’s adopted policy does. Therefore, as the new guidance is silent on this approach for securing affordable housing, and the spirit of government policy is to have a 10 dwellings threshold it would seem that the site area threshold can no longer be considered as part of the threshold for securing affordable housing.

3.5 It should be noted that the changes do not affect the rural affordable housing 'Exceptions Site' policy which allow 100% affordable housing schemes to be built which would not normally be approved. However as noted in section 2 this does not constitute a large % of past delivery.

#### **4.0 Proposals**

4.1 Clearly this guidance will need to be reflected in decision making by the District Council and in the upcoming Plan Review. It is proposed that the qualifying thresholds set out in Core Policy 1 of the Newark & Sherwood Core Strategy will no longer be applied in the determining of Planning Applications and instead the following will thresholds for Affordable Housing will apply:

Newark Urban Area – all housing proposals of 11 or more dwellings and which have a maximum combined gross floorspace of more than a 1000sqm.

The rest of Newark & Sherwood - all housing proposals of 11 or more dwellings and which have a maximum combined gross floorspace of more than a 1000sqm.

4.2 In the meantime it is proposed that Officers investigate the potential to seek designation as a rural area under section 157(1) of the Housing Act 1985. It is not yet known if this is possible but Officers believe that this should be investigated.

#### **5.0 Equalities Implications**

5.1 The change in government policy will result in less affordable housing in rural areas which will restrict access to affordable properties for those with identified housing need.

#### **6.0 Impact on Budget/Policy Framework**

6.1 This report is being presented to Economic Development Committee for decision and Homes & Communities Committee as an information item, because it relates primarily to the implementation of planning policy. It may well be that future action relating to this issues will be presented to the Homes & Communities Committee for decision.

#### **7.0 RECOMMENDATIONS that:**

- a) the contents of the report be noted:
- b) the proposed approach set out at 4.1 be endorsed for the use in the determining of Planning Applications: and
- c) Officers investigate seeking designation of qualifying "Rural Areas" in Newark & Sherwood District under section 157(1) of 1985 Housing Act.

#### **Reason for Recommendations**

**To ensure that the District Council determines planning applications in line with the latest Government Policy.**

Background Papers

Nil

For further information please contact Matthew Norton on Ext 5852, Rob Main on Ext 5930 or Matt Lamb on 5842.

Kirsty Cole  
Deputy Chief Executive

Karen White  
Director – Safety

**Locations Designated as Rural Areas under Section 17 of the Housing Act 1996**

Alverton, Averham, Barnby-in-the-Willows, Bathley, Besthorpe, Bilsthorpe, Bleasby, Carlton-on-Trent, Caunton, Caythorpe, Clipstone, Coddington, Collingham, Cotham, Cromwell, Eakring, East Stoke, Edingley, Egmanton, Elston, Epperstone, Farndon, Farnsfield, Fiskerton cum Morton, Girton, Gonalston, Grassthorpe, Gunthorpe, Halam, Halloughton, Harby, Hawton, Holme, Hoveringham, Kelham, Kersall, Kilvington, Kirklington, Kirton, Kneesall, Laxton and Moorhouse, Lindhurst, Lowdham, Maplebeck, Meering, North Clifton, North Muskham, Norwell, Ompton, Ossington, Oxtun, Perlethorpe cum Budby, Rolleston, Rufford, South Clifton, South Muskham, South Scarle, Spalford, Staunton, Staythorpe, Sutton-on-Trent, Syerston, Thorney, Thorpe, Thurgarton, Upton, Walesby, Wellow, Weston, Wigsley, Winkburn, Winthorpe.

Also within the Parishes of Southwell and Bulcote the non-built up areas of these communities are defined as rural under the Act.



**NEWARK SIGNAGE STRATEGY**

**1.0 Purpose of Report**

1.1 To provide the rationale and proposed delivery for the new Signage Strategy for Newark

**2.0 Background Information**

2.1 At the Economic Development Committee on 26<sup>th</sup> March 2013 an Economic Development Strategy was presented. The three main objectives were as follows:

1. To develop and maintain an in-depth understanding of the Newark and Sherwood economies, business stock and sector strength
2. To develop appropriate place marketing to visitors and investors
3. To plan and support growth for our district

2.2 Since March, activities have been planned and undertaken with regards to Objective 2, including development of a Signage Strategy for Newark. The November Monitoring Report provided an update on the strategy; an initial asset survey has been undertaken and external consultation events were held in October.

2.3 The consultation events have been used to inform the strategy and are discussed in Section 3. The Initial Asset Survey was carried out between May and July 2014 and has resulted in an inventory of all highway and pedestrian signage within Newark town centre, on the key routes into the town centre and on the stretches of the trunk roads immediately adjacent to Newark.

**3.0 Rationale**

**3.1 Objectives**

As a result of the Initial Asset Survey and the objectives of the Economic Development Strategy, the rationale for the Signage Strategy is focussed around three key areas:

- ❖ Encouraging inward investment into Newark.
- ❖ Incorrect or outdated signage in and around the town.
- ❖ The National Civil War Centre opening in early May 2015 and associated Augmented Reality Trail.

**3.2 Inward Investment**

Promotion of the district for business and leisure has been identified as a critical activity within the Economic Development Strategy. Signage can be used as a tool to attract not only visitors as tourists but also shoppers, businesses and investors. Whilst some visitors may be planning a trip to Newark, others may be influenced by the signage which they pass on the trunk roads surrounding the town. Newark's position on the strategic road network places it in a prime location for capturing the markets on the A1, A46, A17 and A617 and therefore selling Newark's offer for businesses and investors (and tourists) should extend onto these platforms.

Consideration will be given and enquiries made regarding cost effective methods of promoting the Newark and Sherwood offer on both East Coast and Cross Country Rail links, as well as via business channels.

### 3.3 **Incorrect Signage**

3.3.1 The Initial Asset Survey identified signs that are unsatisfactory for a number of reasons, including: obsolete designs; superseded regulations; obsolete hierarchy; non-existent destinations; incorrect directions (as a result of vandalism); and change of road names. These problems were seen with both highway and pedestrian signage.

3.3.2 **Appendix A** contains examples of the above issues. These have arisen from attempts to accommodate the development of Newark and the surrounding road network over time, without consideration of the network of signs as a whole. Where new signs have been required they have not generally been replacements but additions to the existing older / obsolete signage, which has caused the secondary issue of sign clutter. The strategy will therefore remove / replace some of the existing signage.

### 3.4 **National Civil War Centre**

3.4.1 Before the opening of the National Civil War Centre (NCWC) in May, its location and the preferred car parking areas will need to be signed on both the highway network and pedestrian signs ('finger' posts). There is therefore the opportunity to strategize the movement of visitors between the different origins (i.e. trunk roads, bus station, train stations) and destinations (Civil War Centre and car parks).

### 3.5 **Consultation**

3.6 On the 28<sup>th</sup> and 29<sup>th</sup> October 2014 consultation events were held for stakeholders and relevant or interested parties. These included colleagues at Newark and Sherwood District Council, representatives for Nottinghamshire County Council and Newark Town Council, and members of local organisations such as Newark Business Club, Town Hall Museum Friends and Friends of Sconce and Devon Park.

3.7 Following a presentation outlining the strategy proposals and options, questions / comments were invited from consultees. The key themes discussed are summarised below:

- ❖ *How should Newark be referred to on signs?* Suggestion was made that Newark-on-Trent is used for signs on the trunk roads but more local signs use Newark. The existing gateway signs refer to Newark as an 'Historic Civil War Town' and the sign on the A1 northbound at Balderton says 'Historic Market Town'. Suggested alternatives were just 'Civil War Town' or 'Home of the National Civil War Centre'.
- ❖ *How should the tourist attractions in Newark be referred to and should the car parks be referred to similarly?* The different attractions in Newark town centre could be grouped into the 'Newark Attractions' on trunk road signs and car parks could be signed as 'Attractions Car Parks'.

- ❖ *What symbols should be used to promote Newark on brown tourism signs?* The existing sign on the A1 has symbols for local services, i.e. petrol, toilets, food, tourist information and hotels. In order to promote Newark as a tourist destination, symbols for the Parish Church, Castle, Theatre, Museums, Market and Civil War Centre could be used. This may require designing new symbols for the NCWC and / or market. The general consensus was that the Tourist Information symbol could be omitted as this is common to most towns. The focus should be on what is unique about Newark.
- ❖ *Should the 'Welcome to Newark' gateway signs be redesigned and if so how should they look?* Most consultees liked the current design of gateway signs but thought the twin towns could be removed and the 'Historic Civil War Town' description may need to be changed. There was discussion regarding the possibility of signs with pictures of the town on them which had a mixed response in terms of possible impact or longevity.
- ❖ *Which destinations should be signposted for pedestrians?* Suggestions were: National Civil War Centre, Palace Theatre, Market Place, Town Hall & Museum, Parish Church, Sconce and Devon Park, Tourist Information, Toilets, Castle, River Trent, Buttermarket, St. Marks Place, Train Stations and Bus Station. There were concerns regarding signing pedestrians to Sconce and Devon Park given its distance to the town centre, and therefore an indicative walking time could be included on the signs to this destination. Uncertainty over any possible name changes for the Buttermarket and St. Marks Place, and the location of the new Tourist Information Centre, could mean that these destinations are added to pedestrian signs at a later date.
- ❖ *Should tourists be encouraged to take recommended walking routes? Where should the routes go?* It was generally agreed that suggested routes into the town centre and to the NCWC would be useful for tourists. The routes do not necessarily need to be the shortest or quickest, but could pass-by other attractions such as the Castle and would be a good opportunity for businesses to maximise on passing trade. The walking routes could be presented on static 3D maps at the car parks and stations, which would also mark the attractions as signposted on the pedestrian finger posts.
- ❖ *Where should visitors to Newark park and should car parks be separated into long and short stay on signs?* It was generally agreed that the Tolney Lane, Riverside Arena and Cattle Market car parks were suitable for tourists to Newark. Visitors can then take in the various attractions in the town and park for the day at relatively low cost rather than only visiting the one attraction and then leaving the town immediately following their initial focus. For those visiting Newark for other purposes, long and short stay car parks elsewhere in town should continue to be signed. NB: Appleton Gate is still under consideration as a dedicated car park for the National Civil War Centre/Newark Museum and the Theatre.

### **3.8 Other Considerations**

- 3.9 Another key consideration in the process has been the introduction of the augmented reality tour for the NCWC. Any new signage, particularly pedestrian finger posts, will be located with consideration for the new augmented reality information boards.

- 3.10 The proliferation of A-board signs in the town centre has been considered and there is a County Council policy already in place which will continue to be adhered to. The control of private advertisement is outside of the scope of the Signage Strategy.
- 3.11 Accessibility has also been considered in terms of walking routes and signage. The proposed walking routes on both the map boards and between finger posts have been designed with pedestrian crossing facilities in mind and therefore they are considered safe. Any new highway signage and finger posts will replicate existing signs and will be within regulation.
- 3.12 Strategy**
- 3.13 Highway Signage**
- 3.14 The process for design of the strategy begins with the signage on the trunk roads and outskirts of Newark and works inwards. Regardless of location or type, all signs will, where possible, replace existing signs and will therefore use existing posts in approved settings.
- 3.15 Tourists visiting Newark by car will be encouraged to park at the Cattle Market, Tolney Lane and Riverside Arena car parks. This will be done via the key trunk road routes into / adjacent to Newark, i.e. the A1, A17, A46 and A617. Initial signs will be located on the approach to key junctions and will take the form of brown tourist signs with symbols for the NCWC, the Castle, and / or the Parish Church, Market and Museums. It is on these signs that the name Newark-on-Trent will be used and Newark will be described as an Historic Civil War Town. Research will be undertaken as to the cost and feasibility of the design/use of a new symbol for the NCWC (possibly the Cannon) and individual symbols can be replaced if and when this is approved. The initial signs will use the battlefield symbol to depict the NCWC. The Sconce will be signposted from the Farndon Roundabout.
- 3.16 From the A1, A46 North and A17, tourist cars will be routed onto the Newark bypass towards the Great North Road Roundabout (A46 / A617 / A616 / B6166). The signs at the main roundabouts will therefore signpost the A46 bypass for Newark Attractions / Newark Attractions Car Parks. These long stay car parks will encourage visitors to see other attractions in the town and to use the fabulous retail offer. Appleton Gate will be promoted on the NCWC website and in general motorists using navigation systems will head for the Appleton Gate car park. However, in terms of traffic flow and availability of car park spaces, the Newark attractions car parks provide flexibility. Signs will also continue to sign Newark town centre routes for other visitors not related to tourism.
- 3.17 Blue border signs on the A46 will be replaced with green signs to mirror the classification of the road and references to the A612 will be removed. On all signs at the Great North Road Roundabout, the B6166 Great North Road will be signed as the route for Newark Attractions / Car Parks. The potential long term works by Severn Trent Water Authority will also have an impact on the ability to travel through the town and directing visitors to the Cattle Market area to park does alleviate some of the issues that the works may create.
- 3.18 At all entry points into Newark, including at the exits from the A46 and A1 roundabouts, there will then continue to be gateway signage. These could remain the same or take the form of replicas of existing signage, with the twin town information remaining if this is appropriate. Newark Town Council would be involved in any discussions relating to the twinning signs.

3.19 Past the Cattle Market / Riverside Arena / Tolney Lane car parks, additional / alternative and short stay car parks will be signposted. Any existing signage to car parks in the town centre will therefore remain. This will also ensure that those visiting Newark will be able to locate suitable parking.

3.20 **Appendix B** contains examples of new and replacement signs along the route between the A1 southbound and the Attractions Car Parks.

### 3.21 Pedestrian Signage

3.22 Pedestrians will need to be signposted not only from the car parks but also from the bus and train stations. From these origins, destinations will be the attractions in and around the town centre as discussed at the consultations. Signs will then need to direct pedestrians back towards the car parks and stations again.

3.23 The majority of existing pedestrian finger posts will remain in their current locations but will be updated to include new destinations and remove non-existent ones. A manufacturer who can replicate the existing signs will be sourced and a more flexible material used so that changes and any damage to the signs can be more easily repaired and updated.

3.24 New finger posts will be required in several locations to support the opening of the NCWC and to better direct pedestrians around Newark. **Appendix C** contains; A) a plan illustrating the locations of existing and proposed finger posts and destinations; and B) a table detailing the destinations that will be signed on each post. Some of the routes that already exist between finger posts and destinations will be maintained, whilst others will be altered to provide shorter routes or routes with better crossing facilities, etc.

### 3.25 Overall Capital Expenditure

Expenditure on signage is capital expenditure and the costs below are based on achieving what is outlined in this document.

The estimated costs allow for full replacement, including mounting, and assume that signs will not require specialised posts for passive safety, as it is believed that they are all behind crash barriers. It may be possible to re-use some of the mounts, but to assess this properly, the consultants would need to have structural assessments done of the existing posts, which will need to be undertaken in discussion with the HA, this may not save any costs in the long run. Discussions with A1+, agents for the HA, have commenced in outline and further meetings held early in 2015. Their costs are likely to be high, and the estimates are ballpark figures based on the consultants previous experience of various HA projects around the country. The calculations are on the high side as the consultants have averaged the costs out based on generic sign sizes. Actual costs could well be lower depending on contractor, post specification and time of year the work is done.

15 large direction signs (approx. 15m<sup>2</sup>)@£2,500 each - £37,500  
6 large flag signs (approx. 10m<sup>2</sup>)@£1,500 each - £9,000  
10 smaller direction signs (approx. 5m<sup>2</sup>)@£1,000 each - £10,000  
Pedestrian signage revisions – suggest £15,000  
Traffic management – could be up to £15,000

Total estimate - £86,500

Highways Agency costs would also be incurred which could be anywhere between £10,000 and £20,000.

#### **4.0 Equalities Implications**

4.1 The signage will improve on that currently available and will be compliant with national guidance regarding signage

#### **5.0 Impact on Budget/Policy Framework**

5.1 The approximate costs of the signs are included and would be capital expenditure. This expenditure is significant and if progressed Nottinghamshire County Council will be contacted in order to discuss any funding options. The estimated capital expenditure proposed is £86,500.

#### **6.0 Comments of Director – Resources**

6.1 The figures given in the report are estimates, and include some unconfirmed assumptions. The total cost will not be known until all Highway organisations have been contacted, and Highways Agency costs are determined. Total expenditure could be higher or lower than estimated.

6.2 If the signage strategy is approved, and when confirmed costs are known, a recommendation will need to be made to be made to Policy & Finance Committee that the expenditure be added to the Council's capital programme. At that stage the sources of funding will need to be identified.

6.3 Efforts should be made to identify any external sources of funding, which would reduce the cost to the Council.

6.4 Making changes to any signs once they are installed will increase the costs. It would therefore be prudent for any decisions about a new symbol for the National Civil War Centre to be made before the new signs are constructed.

6.5 Future maintenance costs relating to the signs will need to be added to the revenue budget.

#### **7.0 RECOMMENDATIONS that:**

- (a) the signage strategy is agreed and discussions with relevant agencies and any tender exercise that is required is commenced;**
- (b) options to gain financial support via Nottinghamshire County Council and any other sources are undertaken;**
- (c) at outer levels of signage, Newark–on–Trent is used and that Newark is described as an Historic Civil War Town;**
- (d) early consideration be given as to what symbol is used for the promotion of the National Civil War Centre (NCWC);**

- (e) the Newark Attractions car parks are identified as those near to Newark Castle Station with signs identifying these as Attractions Car Parks;
- (f) the pedestrian signs are updated and replaced with similar looking signs that are easier to maintain and replace by section if needed;
- (g) the twinning signs are retained, although there may be some inconsistencies which will be reviewed; and
- (h) consideration be given to whether certain elements of the signage strategy are undertaken over a longer period of time. The opening of the National Civil War Centre and traffic implications should be taken into account with this decision;

#### **Reason for Recommendations**

The opening of the National Civil War Centre in May 2015 will of course significantly increase visitor numbers into the town and so ensuring correct and effective traffic management and also pedestrian directional information is crucial to the development of the Centre and the reputation of Newark as a thriving town.

#### **Background Papers**

The full initial asset survey will be available during the briefing and the Committee meeting for reference

For further information please contact Julie Reader-Sullivan on ext 5258.

Andy Statham  
Director – Community

**Example 1 – Obsolete Design**

Sign on westbound approach to A17 / Beckingham Road roundabout.



- Miles to destinations are not generally used anymore
- The directions are also difficult to understand given they are for a roundabout

**Example 2 – Superseded Regulations and Hierarchy**

Signs on A46 southbound and northbound approaches to A46 / A617 / A616 roundabout.



- The use of blue borders on local signs was discontinued in 1994 and will be disallowed from the end of 2015
- Signs colour should reflect the status of the road rather than the destination. I.e. as the A46 is a primary route these signs should be green even though they are for local destinations.

**Example 3 – Non-Existent Destinations and Incorrect Directions**

Pedestrian finger posts outside Natwest (Market Place) and The Gilstrap.



- 'Police', 'Citizens Advice Bureau' and 'Millgate Folk Museum' destinations have been blacked out
- Fingers are pointing in wrong direction (see 'Bus Station' finger outside Natwest).

**Example 4 – Change of Road Names**

Great North Road northbound on approach to A46 / A617 / A616 roundabout.



- The A612 to Southwell has been reclassified to a C-road and therefore several signs are incorrect.

**Notes:**

- IF THIS DRAWING HAS BEEN RECEIVED ELECTRONICALLY IT IS THE RECIPIENT'S RESPONSIBILITY TO PRINT THE DOCUMENT TO THE CORRECT SCALE.
- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE IT IS RECOMMENDED THAT INFORMATION IS NOT SCALED OFF THIS DRAWING.
- THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DRAWINGS AND SPECIFICATIONS.

**Client:** Newark and Sherwood District Council

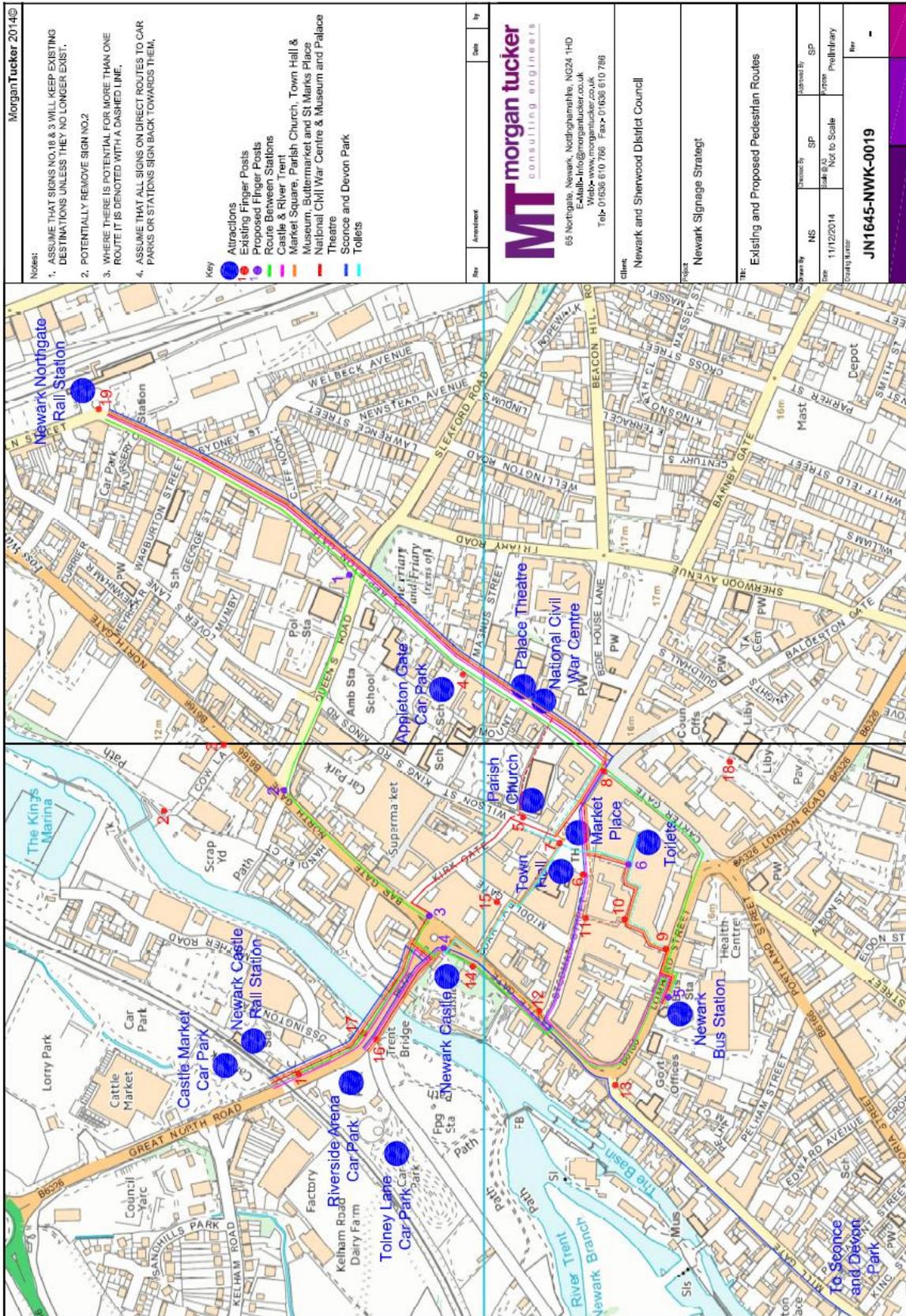
**Project:** Newark Signage Strategy

**Title:** Sign Designs: A1 Southbound - Attractions Car Parks

Drawn By:	NS	Checked By:	SP	Approved By:	SP
Date:	16/12/2014	Scale:	Not to Scale	Price:	Pre-tender
Drawing Number:	JN1645-NWK-0020				

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Existing Sign Reference	Directions Towards:
	(...) = Possible additional destination grouped into singular destination > = Sign back towards = Could be
1	<ul style="list-style-type: none"> <li>• Castle</li> <li>{</li> <li>• Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>{</li> <li>• Palace Theatre</li> <li>• National Civil War Centre</li> <li>• Sconce and Devon Park</li> </ul>
2	<ul style="list-style-type: none"> <li>• Riverside Walk</li> </ul>
3	-
4	<ul style="list-style-type: none"> <li>• Northgate Station</li> <li>• Castle Station</li> <li>• Bus Station</li> <li>{</li> <li>• Palace Theatre</li> <li>• National Civil War Centre</li> <li>{</li> <li>• Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>• Sconce and Devon Park</li> <li>• (Toilets)</li> </ul>
5	<ul style="list-style-type: none"> <li>{</li> <li>• National Civil War Centre</li> <li>• Palace Theatre</li> <li>{</li> <li>• Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>• (Toilets)</li> <li>• &gt;Stations</li> <li>• &gt;Car Parks</li> </ul>
6	<ul style="list-style-type: none"> <li>• Castle</li> <li>• Sconce and Devon Park</li> <li>{</li> <li>• (National Civil War Museum)</li> <li>• (Palace Theatre)</li> <li>• &gt;Stations</li> <li>• &gt;Car Parks</li> </ul>
7	<ul style="list-style-type: none"> <li>{</li> <li>• National Civil War Centre</li> <li>• Palace Theatre</li> <li>• Toilets</li> <li>• &gt;Stations</li> <li>• &gt;Car Parks</li> </ul>
8	<ul style="list-style-type: none"> <li>• Northgate Station</li> <li>• Bus Station</li> <li>• Sconce and Devon Park</li> <li>{</li> <li>• National Civil War Centre</li> <li>• Palace Theatre</li> </ul>

	<ul style="list-style-type: none"> <li>• Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>• Castle</li> <li>• &gt;Car Parks</li> </ul>
9	<ul style="list-style-type: none"> <li>• Bus Station</li> <li>• National Civil War Centre</li> <li>• Palace Theatre</li> <li>• Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>• (Toilets)</li> <li>• (Rail Stations)</li> <li>• (Sconce and Devon Park)</li> </ul>
10	<ul style="list-style-type: none"> <li>• National Civil War Centre</li> <li>• Palace Theatre</li> <li>• Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>• (Toilets)</li> <li>• &gt;Bus Station</li> </ul>
11	<ul style="list-style-type: none"> <li>• Sconce and Devon Park</li> <li>• Castle</li> <li>• (Market Place, Parish Church, Town Hall)</li> <li>• (National Civil War Museum, Palace Theatre)</li> <li>• (Toilets)</li> <li>• &gt;Stations</li> <li>• &gt;Car Parks</li> </ul>
12	<ul style="list-style-type: none"> <li>• Sconce and Devon Park</li> <li>• Castle</li> <li>• Bus Station</li> <li>• Castle Station</li> <li>• &gt;Car Parks</li> </ul>
13	<ul style="list-style-type: none"> <li>• Sconce and Devon Park</li> <li>• Bus Station</li> <li>• Castle</li> <li>• Riverside Walk</li> <li>• &gt;Castle Station</li> <li>• &gt;Car Parks</li> </ul>
14	<ul style="list-style-type: none"> <li>• Castle Station</li> <li>• Sconce and Devon Park</li> <li>• Riverside Walk</li> <li>• &gt;Car Parks</li> </ul>
15	<ul style="list-style-type: none"> <li>• (Market Place, Parish Church, Town Hall)</li> <li>• (National Civil War Centre, Palace Theatre)</li> <li>• &gt;Car Parks</li> <li>• &gt;Castle Station</li> </ul>

16	<ul style="list-style-type: none"> <li>• Castle</li> <li>{</li> <li>• Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>{</li> <li>• Palace Theatre</li> <li>• National Civil War Centre</li> <li>• Sconce and Devon Park</li> <li>• Riverside Walk</li> </ul>
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18	-
19	<ul style="list-style-type: none"> <li>• Stations</li> <li>{</li> <li>• Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>{</li> <li>• National Civil War Centre</li> <li>• Palace Theatre</li> <li>• Sconce and Devon Park</li> </ul>

New Sign Reference	Directions Towards
1	<ul style="list-style-type: none"> <li>• Castle Station</li> <li>• Bus Station</li> <li>{ • National Civil War Centre</li> <li>• Palace Theatre</li> <li>{ • Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>• Castle</li> <li>• Sconce and Devon Park</li> <li>• &gt;Northgate Station</li> </ul>
2	<ul style="list-style-type: none"> <li>• Castle Station</li> <li>• Northgate Station</li> </ul>
3	<ul style="list-style-type: none"> <li>• Stations</li> <li>{ • National Civil War Centre</li> <li>• Palace Theatre</li> <li>{ • Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>• (Sconce and Devon Park)</li> <li>• &gt;Car Parks</li> </ul>
4	<ul style="list-style-type: none"> <li>• Stations</li> <li>• Sconce and Devon Park</li> <li>• Riverside Walk</li> <li>• &gt;Car Parks</li> </ul>
5	<ul style="list-style-type: none"> <li>• Stations</li> <li>• Castle</li> <li>{ • National Civil War Centre</li> <li>• Palace Theatre</li> <li>{ • Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> </ul>
6	<ul style="list-style-type: none"> <li>• Toilets</li> <li>{ • Market Place</li> <li>• Parish Church</li> <li>• Town Hall</li> <li>{ • National Civil War Centre</li> <li>• Palace Theatre</li> <li>• (Bus Station)</li> </ul>



**A COMBINED AUTHORITY FOR NOTTINGHAM AND NOTTINGHAMSHIRE**

**1.0 Purpose of Report**

- 1.1 To consider proposals for a Nottingham and Nottinghamshire Combined Authority prior to their consideration at the Full Council meeting on 10<sup>th</sup> February 2015.

**2.0 Proposals**

- 2.1 The Nottingham and Nottinghamshire Economic Prosperity Committee was formed a year ago with explicit recognition of the potential for formation of a new Combined Authority. Since then, significant progress has been made towards the formal establishment of a Nottingham and Nottinghamshire Combined Authority through the Economic Prosperity Committee and a working group chaired by the Chief Executive of Newark and Sherwood District Council.
- 2.2 At its meeting on 19<sup>th</sup> December 2014, the Nottingham and Nottinghamshire Economic Prosperity Committee agreed to *recommend to its Constituent Councils that they pursue a Combined Authority under the relevant provisions of the Local Democracy, Economic Development and Construction Act 2009 (and other such provisions as are necessary to ensure the authority has a range of functions to match expectations)*. Following this decision, the statutory consultation of partners and interested parties on the proposals for the Combined Authority was launched. Copies of the consultation versions of the Governance Review and Scheme are attached to this report as **Appendices 1 and 2**. In addition a Frequently Asked Questions document on Combined Authorities is attached as **Appendix 3**. The Governance Review and Scheme are the statutory documents that will form the basis of the constituent partners' application to the Government for Combined Authority status. It is important to note that there will be further changes to the Governance Review and Scheme as details are worked through and consultation responses included.
- 2.3 It is currently proposed that the Nottingham and Nottinghamshire Combined Authority Governance Review and Scheme will be submitted to the Secretary of State for Communities and Local Government by mid February 2015. Discussions with the Department for Communities and Local Government (DCLG) and the Department for Business, Innovation and Skills (BIS) about a Combined Authority for the geographic county of Nottinghamshire have been positive. An indication has been given that provided the necessary consultation has taken place and the Governance Review and Scheme demonstrate how the Combined Authority will positively benefit the area, it is possible that a Combined Authority may be created by Statutory Instrument in October 2015.
- 2.4 Members should note that the formal establishment of the Nottingham and Nottinghamshire Combined Authority will not bring about an immediate change to governance or operational arrangements. Negotiations with the Government will need to take place over the powers and functions that will be vested in the Combined Authority. Local negotiations will take place to establish operating protocols across the constituent partners. These will determine when and how the Combined Authority will assume powers that it will share with the constituent partners. There will be a lengthy transition period before any significant changes to decision making powers are enacted.

### 3.0 Vision and Ambition

3.1 One of the key Government tests in considering applications for the establishment of Combined Authorities is the ability of the constituent councils to demonstrate ambition for the area and articulate how a Combined Authority will improve outcomes in economic growth and transport, in particular. Nottinghamshire's Leaders and Chief Executives have agreed a high level vision and ambitions as follows:

- a. A Combined Authority should enable its member local authorities to address the transport, economic development and regeneration challenges of its communities in a more effective and efficient manner. The immediate context for these challenges is well understood and documented in our Growth Plans and the D2N2 Strategic Economic Plan;
- b. Our central location in the UK and transport links are important assets which supported the development of our historic industrial strengths and will continue to provide us with an important competitive advantage. Traditional strengths in manufacturing and strong universities with global connections provide us with strong foundations for the development of innovative manufacturing industries;
- c. A Combined Authority should therefore be founded on a vision which harnesses the potential around our location, strengths, knowledge and connections so that Nottingham and Nottinghamshire realise the potential to become a key part of the Midlands economy and a strong contributor to the UK and global economy;
- d. A number of key ambitions have been identified as critical for the future vision for Nottingham and Nottinghamshire. These are:

**Transport** – create a fully integrated transport system across Nottinghamshire that connects into neighbouring and national networks

**Skills and work** – raise skills levels, connect people with work, harness our knowledge and help businesses to grow so that we have a high skill/low unemployment economy

**Space to live** – build the number and type of homes that complements our economic needs and enhances our quality of life

**Space for industry and enterprise** – plan for and deliver the land, property and infrastructure and quality town and city centres that a strong economy needs

**Environment** – reinforce our excellent quality of life through effective management of the environment and waste and through the development of low carbon industries

3.2 Devolution of powers and funds from central Government to the local area is a further driver for establishing a Combined Authority. Recent deals with established Combined Authorities in Greater Manchester and Sheffield City Region demonstrate that the Government is willing to devolve important powers (e.g. over skills funding, transport policy) and funds (e.g. for business support activity) to areas that have a clear vision and the governance to support their ambitions.

3.3 In terms of the relationship with the D2N2 Local Enterprise Partnership (LEP), it is intended that the D2N2 LEP will be a lead advisory body to the Combined Authority, bringing private sector voices and providing leadership of particular Combined Authority projects and workstreams.

3.4 It is recognised that the Combined Authority will need to coordinate its work closely with the equivalent Combined Authority arrangements in Derbyshire in order to ensure that effective governance arrangements can operate across the whole of the D2N2 LEP area. It is therefore proposed that the Combined Authority and its equivalent in Derbyshire will enter into arrangements to achieve this, which are currently being explored.

#### **4.0 Powers of the Combined Authority**

4.1 The Combined Authority will have powers relating to the strategic economic development and regeneration of Nottingham and Nottinghamshire. The draft Governance Review and Scheme propose that these powers will be held concurrently with the constituent partners. As noted above, there will be no immediate transfer of powers away from the constituent partners to the Combined Authority.

4.2 The Combined Authority will have the benefit of a General Power of Competence to provide for maximum flexibility in being able to deal with economic development and regeneration issues. The Combined Authority shall exercise any function of the Secretary of State delegated to the Nottingham and Nottinghamshire Combined Authority by the order of the Secretary of State pursuant to Section 86 LTA2008, Section 104(1)(b), LDEDCA and sections 15 to 19 of the Localism Act 2011. Such functions shall be exercised subject to any condition imposed by the order.

4.3 In addition to the above, the Combined Authority will have the following specific powers. These are viewed as complementary to the broader powers to address economic development identified above:

- a. The power under section 144 of the Local Government Act 1972 (the power to encourage visitors and provide conference and other facilities)
- b. The duties under sections 15ZA, 15ZB, 15ZC, 17A, 18A (1) (b), of the Education Act 1996 and the power under sections 514A and 560A of that Act (duties and powers related to the provision of education and training for persons over compulsory school age)
- c. The duty under section 4 (1) of the Local Government Act 2000 (duty to prepare a strategy for promoting or improving the economic, social and environmental well-being of their area and contributing to the achievement of sustainable development in the United Kingdom) and the power under section 4 (2) of the Local Government Act 2000 (power to modify their sustainable communities strategy)
- d. The duty under section 69 of the 2009 Act (duty to prepare an assessment of economic conditions).

4.4 These powers will be supplemented by operating “protocols” agreed locally by the Combined Authority and councils. These protocols will include recognition of the strategic role of the Combined Authority and safeguards to ensure that it does not unnecessarily interfere with local decision making and delivery. As detailed in the Governance Review document - councils may, in time, choose to delegate additional powers to the Combined Authority by virtue of Section 101 of the Local Government Act 1972. In all cases, the delegation of such powers would require a decision from each local authority concerned.

- 4.5 The Combined Authority will not have any specific planning-related powers. However, using general economic development powers, the Combined Authority may take actions which support, enhance and provide cohesion to local planning frameworks.
- 4.6 A similar exercise in terms of establishing a Combined Authority is being undertaken in Derby and Derbyshire. The Government has stated that it will only consider Combined Authority proposals for the D2N2 area simultaneously. Statutory consultation on the Derby and Derbyshire Governance Review and Scheme closes on 23rd January 2015.

## **5.0 Financial Implications**

- 5.1 Under the current Economic Prosperity Committee arrangement, each of the constituent councils contributes £3,500 per year towards the secretariat costs. The proposals for the Nottingham and Nottinghamshire Combined Authority have not yet been costed. However the latest version of the scheme proposes that: *The costs of the Combined Authority that are reasonably attributable to the exercise of its functions relating to economic development and regeneration (and any start-up costs) shall be met by the constituent councils. Such costs shall be apportioned between the nine councils on a per capita basis, with county and district authorities apportioning their share of costs on a 75:25 basis. The Combined Authority will agree an annual budget for the purpose of this expenditure. A further option of utilising surpluses from the first year of Business Rates pooling to fund the costs of a Combined Authority is being explored.*

## **6.0 RECOMMENDATIONS that the Committee:**

- (a) considers and comments on proposals for a Nottingham and Nottinghamshire Combined Authority in advance of the consideration at Full Council on 10<sup>th</sup> February; and**
- (b) comments on the draft Governance Review and Scheme to inform the final drafting of these documents.**

## **Reason for Recommendations**

The Leaders of Nottinghamshire's local authorities have recommended, through the Economic Prosperity Committee, that individual councils pursue a Combined Authority for Nottingham and Nottinghamshire under the relevant statutory provisions. It has also been agreed that an application for Combined Authority status be submitted to the Secretary of State for Communities and Local Government in February 2015, in line with the application from Derby and Derbyshire. Given the cross-cutting implications of establishing a Combined Authority, Council consideration of this proposal is required.

## **Background Papers**

Nottingham and Nottinghamshire Draft Statutory Review of Governance

For further information please contact Andrew Muter

Andrew Muter  
Chief Executive