



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

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Chairman: Councillor A.C. Roberts

Vice-Chairman: Councillor R.J. Jackson

Members of the Committee:

Councillor J. Bradbury

Councillor G. Brooks

Councillor P.C. Duncan

Councillor D.P. Logue

Councillor Mrs C. Rose

Councillor M. Shaw

Councillor Mrs L.A. Shilling

Councillor D. Staples

Councillor Mrs L.M.J. Tift

Councillor T. Wendells

AGENDA

MEETING: Leisure & Environment Committee

DATE: Tuesday, 13th 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 Catharine Saxton on 01636 655247.

AGENDA

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 18th November 2014 at 5.30 pm.

PRESENT: Councillor A.C. Roberts (Chairman)

Councillors: J. Bradbury, G. Brooks, P.C. Duncan, G.S. Merry (substitute for R.J. Jackson), Mrs C. Rose, M. Shaw, Mrs L.A. Shilling, D. Staples, Mrs L.M.J. Tift, Mrs M. Tribe (substitute for D. Logue) and T. Wendels.

ALSO IN ATTENDANCE: Councillors: Mrs B. Brooks, R.J. Jackson (left during Minute No. 41) and D.J. Lloyd.

35. APOLOGIES FOR ABSENCE

There were none.

36. MINUTES OF THE MEETING HELD ON 2ND SEPTEMBER 2014

AGREED that Minutes of the meeting held on 2nd September 2014, be approved as a correct record and signed by the Chairman.

37. MINUTES OF THE MEETING HELD ON 29TH SEPTEMBER 2014

AGREED that Minutes of the meeting held on 29th September 2014, be approved as a correct record and signed by the Chairman.

38. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

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

39. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

NOTED that there were none.

40. ORDER OF BUSINESS

The Chairman with the permission of the Committee changed the order of business on the agenda. Agenda item No. 12 and 11 were taken after item No. 6, the agenda resumed its stated order thereafter.

41. PRESENTATION FROM EAST MIDLANDS AMBULANCE SERVICE (EMAS)

A presentation took place from Greg Cox, General Manager Nottinghamshire and Keith Underwood, Acting Locality Manager. The presentation informed the Committee on EMAS's strategic development in Newark. A copy of the presentation slides are appended to the minutes.

Following questions and comments from the Committee, the following information was provided:

Red one incidents in the 5 postcode areas as a whole fell by 20% in September and October 2014 compared to a year previously, whilst red 2 incidents increased by 5%. Why?

EMAS as a Trust were receiving nearly double the amount of Red 1 incidents than any other service. We reviewed the system and through clearer and better triage of the calls we now receive less calls and fall in line with all other services. Ultimately it was better for the patient as we are triaging more in depth. As for Red 2 incidents the Trust as a whole have seen nearly an 8% increase in activity but the fact we have reduced the Red 1 this will have a knock on effect of producing more Red 2 calls.

Why does the data show the response rates for Red 1 in Newark to be around the 80-85% mark, whereas for Edwinstowe and Rainworth it's only 50% and for Ollerton it's less than 50%, even though they are nearer Kings Mill?

This is more awkward as most people think that because they live nearer a hospital or station they will receive a quicker response. Unfortunately, it is not like that. We respond to the need of the patient irrelevant of the location. The nearest response will be sent but may travel quite some distance. We have a status plan that is based on historical data for emergencies which is regularly reviewed. That information tries to predict as best as possible the location and most possible chance of a call coming in.

Is there an acceptable minimum standard of response rate for any area?

Not at all, we try to respond to all patients as much as possible but have the targets set by the government of 75%.

Turnaround times at hospitals for ambulances have been a problem. Does that continue to be the case?

It is a problem but dependant on bed shortages. This is out of our control but we work closely with hospitals to improve this. However, most hospitals within our Trust are at bursting point.

One of the strategies we were told to deliver greater safety in the less well covered areas was the development of a voluntary community first aider service. You state there are 48 Community First Responder schemes in Newark & Sherwood, but then talk about Newark being one of two trial Community First Responder centres. Please explain how the idea is working and how it is delivered in the different population centres in Newark and Sherwood.

There are 48 individual members involved with the Newark schemes.

Members' were told that EMAS was unfairly financed compared to other ambulance services, but never provided with the evidence that enabled them to support the case with MP's. Is EMAS underfunded? If so, by how much? What significance does this have?

These statements were made by a senior Executive who is no longer with the Trust so it is difficult to respond on those comments. I can say that, like all ambulance Trust's I am sure we would welcome additional investment but we do work very closely with our commissioners to ensure the service provided is appropriate to the patient needs in their communities whilst also representing value for money in terms of tax payer investment. You state for both Red 1 and 2 calls, within 8 minutes of call received (19 minute transport standard) what is meant by '19 minute transport standard' and how does this affect the response time?

You show in map form the call and misses for the periods concerned for the Red 1 and 2 groups. Regretfully this hides the precise details concerned as the overlapping dots are not countable. Will you please provide a numerical breakdown for each map covering the more major areas (where there are many overlaps) including: Newark, Balderton, Collingham, Southwell, Farnsfield, Blidworth, Bilsthorpe, Rainworth, Ollerton, Boughton, Edwinstowe and Clipstone.

An answer to the above two questions would be forwarded to Members of the Committee.

Can you explain the term NHS Pathways and how this applies to the totals. I understand that NHS Pathways is a phone triage system and I would have thought that cases referred by this would be covered by the actual complaint or are they being counted twice?

NHS Pathways are the amount of calls received from 111, which equates to 327 received from 111 in the area of Newark and Ashfield alone during those months. They have not been counted twice in our figures as they are a separate entity and we have no control over the amount of calls that they pass. These are over and above our own calls but are treated as an emergency for the majority of the calls they send us.

The rural area of Sutton-on-Trent has poor response times, 50% for Red 1 and 2 and is also on the border with Lincoln for EMAS. The roads from Sutton-on-Trent to Kings Mill are slow. What is in place regarding the flexibility across the borders, as a patient could be taken more quickly to a hospital in Lincoln.

When an emergency call is received it is the dispatches choice as to which ambulance is to be used, which would also include Lincolnshire. All resources and first responders are all tracked. There would be an exceptional reason why a local response was not used.

The target for the 75% response rate is low, with only 20 seconds lost. Is there a performance statistic after the ambulance has reached the patient, to get patient's to definitive care?

It was confirmed that there was no national statistic to get patient's to definitive care. There are however standards for cardiac and stroke conditions.

A Member asked how a Community First Responder (CFR) scheme could be established. It was confirmed that information would be sent through regarding establishing a scheme. The CFR's also facilitate defibrillators, which were very important to site in rural areas.

AGREED that:

- (a) the presentation be noted;
- (b) an answer regarding the questions relating to Red 1 and 2 calls and the mapped information be forwarded to Members of the Committee; and
- (c) information regarding establishing Community First Responder schemes be forwarded to Members of the Committee.

42. THE NOTTINGHAMSHIRE DECLARATION ON TOBACCO CONTROL

The Committee considered the report presented by the Business Manager - Environmental Health which sought Committee approval to sign the Nottinghamshire Declaration on Tobacco Control.

The report included details on the national, regional and local context regarding tobacco. The report also explained the Nottinghamshire declaration on tobacco control and the district Council's proposals.

A discussion took place regarding the lack of engagement with young people who were smokers. It was confirmed that this was being addressed and groups were being formed encouraging young people to attend within their own peer group.

AGREED (unanimously) that:

- (a) authorisation be granted to sign the Local Government Declaration and Nottinghamshire Declaration on Tobacco control; and
- (b) an action plan supporting the Declaration be presented to Leisure and Environment Committee once a draft had been prepared.

43. DEVOLUTION OF TOILETS AND CEMETERIES TO LOCAL COUNCILS

The Committee considered the report presented by the Director – Community, which informed Members' of a range of proposals for developing ownership and responsibility for the operation and maintenance of a number of public conveniences and cemeteries located around the District.

The report stated that all the relevant Parish and Town Council's had been contacted, which advised them of the District Council's ambition for the devolving of services and amenities to local council's and requesting to meet with them to discuss the Council's proposals. Officer's had met the relevant local authorities and discussed the proposals for each site, which were positively received. Budget information had been provided and it had been made clear that where any repairs were due to be carried out, they would be completed before hand over on the 1st April 2015.

The current cost of the public convenience agency agreements to the District Council was £41,380, broken down as follows: Southwell £13,300; Edwinstowe £9,500; Lowdham £8,290; Farndon £6,820; and Laxton £3,470. Additional annual costs are incurred

through Repairs & Maintenance (£2,500), Repairs & Renewals contributions (£540), rent and rates for Laxton (£2,345) and Legionella inspections (£480). The total cost of running the 5 sites was £47,245pa.

The annual cost of the Lowdham and Walesby cemeteries varied according to income from the number of grave plots sold and number of burials carried out. The 2013/14 budget outturn for Lowdham Cemetery resulted in a net cost of only £1,474, with income of £7,336, whereas for 2010/11 the net cost was £6,133 and income was £4,080. On average over the last 3 years the 2 cemeteries resulted in a net annual cost to the Council of £9,353.

Laxton public conveniences however belonged to the Crown and as such the District Council currently leased them from the Crown Estate Commissioners. The current lease was due to expire on the 31st July 2015 and subject to member approval it was proposed that the District Council did not renew the lease allowing it to expire through effluxion of time. A meeting had been arranged with Laxton Parish Council and the Crown Estate Commissioners to discuss the future of these public conveniences.

The Local Ward Member commented on behalf of Lowdham Parish Council that the Parish Council was in agreement to take over the cemetery, but had an issue with the £8,000 contribution fee and the public conveniences running costs. He commented that the Parish Council had contributed £40,000 in 2000 for new public conveniences for Lowdham, in agreement that the District Council paid for the running costs. The Parish Council recognised that the running costs would not be a long term agreement but had difficulty in finding the £8,000 and additional funding for the future running costs of the public conveniences. The Parish Council were being challenged to raise £360,000 as a contribution towards funding currently being sought by the Environment Agency for flood prevention. The Parish Council were therefore requesting a transitional period to allow them time to consult the community to see if they would be willing to pay for the public conveniences by an increase in the parish precept. The Member recognised that the setting of the precept was imminent and therefore transitional arrangements were required.

The Director – Community confirmed that discussions were taking place with Lowdham Parish Council with a proposal, which would be presented to the Policy and Finance Committee for decision.

Members commented that all Parish Council's should be treated the same, they however sympathised with Lowdham Parish Council's position regarding flood prevention funding and asked the District Council to help with that funding.

AGREED (unanimously) that the following proposal was supported by the Committee and a final report be presented to Policy Committee at its meeting to be held on the 29th January 2015, to formally approve the proposals, subject to any amendments.

(i) Southwell Public Conveniences - that the freehold of the site, as outlined in red on the attached plan, be transferred to the Town Council together with a one-off payment of £12,000 in recognition of future liabilities and planned maintenance/improvements.

(ii) Edwinstowe Public Conveniences - that the freehold of the site, as outlined in red the plan appended to the report, be transferred to the Parish Council together with a one-off payment of £8,000 in recognition of future liabilities and planned maintenance.

(iii) Lowdham Public Conveniences and Cemetery - given that the Parish Council already own the public conveniences it is proposed that the freehold of the cemetery site as outlined in green on the attached plan, be transferred to the Parish Council together with a one-off payment of £8,000 in recognition of future liabilities and planned maintenance.

(iv) Walesby Cemetery - that the freehold of the cemetery site as outlined in green and the extension land hatched in brown on the plan attached to the report, be transferred to the Parish Council together with a one-off payment of £4,000 in recognition of future liabilities and planned maintenance/improvements.

(v) Farndon Public Conveniences - are owned by Punch Taverns and managed by their agents James A Baker Property Consultants. The lease is based on an annual tenancy with a break clause allowing either party to come out of the agreement having given six months prior notice. It is therefore proposed that subject to member approval notice to break the lease be sent to the site owner's agent in December. It is also proposed that Farndon Parish Council be formally notified of the Council's intentions.

(vi) Laxton Public Conveniences - belong to the Crown and as such the District Council currently lease them from the Crown Estate Commissioners. The current lease is due to expire on the 31st July 2015 and subject to member approval it is proposed that the District Council does not renew the lease allowing it to expire through effluxion of time. A meeting has already been arranged with Laxton Parish Council and the Crown Estate Commissioners to discuss the future of these public conveniences.

44. 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 the performance information within the remit of the Committee.

Members commented on the improved performance of performance indicator for the Palace Theatre - 'Total box office income (direct promotions)' and asked that the Palace Theatre staff be congratulated on behalf of the Committee.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) the Palace Theatre staff be congratulated for their hard work in relation to box office income.

45. GENERAL FUND BUDGET PERFORMANCE REPORT TO 30TH SEPTEMBER 2014

The Committee considered the report presented by the Senior Accountant, which compared the General Fund Leisure and Environment Committee net expenditure for the period ending 30th September 2014 with the profiled budget for the period.

The total for direct service net expenditure showed an under spend of £319,790.72 against the profiled budget for the period to 30th September 2014. Variations from the profiled budget to 30th September 2014 were itemised in the report.

A Member asked whether an electricity and gas profile could be compiled in order for the electricity and gas usage to be monitored. The Senior Accountant confirmed that a profile could be undertaken and the monitoring be included in the budget forecast.

AGREED (unanimously) that:

- (a) the overall position of the Leisure and Environment Committee net expenditure compared to budget at 30th September 2014 be approved;
- (b) Officer's continue to look for additional savings throughout the financial year; and
- (c) a profile for electricity and gas be compiled and monitoring of that profile be included in future reports to the Committee.

46. LEISURE AND ENVIRONMENT REVENUE BUDGET 2015/16 TO 2018/19

The Committee considered the report presented by the, Assistant Manager Financial Services which informed Members of the progress to date on the budget for 2015/16 and future years.

A Member sought clarification regarding why there was a revenue budget for the Newark Sports Hub. The Assistant Manager Financial Services confirmed that the expenditure was in respect of a lease of land and grounds maintenance. The land had been acquired as part of the new build leisure centre project but the budget was shown under the code for the Sports Hub.

The Chairman raised concern as to the amount of information included in the report to be considered by the Committee. It was therefore suggested that a special meeting of the Committee be arranged to consider the budget in detail.

The Assistant Manager Financial Services informed Members that the Corporate Management Team (CMT) were looking at fees and charges and were challenging Business Manager's to make savings.

A Member suggested that the fees and charges should be scrutinised throughout the year and therefore if there were any exceptional increases to the fees and charges then a report should be submitted to the Committee.

AGREED (unanimously) that:

- (a) a special meeting of the Leisure and Environment Committee be arranged for December 2014 to consider the budget in detail; and
- (b) the Committee to be advised of any exceptional increases to the fees and charges.

(Councillor G.S. Merry left the meeting during the discussion of the above minute).

47. NEW RECYCLING REGULATIONS AND TEEP

The Committee considered the report presented by the Director – Community, which informed Members of the European Union’s Revised Waste Framework Directive (r-WFD) which was transposed into law through the Waste (England & Wales) Regulations 2011. As a result of those regulations there was now a requirement to carry out an assessment of current collection and disposal services against the waste hierarchy for all waste streams (Regulations 12).

The Regulations stated that from January 2015 separate collections of at least paper, metal, plastic and glass were required where they were technically, environmentally and economically practicable (TEEP) and appropriate to meet the necessary quality standards for the recycling sectors (Regulation 13).

Local Authorities had been waiting for guidance from the Government on the definition of “separately collected” within the context of TEEP from the start of the year. However, DEFRA had stated that it would not be publishing guidance on the matter.

There was also concern for Council’s currently operating this system, whether Local Authorities would be liable for prosecution for continuing commingled collections after 2015, despite a Judicial Review into the matter in 2013 finding that commingled collections would continue to be permissible.

In view of this, the Waste & Resources Action Programme (WRAP) had established a Working Group on behalf of Local Authorities which had provided a Waste Regulations Route Map to help Local Authorities navigate and understand the TEEP requirements. The document had been specifically commissioned in order to reduce the extent to which individual authorities needed to invest in advance and to help bring consistency and clarity to the way that the Waste (England & Wales) Regulations (as amended) were interpreted.

A Member commented that the compliance target was 30% and that a number of Council’s already sort recycling, Somerset being one of them. It was felt that the Council needed to make members of the community responsible for their recycling and be informed of what was expected from them. Information regarding recycling should be put on dustbins in three languages and information should also be sent out annually with the Council tax bills. It was also suggested that landlords should also be made responsible.

The Director – Community commented that it was a constant battle to try and improve recycling, which had not been helped by the Secretary of State for Communities and

Local Government removing enforcement power from Council's to prosecute people after three occasions of bin contamination. Recycling bins were being removed from certain problem areas due to bin contamination. The 'Bin Smart Scheme' was distributed on an annual basis and a leaflet sent out when required to problem areas. In Newark there were twenty communities identified with bad recycling habits, a leaflet was sent out to those areas in four languages.

A Member suggested that a letter be sent to Mr Pickles – Secretary of State for Communities and Local Government, on behalf of the Committee, requesting that the enforcement powers be re-instated, to prosecute individuals who continue to contaminate recycling bins.

AGREED (unanimously) that:

- (a) Members agree to support the work being carried out by the Nottinghamshire Waste Officers in developing a compliance document;
- (b) the Director – Community leads the Council's partnership working with other Districts and the County Council and is authorised to sign the approved compliance document on behalf of the District Council; and
- (c) a letter be sent to Mr Pickles – Secretary of State for Communities and Local Government on behalf of the Committee, requesting that the enforcement powers be re-instated, to prosecute individuals who continue to contaminate recycling bins.

48. HEALTH AND WELLBEING/HEALTH SCRUTINY / CHAIRMANS UPDATE

The Chairman provided a verbal update regarding the closure of the Mental Health Unit on Enright Close. The Joint Health scrutiny Committee (JHSC) had reviewed the Mental Health Unit twice before the closure was made, the JHSC had come to the conclusion that the consultation had been correctly carried out. The JHSC would keep a close watch on the services provided.

A Member commented that the charitable organisation MIND had not been included in the consultation. As a result of the closure of the Mental Health Unit, Newark MIND would provide additional services to vulnerable people in Newark. Additional funding was hoped to be secured for the extra work involved.

The Director-Community informed Members of the letter which had been tabled at the meeting, informing the Committee that the Newark and Sherwood CCG had recently revised their terms of reference for their Stakeholder Reference Group Sub Committee, which included an elected Member from the Council to form part of the new Reference Group Sub-Committee.

A Member commented that the seat for the elected Member on the Stakeholder Reference Group Sub Committee was only a small step when the Council had requested three seats and asked that charitable organisations to also be included.

The Director – Community commented that there had been a major move regarding the Newark and Sherwood Health Forum. The purpose of the forum was to get likeminded stakeholders in one room. The proposed date for the inaugural meeting of the Health Forum was the 7th January 2015 and included three elected members from the Leisure and Environment Committee who represented Newark and the east and west of the district. Nine organisations to date had shown an interest in attending the Forum.

(Councillor P.C. Duncan left the meeting at this point.)

49. 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 the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 4 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

50. PROPOSALS TO INCLUDE SPORTS DEVELOPMENT IN THE LEISURE CENTRE NEWCO

The Committee considered the report presented by the Director - Customers, which sought Committee approval to include the Sports Development team within the Leisure Centre NewCo.

The exempt report detailed the proposals, the business plan in respect of the preferred option, structure and detailed costings.

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

The meeting closed at 8.20pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 9th December 2014 at 5.00 pm.

PRESENT: Councillor A.C. Roberts (Chairman)

Councillors: J. Bradbury, G. Brooks, P.C. Duncan, R.J. Jackson, D. Logue, M. Shaw, Mrs L.A. Shilling, D. Staples and T. Wendels.

ALSO IN ATTENDANCE: Councillors: Mrs B. Brooks and D.J. Lloyd

51. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs C. Rose and Mrs L.M.J. Tift.

52. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

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

53. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

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

54. INFORMATION FROM THE BUDGET STRATEGY REPORT CONSIDERED BY THE POLICY COMMITTEE HELD ON THE 3RD JULY 2014

The Committee considered the report presented by the Assistant Manager Financial Services which asked Members to consider the presentation slides relating to the Strategy Report presented to the Policy Committee held on the 3rd July 2014.

AGREED that the slides be noted.

55. LEISURE & ENVIRONMENT REVENUE BUDGET 2015/16 TO 2018/19

The Committee considered the report presented by the Assistant Manager Financial Services which informed Members of the progress to date on the budget for 2015/16 and future years.

Members considered the Revenue Budget and the following comments and questions were raised.

Members were informed that the Council's biggest savings requirement was currently projected to be in 2016/17 at £1.6m.

A Member asked whether collaboration/shared services were being looked at for the services that the Committee was responsible for. It was confirmed that shared working was taking place for Environmental Health and Building Control etc and further savings could be made for future sharing arrangements.

The Business Systems Manager confirmed that there had been savings for the Leisure Centre budget due to the reduction in staffing posts.

The Assistant Manager Financial Services confirmed that the fees and charges had been considered by the Corporate Management Team with no significant change.

A Member commented that there was a column missing in the proposed budget which should include a full year forecast for 2014/15. The Assistant Manager Financial Services indicated that this information was shown at Column P of pages 81 to 111.

(Councillor D.J. Lloyd entered the meeting at this point).

A Member sought clarification as to where the real cuts would come from in order to make the savings of £1.6 million for 2016/17 and suggested that an option would be to end the Pest Control service, which was a discretionary service. Services that generated incomes should then be pursued.

The Chairman commented on the benefits of collaborative working especially for refuse collection, which had been considered by the County Council with the aim of working more closely with district councils. Clarification was sought regarding whether the new waste transfer station in Newark would make savings for the Council and whether those savings had been included in the budget.

The Assistant Manager Financial Services confirmed that any savings from the new waste transfer station had not been included in the budget as the building was currently being built. However savings would be made in time through reduced servicing of vehicles and fuel costs. Further costs may be reduced if rounds could be reorganised as a result of the local waste transfer station however in future additional rounds may be required as housing developments increased. Future growth would however generate additional Council Tax.

A Member asked whether the Council had the estimated increase in revenue to be generated through Council Tax for additional housing growth within the district.

The Assistant Manager Financial Services confirmed that information would be considered by the Policy & Finance Committee; however the accountants were prudent when considering future Council Tax revenue streams.

A Member sought clarification regarding why the Council paid the electricity and gas for the Gilstrap, which was then reclaimed back. The Assistant Manager Financial Services confirmed that a written answer regarding why that procedure was undertaken, would be forwarded to Members.

A Member sought clarification regarding the Leisure Centre's Duty Manager centralisation and whether the saving would continue with the move to Leisure Commissioning. The Business Systems Manager confirmed that this allowed flexibility to move managers around the sites and make a saving of £40,000, which would continue to be a saving through Leisure Commissioning.

A Member questioned why the Dukeries Leisure Centre expenditure rose significantly. It was confirmed that the figures had increased due to the loss of the swimming grant and

also inflation for salaries. It was further questioned that there was a 20% increase for code A11307 for the period 2017/18 to 2018/19. The Assistant Manager Financial Services confirmed that a written answer would be provided to all Members regarding the 20% increase.

Clarification was sought regarding the movement in the budget regarding Vicar Water and Sconce and Devon Park. It was confirmed that the increase in the budget was due to an apprentice post being created.

A Member queried Code A26901 – Vehicle Pool Workshop as the budget showed an overall increase. The Assistant Manager Financial Services confirmed that this appeared to be a reduction in income and that there were no central recharges included, a written answer would be provided to Members.

A discussion took place regarding the progress that had been made to the budget since the November meeting of the Committee. Members commented that this was confusing as significant changes had occurred in a short period of time.

A Member asked that a full year forecast be provided to the Committee, as £57,000 may not be a saving at all.

The Assistant Manager Financial Services confirmed that a full revised budget forecast had been included in the additional pages included within the report. It was further confirmed that some things were not included within the service budgets but would be shown 'below the line' until such time as they were approved.

Members raised concern regarding the grouping of some of the budget items which were similar in title but provided different services and asked for those to be identified separately but grouped together to avoid confusion.

A Member queried Code A10701 – Dykes and the 60% increase for 2017/18. The Business Manager Environmental Services confirmed that this budget was for a number of watercourses that the Council were responsible for, but was unsure about the increase in the budget, as this budget had remained constant for a few years. It was confirmed that a written answer would be provided to Members.

Fees and Charges

Members discussed the fees and charges which were included in the report, the following information was provided.

The Chairman sought clarification as to whether the Pest Control Service that the Council provided broke even and questioned whether it was beneficial for the Council to operate this service when so many private firms were undertaking this.

The Business Manager Environmental Services confirmed that Pest Control was a discretionary service. The service had been reduced over the last five years from four members of staff sharing pest control and dog warden duties, to present day where there was a reduced service, with two full time staff, one of which provided the dog warden service. There was no proposed increase to fees and charges for this year in order to compete with outside organisations. It was confirmed that the Dog Warden

Service may be suitable for collaboration; discussions regarding this were taking place with Bassetlaw District Council. Collaboration for the Pest Control Service was also being discussed with Gedling and Rushcliffe Borough Councils’.

(Councillor D. Staples left the meeting at this point).

A Member asked why the charges for the leisure activities had not been increased. The Business Systems Manager confirmed that he was trying to increase participation rather than fees and charges. The Member felt that customers would not notice a price increase, if the product was good enough.

A Member asked whether the charges could be increased for the Palace Theatre. The Business Manager Palace Theatre confirmed that their aim was to increase footfall into the Palace Theatre and the current charges were consistent with other providers. The Member commented that, the holding of prices should be advertised and made clear to customers.

The Chairman commented that the Committee needed to recommend to the incoming Councillors, their need to start looking at the 2016/17 budget early in the year.

AGREED (unanimously) that:

- (a) the fees & 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;
- (c) the Director - Resources, continues to formulate budget proposals for formal consideration at the Leisure & Environment Committee meeting on 21st January 2015 for recommendation to Policy & Finance Committee on 25th February 2015; and
- (d) a written response regarding the following questions asked by Members of the Committee be forwarded:
 - (i) the reason why the Council paid the electricity and gas for the Gilstrap, which was then reclaimed back;
 - (ii) the reason for the 20% increase for code A11307 – Dukeries Leisure Centre, for the period 2017/18 to 2018/19;
 - (iii) Code A26901 – Vehicle Pool Workshop, the reason for the increase in the budget;
 - (iv) Code A10701 – Dykes, the reason for the 60% increase for 2017/18.
- (e) the format of the budget be amended in order for budget items similar in title to be identified separately, but grouped together to avoid any confusion.

56. ADDITIONAL INFORMATION REQUESTED BY COUNCILLOR P. DUNCAN FOLLOWING THE LEISURE & ENVIRONMENT COMMITTEE HELD ON THE 18TH NOVEMBER 2014

The Committee considered the report presented by the, Assistant Manager Financial Services which provided additional information requested by Councillor P. Duncan following the Leisure & Environment Committee held on the 18th November 2014.

AGREED that the additional information be noted.

The meeting closed at 6.25pm.

Chairman

LEISURE & ENVIRONMENT 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 Leisure & Environment 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 18th September 2014.
- 2.2 The Leisure & Environment Committee met 9th 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 26th February 2015. The current budget proposals are attached at Appendix A. A schedule of fees and charges pertaining to Leisure & Environment 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 £434,030 against 2014/15 budget, less the superannuation adjustment of £340,900. (see paragraph 3.5.1) when central recharges and capital are excluded the saving becomes £55,370 (1% on the comparable 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 18th 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 redesign, 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 52% 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 £340,900.
- 3.5.2 Staffing costs – in addition to the changes in funding of superannuation, real savings have been achieved by reducing the number of Leisure Centre Duty Managers and cutting 2 posts within the Community Facilities business unit allowing a new post of Ranger and Projects Officer to be created.
- 3.5.3 The budgets for the Museum service reflect the opening of the new National Civil War Centre in early 2015.

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 26th February 2015 and Council on 10th 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 26th 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 26th February 2015 and Council on 10th 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 25th 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
LEISURE & ENVIRONMENT COMMITTEE

APPENDIX A

CODE	DESCRIPTION	2014/15	2015/16		2016/17	2017/18	2018/19	2019/20
		INITIAL BUDGET	BASE BUDGET	MORE/ (LESS)	BASE BUDGET	BASE BUDGET	BASE BUDGET	BASE BUDGET
A10101	NATIONAL CIVIL WAR CENTRE	340,670	265,380	(75,290)	237,760	215,610	79,760	73,140
A10102	MILLGATE MUSEUM	0	0	0	0	0	0	0
A10103	MUSEUMS MANAGEMENT	0	0	0	0	0	0	0
A10107	OLD MAGNUS BUILDINGS	0	0	0	0	0	0	0
A10108	RESOURCE CENTRE. MUSEUMS	64,380	49,170	(15,210)	49,830	50,460	51,120	51,780
	<i>Sub total - Museums</i>	<i>405,050</i>	<i>314,550</i>	<i>(90,500)</i>	<i>287,590</i>	<i>266,070</i>	<i>130,880</i>	<i>124,920</i>
A10701	UPKEEP OF DYKES	10,350	11,220	870	11,440	11,660	11,900	12,130
A11106	PEST CONTROL	125,630	66,350	(59,280)	66,530	67,010	67,470	65,390
A11107	DOG CONTROL	0	62,430	62,430	63,330	64,140	64,970	65,720
A11110	NATIONAL ASSISTANCE ACT BURIAL	4,170	4,850	680	4,950	5,030	5,140	5,230
A11135	ENV HEALTH PROACTIVE	478,950	425,710	(53,240)	434,710	440,310	446,030	451,310
A11136	ENV HEALTH REACTIVE	425,660	398,120	(27,540)	403,240	407,750	412,350	416,620
	<i>Sub total - Environmental Health</i>	<i>1,044,760</i>	<i>968,680</i>	<i>(76,080)</i>	<i>984,200</i>	<i>995,900</i>	<i>1,007,860</i>	<i>1,016,400</i>
A11002	DOMESTIC REFUSE COLLECTION	2,210,720	2,175,080	(35,640)	2,196,560	2,215,100	2,235,540	2,202,940
A11104	STREET SWEEPING	689,810	661,380	(28,430)	679,380	685,770	692,460	704,040
A11137	BRUNEL DRIVE DEPOT ADMIN	0	0	0	0	0	0	0
A15003	BRUNEL DRIVE DEPOT	0	0	0	0	0	0	0
A26901	VEHICLE POOL WORKSHOP	0	0	0	0	0	0	0
A26910	VEHICLE POOL NSH	0	0	0	0	0	0	0
	<i>Sub total - Cleansing</i>	<i>2,900,530</i>	<i>2,836,460</i>	<i>(64,070)</i>	<i>2,875,940</i>	<i>2,900,870</i>	<i>2,928,000</i>	<i>2,906,980</i>
A10104	GILSTRAP INTERPRETATION CENTR	5,460	0	(5,460)	0	0	0	0
A10105	NEWARK CASTLE/CASTLE GROUNDS	72,330	73,370	1,040	75,100	76,080	77,040	78,000
A11201	LOWDHAM CEMETERY	3,570	3,790	220	3,890	3,980	4,090	4,180
A11202	WALESBY CEMETERY	3,280	3,470	190	3,450	3,510	3,590	3,640
A11331	PARKS AND PLAYING FIELDS	335,230	279,150	(56,080)	282,910	286,800	292,490	296,330
A11333	SHERWOOD AVENUE AMENITIES	38,160	37,170	(990)	37,780	38,350	38,940	39,520
A11334	PRIVATE ESTATES	56,050	46,300	(9,750)	47,670	49,680	53,690	55,010
A11335	CLOSED CHURCHYARDS	14,260	18,740	4,480	18,930	19,100	19,280	19,460
A11336	VICAR WATER PARK	88,530	106,710	18,180	107,760	108,340	109,190	109,140
A11337	COMMUNITY FACILITIES MGMT	0	0	0	0	0	0	0
A11338	SCONCE & DEVON PARK	154,320	158,790	4,470	160,630	162,260	164,010	164,920
A11582	LIFE SAVING	5,720	3,980	(1,740)	4,030	4,070	4,140	4,190
A11702	ENVIRONMENTAL SCHEMES	70,840	68,360	(2,480)	69,350	70,280	71,080	71,840
A12214	FAIRS	(940)	0	940	0	0	0	0
A15023	GROUNDNS MAINTENANCE	0	0	0	0	0	0	0
	<i>Sub total - Community Facilities</i>	<i>846,810</i>	<i>799,830</i>	<i>(46,980)</i>	<i>811,500</i>	<i>822,450</i>	<i>837,540</i>	<i>846,230</i>
A11301	GROVE LEISURE CENTRE	24,110	25,240	1,130	0	0	0	0
A11305	SOUTHWELL LEISURE CENTRE	181,570	169,200	(12,370)	180,020	182,130	184,220	185,920
A11306	NEW LEISURE CENTRE	5,020	(27,940)	(32,960)	(79,020)	(88,720)	(99,510)	(111,140)
A11307	DUKERIES LEISURE CENTRE	293,420	254,540	(38,880)	279,430	290,600	299,280	307,880
A11314	LINCOLN ROAD SPORTS HALL	42,560	35,260	(7,300)	35,720	36,030	36,370	36,700
A11321	NEIGHBOURHOOD CENTRES	135,210	99,290	(35,920)	99,920	100,490	101,030	101,550
A11322	BLIDWORTH LEISURE CENTRE	257,650	236,800	(20,850)	248,960	255,860	262,190	268,210
A11339	NEWARK SPORTS HUB	7,120	7,030	(90)	7,160	7,290	7,440	7,570
A11575	LEISURE CENTRES	0	0	0	0	0	0	0
	<i>Sub total - Leisure Centres</i>	<i>946,660</i>	<i>799,420</i>	<i>(147,240)</i>	<i>772,190</i>	<i>783,680</i>	<i>791,020</i>	<i>796,690</i>
A11319	SPORTS DEVELOPMENT	195,590	199,530	3,940	200,540	203,050	205,670	207,980
A11442	ARTS DEVELOPMENT	75,400	68,860	(6,540)	69,300	69,690	70,030	70,350
A11583	COMMUNITY SPORTS & ARTS DEV	0	0	0	0	0	0	0
	<i>Sub total - Sports & Arts Development</i>	<i>270,990</i>	<i>268,390</i>	<i>(2,600)</i>	<i>269,840</i>	<i>272,740</i>	<i>275,700</i>	<i>278,330</i>
A11443	PALACE THEATRE	289,800	256,880	(32,920)	254,760	258,060	261,460	264,460
A11101	PUBLIC CONVENIENCES	207,330	213,090	5,760	217,440	221,680	226,010	230,420
A11103	SEWERAGE WORKS	25,120	26,470	1,350	26,990	27,530	28,080	28,630
A11731	STREET NAMING	52,690	57,590	4,900	58,540	59,340	60,190	60,970
A12221	NEWARK LIVESTOCK MARKET	(155,330)	(140,980)	14,350	(140,870)	(140,770)	(140,660)	(140,560)
	TOTAL	6,834,410	6,400,380	(434,030)	6,418,120	6,467,550	6,406,080	6,413,470

BUDGET SUMMARY
LEISURE & ENVIRONMENT COMMITTEE
SUBJECTIVE SUMMARY

APPENDIX A

CODE	DESCRIPTION	2014/15	2015/16		2016/17	2017/18	2018/19	2019/20
		INITIAL BUDGET	BASE BUDGET	More (Less)	BASE BUDGET	BASE BUDGET	BASE BUDGET	BASE BUDGET
111	SALARIES AND WAGES	4,385,650	4,321,510	(64,140)	4,426,050	4,476,390	4,525,930	4,556,360
113	NATIONAL INSURANCE	280,010	270,640	(9,370)	278,100	281,240	284,390	286,480
114	SUPERANNUATION	814,890	469,250	(345,640)	482,670	488,190	493,670	496,770
	EMPLOYEE SUB TOTAL	5,480,550	5,061,400	(419,150)	5,186,820	5,245,820	5,303,990	5,339,610
211	REPAIRS AND MAINTENANCE	199,170	213,350	14,180	210,990	214,660	218,400	222,200
212	ENERGY COSTS	321,330	300,250	(21,080)	283,560	289,200	294,970	300,850
213	RENT	7,740	9,180	1,440	9,300	9,420	9,540	9,680
214	RATES	174,770	202,430	27,660	300,740	306,750	312,880	319,120
215	WATER SERVICES	70,370	85,930	15,560	85,060	86,750	88,480	90,240
217	CLEANING AND DOMESTIC	10,850	14,060	3,210	15,500	15,770	16,040	16,320
219	CONTRIBUTION TO FUNDS	231,040	243,020	11,980	220,890	221,200	221,520	221,840
311	TRANSPORT	1,277,770	1,269,880	(7,890)	1,292,130	1,310,490	1,334,320	1,356,570
313	CONTRACT HIRE OP LEASE	4,700	700	(4,000)	700	700	700	700
315	CAR ALLOWANCES	59,320	49,410	(9,910)	50,380	51,370	52,390	53,420
316	INSURANCE	57,620	63,240	5,620	64,360	65,500	66,660	68,240
411	EQUIPMENT AND FURNITURE	150,580	158,030	7,450	175,770	178,940	182,190	185,490
412	MATERIALS	50,830	50,730	(100)	54,840	55,570	56,320	57,080
421	INTERNAL	33,000	48,000	15,000	48,010	48,020	48,030	48,040
431	CLOTHING AND UNIFORMS	26,220	25,900	(320)	26,620	26,840	27,360	27,590
441	GENERAL OFFICE EXPENSES	104,680	140,560	35,880	142,600	144,630	147,510	149,290
451	CONTRACTUAL	595,540	662,090	66,550	678,660	691,190	703,930	716,950
452	OTHER SERVICES	123,880	118,010	(5,870)	121,320	122,850	124,150	125,460
461	COMMUNICATIONS AND COMPUTING	30,250	40,440	10,190	41,510	42,170	42,840	43,530
471	STAFF	6,750	9,390	2,640	7,010	7,140	7,260	7,400
481	GRANTS	45,880	28,140	(17,740)	28,450	28,750	29,080	29,400
482	SUBSCRIPTIONS	800	1,500	700	1,530	1,560	1,590	1,620
491	INSURANCE	90,390	102,370	11,980	104,430	106,350	108,230	110,720
493	OTHER	732,450	833,810	101,360	844,230	861,540	885,210	904,940
497	DISCOUNTS	0	9,110	9,110	8,360	7,600	6,790	5,920
711	ADMIN BUILDINGS	651,230	609,570	(41,660)	617,850	625,960	635,250	644,040
712	CENTRAL DEPARTMENT SUPPORT	1,458,260	1,806,510	348,250	1,834,960	1,856,570	1,879,020	1,896,220
713	CSS MONTHLY PERCENTAGE RECHGS	119,170	40,860	(78,310)	41,610	42,270	42,990	43,710
715	DEPARTMENTAL ADMINISTRATION	259,780	172,020	(87,760)	175,010	177,190	179,250	181,010
821	CAPITAL CHARGE	609,360	613,940	4,580	650,730	653,080	632,340	576,480
	RUNNING EXPENSES SUB-TOTAL	7,503,730	7,922,430	418,700	8,137,110	8,250,030	8,355,240	8,414,070
911	GOVERNMENT GRANTS	(47,400)	0	47,400	0	0	0	0
922	CONTRIBUTIONS FROM OTHER LAS	(52,930)	(67,930)	(15,000)	(12,930)	(13,170)	(13,170)	(13,310)
926	RECEIPTS FROM OTHER FUNDS	(12,000)	(7,700)	4,300	0	0	0	0
928	RECHARGE NON GF ACCOUNTS	(407,280)	(410,910)	(3,630)	(405,740)	(408,800)	(415,200)	(419,470)
931	SALES	(226,480)	(504,120)	(277,640)	(583,340)	(621,390)	(757,170)	(757,960)
932	FEES AND CHARGES	(3,324,520)	(3,386,940)	(62,420)	(3,665,330)	(3,720,840)	(3,777,460)	(3,835,190)
933	RENTS	(198,710)	(203,590)	(4,880)	(204,350)	(204,670)	(205,000)	(205,360)
935	COMMISSION	(12,400)	(13,040)	(640)	(11,300)	(11,430)	(11,560)	(11,700)
938	FEES AND CHARGES	(91,000)	(63,000)	28,000	(64,200)	(65,420)	(66,670)	(67,940)
939	OTHER RECEIPTS	(279,640)	(247,670)	31,970	(256,970)	(259,060)	(260,330)	(260,470)
951	RECHARGE GF REV ACCOUNTS	(1,347,550)	(1,530,410)	(182,860)	(1,550,540)	(1,569,390)	(1,589,370)	(1,608,450)
958	INT CHARGE FOR SERVICES	(149,960)	(148,140)	1,820	(151,110)	(154,130)	(157,220)	(160,360)
	INCOME SUB-TOTAL	(6,149,870)	(6,583,450)	(433,580)	(6,905,810)	(7,028,300)	(7,253,150)	(7,340,210)
	COMMITTEE TOTAL	6,834,410	6,400,380	(434,030)	6,418,120	6,467,550	6,406,080	6,413,470

APPENDIX B

Environmental Health Fees and Charges – LEISURE AND ENVIRONMENT COMMITTEE

	Type of licence	Relevant act or order*	Duration	Notes	2014-15 Existing	2015-16 Proposed
1	Animal Boarding Establishments	Ref 004	Annual		£153 + vet fees £107 +vet fees	£156 + vet fees £109 +vet fees
2	Home Boarding	Ref 004	Annual		£66 + vet fees There is an additional charge of £15 per host family when part of a franchise	£67 + vet fees There is an additional charge of £16 per host family when part of a franchise
3	Dangerous Wild Animals	Ref 005	Annual		£117 + vet fees	£120 + vet fees
4	Dog Breeding	Ref 006	Annual		£153 + vet fees £87 + vet fees	£156 + vet fees £89 + vet fees
5	Riding Establishments	Ref 007	Annual		£153 + vet fees £118 + vet fees	£155 + vet fees £120 + vet fees
6	Ear-Piercing, Tattooing, Acupuncture. Electrolysis, Skin piercing and semi-permanent tattooing	Ref 002	Annual		£87 £102 Where the premises already hold a licence for	£89 £104 Where the premises already hold a licence for

					ear piercing etc £44 person £51 premises	ear piercing etc £45 person £52 premises
7	Massage & Special Treatment No massage (just sunbeds)	Ref 008	Annual Annual		£143 £102	£145 £104
8	Lasers	Ref 008	Annual		£459 £153 £204	£465 £156 £208

	Type of licence	Relevant act or order*	Duration	Notes	2014-15 Existing	2015-16 Proposed
9	Zoos	Ref 009	First licence valid for 4 years Renewal valid for 6 years		£408 £306 £306 £153	£414 £312 £312 £156
10	Pet Shops Pet Animals Act 1951	Ref 010	Annual		£153 £99	£156 £101
11	High Hedges	Ref 011	One Off		£143 + VAT £275 + VAT	£145 + VAT £280 + VAT
12	Licence Application for House in Multiple Occupation	Ref 012	One off		£367 £317 £108	£374 £323 £110
13	Scrap Metal	Ref 013	Three		£300	£300

	Dealer		years		£110 £80 – Collector £200 - Site	£110 £80 – Collector £200 - Site
14	Mobile Homes Act 2014	Ref 014		To reflect the variation in the cost of processing the application depending on the size of the site. Depends on total number of pitches		Application fee £353 plus £8.50 per additional unit Annual fee £10 - £15 per pitch. Transfer/a amendment of licence £155 Depositing Site rules £133
1-8	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
9	Fee now split to differentiate between Council Element and DEFRA element. The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
11-12	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
13 & 14	New licensing System. Fees agree mid year by Licensing Committee.					

Certificates, Authorisation and Register Copies

TYPE	2014-15 Existing	2015-2016 Proposed	Comments
Health & Purity Certificate	£26	£27	
Foot & Mouth Health Certificate	£110	£112	
Condemnation Certificate	£77 per hour + £36 admin + VAT	£79 per hour + £36 admin + VAT	
Applications made under the Local Authority Pollution prevention and Control Regime	£39 + VAT	£40 + VAT	
Copies of Permits	£75 + VAT	£77 + VAT	
Copy of Full Register			
Environmental Site Reports			
Home Buyer Version	£61 + VAT	£63 + VAT	
Detailed version	£173 = VAT	£177 = VAT	

PEST CONTROL - DOMESTIC

SERVICE: Pest Control Domestic	2014-15 Existing	2015-2016 Proposed	Comments
Survey of domestic premises	£30 including VAT reduced to £15 plus VAT for means tested benefits. This cost is deducted from any subsequent treatment.	£30 including VAT reduced to £15 plus VAT for means tested benefits. This cost is deducted from any subsequent treatment.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Mice or rats (in house or garden), fleas, bedbugs at domestic premises.	£60 including VAT reduced to £30 including VAT for those on means tested benefits.	£60 including VAT reduced to £30 including VAT for those on means tested benefits.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Wasps at domestic premises	£60 including VAT (reduction to £30 for means tested benefit) £10 including VAT for each additional nest if treated at one visit.	£60 including VAT (reduction to £30 for means tested benefit) £10 including VAT for each additional nest if treated at one visit.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Cluster flies at domestic premises	£80 including VAT (reduction to £40 for means tested benefit)	£80 including VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.

PEST CONTROL –COMMERCIAL

SERVICE: Pest Control Commercial	2014-15 Existing	2015-2016 Proposed	Comments
Survey of commercial/business premises	£40 + VAT	£42 + VAT	
Insect treatment - commercial/business premises	£60 per hour + materials + VAT	£62 per hour + materials + VAT	
Rodent treatment - commercial/business premises	£60 per hour + materials + VAT	£62 per hour + materials + VAT	
Wasp treatment - commercial/business premises	£95 +VAT ; and £20 + VAT for each additional nest if treated at one visit	£97 +VAT ; and £21 + VAT for each additional nest if treated at one visit	

Dog Wardens

STRAY DOGS:	2014-15 Existing		2015-2016 Proposed		Comments
<p>This includes Government fee, Local Authority charge, and kennelling costs.</p> <p>Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.</p>	1 Day	£83	1 Day	£83	<p>No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities reveals that NSDC charges are high in comparison.</p>
	2 Days	£91	2 Days	£91	
	3 Days	£99	3 Days	£99	
	4 days	£107	4 days	£107	
	5 Days	£115	5 Days	£115	
	6 Days		6 Days	£123	
	7 Days		7 Days	£131	

Private Water Supplies

Activity	NSDC charge 2014-15	Proposed charge 2015-2016	Comments
Risk Assessment	Hourly rate x time spent	Hourly rate x time spent	Guidance on fees is provided by the Drinking Water Inspectorate
Sampling	£50	£50	
Investigation	Hourly rate + analysis costs	Hourly rate + analysis costs	
Authorisation	Hourly rate x time spent	Hourly rate x time spent	
Domestic Supplies (Reg 10)	£25	£25	
Check Monitoring (Commercial supplies)	£50 plus analysis costs	£50 plus analysis costs	
Audit Monitoring (Commercial supplies)	£50 plus analysis costs	£50 plus analysis costs	

Miscellaneous Charges

SERVICE	2014/2015 Existing	2015/2016 Proposed	Comments
Solicitor's letter for accident investigation. Copy of Photographs relating to accident	£77 hour + VAT £40 + VAT	£79 hour + VAT £40 + VAT	
Disabling burglar alarm under Environmental Protection Act 1990 – statutory nuisance	£155 per hour + VAT + alarm company costs + £75 Admin fee + VAT	£159 per hour + VAT + alarm company costs + £75 Admin fee + VAT	
CCTV Drain scans	£120 + VAT per hour or part thereof	£122 + VAT per hour or part thereof	
Emptying Dog Waste Bins	£1.75 + VAT per emptying per bin	£1.75 + VAT per emptying per bin	No increase. Above inflation rises in past three years.
Housing immigration check	£77	£80	

***Relevant act/ Order References**

Ref 001 - Hypnotism Act 1952

Ref 002 - Local Government (Miscellaneous Provisions) Act 1982

Ref 003 - Local Government (Miscellaneous Provisions) Act 1976

Ref 004 - Animal Boarding Establishments Act 1963

Ref 005 - Dangerous Wild Animals 1976

Ref 006 - Dog Breeding and Sale of Dogs (Welfare) Act 1999

Ref 007 - Riding Establishments Acts 1964 and amended 1970

Ref 008 - Nottinghamshire County Council Act 1985

Ref 009 - Zoos Licensing Act 1981

Ref 010 - Pet Animal Act 1951

Ref 011 - Anti Social Behaviour Act 2003

Ref 012 - Housing Act 2004

Ref 013 - Scrap Metal dealers Act 2013

Ref 014 – Mobile Phones Act 2014

LEISURE CENTRES FEES AND CHARGES – LEISURE AND ENVIRONMENT COMMITTEE

Activity	Leisure Centre	Current Adult Price £	Proposed Adult Price £	Current Junior Price £	Proposed Junior Price £
Swimming	GLC/DLC	3.80	3.80	£2.50	2.50
Swimming 60+	GLC/DLC	3.10	3.10		
Badminton	GLC/DLC	7.90	7.90	5.00	5.00
Swimming Lessons	GLC/DLC			64.00	65.00
One to One Lessons	GLC/DLC	12.00	13.00		
Dryside Coaching Courses	GLC/BCLC/DLC			64.00	65.00
Fitness Suites	GLC/BCLC/DLC	6.00	6.00		
Fitness Classes	GLC/BCLC/DLC	5.50	5.50		
Fitness Induction *	GLC/BCLC/DLC	43.00	45.00		
Youth Fitness per session	GLC/BCLC/DLC			2.50	2.50
Youth Fitness *	GLC/BCLC/DLC			12.00	13.00
Squash	GLC/DLC	6.20	6.30	4.00	4.00
Xperience** includes badges	GLC/DLC/BCLC			25.00	25.00
Xperience Energy	DLC/BCLC			21.00	21.00
Xperience Energy (Concession)	GLC/DLC/BCLC			18.00	18.00
ACTIVO **	GLC/BCLC/DLC	27.99	27.99		
ACTIVO CONCESSION**	GLC/BCLC/DLC	23.00	23.00		
ACTIVO WORK-OUT	GLC/BCLC/DLC	23.00	23.00		
ACTIVO & XPERIENCE Corporate **	GLC/BCLC/DLC	24.00	24.00	18.00	18.00

General Notes:

It is proposed that existing Activo and Xperience customers will continue to pay 2014-15 fees for 15/16.

In general pay and play prices have remained the same with some minor increases in wet & dryside courses

GLC – Grove Leisure Centre

BCLC – Blidworth Community Leisure Centre

DLC – Dukeries Leisure Centre

* - Based on first month unlimited usage included in the price

** - Includes induction

LOWDHAM AND WALESBY CEMETERY CHARGES - LEISURE AND ENVIRONMENT COMMITTEE

Area	Service	2014/2015 Existing	2015/16 Proposed	Number undertaken in 2013/14
Grants of Exclusive Right	Purchase of Grave – Resident of Parish	£390	£470	8
	Purchase of Grave – Non Resident of Parish	£780	£940	0
Burials	Grave Digging	£397	£417	11
	Burial of Ashes	£115	£120	1
Memorials	Headstone, Cross, Scroll (max height 2'6")	£155	£160	4
	Height over 2'6" – extra per foot	£26	£27	1
	Vases (max height 9")	£47	£50	0
	Additional inscriptions	£47	£50	1

Some cemetery charges have been raised by more than the rate of inflation in order to bring them in line with the averages for the county.

MUSEUMS AND HERITAGE – LEISURE AND ENVIRONMENT COMMITTEE

National Civil War Centre – Newark Museum 2015/16 charges on opening		
Proposed Ticket Types	Charge Inc VAT	Notes
Day Tickets		
Adult	7.00	No anticipated change on prices agreed for opening during 2014
Concession	6.00	
Children 5-16	3.00	
Children under 5	Free	
Group Visit (10 or more paying)	10% discount	
Annual Pass – Adult	£11	
Annual Pass - Concession	£10	
Annual Pass – Children	£5	
Annual Pass – Family 2+3	£22	
Annual Pass – Family 1+3	£15	

OTHER CHARGES			
Other Income	Charge	Additional Information	Proposed 2015-16 inc VAT
Temporary Gallery Hire	£50 per gallery per week or fee waived if thought volume of visitors justified it / minor income from gallery sales	Millgate charge indicated	Not proposed to have temporary gallery hire available during 2015-16 as our exhibition programme will drive paying visitor numbers
Room Hire			
Loans Box Fines	£10	Late return of boxes	£15
Out of District Schools Travel Expenses	£100	Flat fee	Price by request – It is not intended to promote outreach

			for schools for our first two academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.
Photocopying	£50p A4 £1.00 A3		£50p A4 £1.00 A3
Scan Orders	£5.50 £6.50 £9.00	This price includes VAT . Postage is extra.	£5.50 £6.50 £9.00
Microfiche Copies	£5.00 plus £2.00 admin(very rarely requested)		£5.00 plus £2.00 admin(very rarely requested)
Own Camera	£2.00	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£2.00
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	£6.00	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£6.00
Publication	Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image	There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.	Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image minimum Local Authority/voluntary/

	<p>Local Authority/voluntary/charitable organisations £20.00 per image</p> <p>Corporate Products (annual reports, TV) £100.00 per image</p> <p>Commercial products (cards, calendars, jigsaws etc.) £150.00 per image</p>	<p>Cost per image is based on <u>one</u> use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>charitable organisations £20.00 per image minimum</p> <p>Corporate Products (annual reports, TV) £100.00 per image minimum</p> <p>Commercial products (cards, calendars, jigsaws etc.) £150.00 per image minimum</p>
Television/filming		Contract required from film company	
Long Term Archaeological Storage at Museum Resource Centre	£100 per box and £10.00 per year on going per box	Costs are based on English Heritage Calculations. One off fees.	£120 per box and £15.00 per year on going per box
Discovery box – Cost per hire	Discuss – time frames for charges	Loan period is 2 weeks – fines for late returns	£10 per box for two weeks
Education programme @ NCWC	Part of new offer or interim	To be paid on day of visit by cash/cheque/card or by invoice	£3.50 (£2.92 net) per head – Half day (2 – 2.5 hr) visit – one facilitated* activity, one self-led activity** £4.95 (£4.13 net) per head – Full day visit – one facilitated activity,

			two self-led activities. £5.95 (£4.96 net) per head – Full Day visit – two facilitated activities, one self-led activity.
Outreach programme	Part of new offer or interim	To be paid by all non-school participants. As above.	Price by request – It is not intended to promote outreach for schools for our first two academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.

THE RESOURCE CENTRE			
Hire Location	Charge	Additional Information	Proposed 2015-2016
Out of Hours – Guided tours	Out of hours £75 plus £1.00 per person	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person Occupancy : Max. 25 people	Out of hours £80 (£66.67 net) plus £1.00 (£0.83 net) per person
In Hours – Guided tours	During working hours £40 plus £1.00 per person	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person Occupancy : Max. 25 people	During working hours £50 (£41.67 net) plus £1.00 (£0.83 net) per person
Workshops	Part of new offer or interim	To be paid in advance when booking	Price by request

PALACE THEATRE - FEES AND CHARGES - LEISURE AND ENVIRONMENT COMMITTEE

	2014/15 Existing	2015/16 Proposed
<p>1 <u>Theatre Hire (VAT Exempt):</u> <u>With Stage & Dressing Rooms as equipped</u></p> <p><u>Full Theatre : 602 Seats</u></p> <p>Per day with one performance - Weekdays Commercial Hire</p> <p>Per day with one performance - Weekends Commercial Hire</p> <p>Per day with two performances - Weekdays Commercial Hire</p> <p>Per day with two performances - Weekends Commercial Hire</p> <p>Week Hire: Monday-Saturday</p>	<p>£1,500</p> <p>£2,000</p> <p>£2,750</p> <p>£3,250</p> <p>£9,250</p>	<p>£1,500</p> <p>£2,000</p> <p>£2,750</p> <p>£3,250</p> <p>£9,250</p>
<p>2 <u>Non-Profit Making/ Charity/ Local Available All year Monday-Friday + Off-Peak Weekends (at our discretion but excluding Autumn)</u> <u>Current Stalls-Only Hirers to be phased into new pricing structure over two years</u></p> <p>There is also an element of flexibility built into the fees and charges for non-profit making, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.</p>		

	<p>Per day with one performance - Weekdays Non Profit Making/Charity/Voluntary</p> <p>Per day with one performance – Weekends Non Profit Making/Charity/Voluntary</p> <p>Per day with two performances - Weekdays Non Profit Making/Charity/Voluntary</p> <p>Per day with two performances – Weekends Non Profit Making/Charity/Voluntary</p> <p>Conference: Full Theatre (Staffing, technical equipment and catering costs on application)</p>	<p>£1,000</p> <p>£1,500</p> <p>£1,500</p> <p>£2,000</p> <p>£2,000</p>	<p>£1,000</p> <p>£1500</p> <p>£1,500</p> <p>£2,000</p> <p>£2,000</p>
3	<p><u>Theatre Hires : Supplementary Charges Per Hour (VAT Exempt) (Not Including Staffing)</u></p> <p>Technical/Dress: Commercial Hires Non Profit Making/Charity/Voluntary</p> <p>General Rehearsals: (No lights) Commercial Hires Non Profit Making/Charity/Voluntary</p> <p>Get In/Fit Up/ Get Out Commercial Hires Non Profit Making/Charity/Voluntary</p>	<p>£76.50 £64.50</p> <p>£64.50 £54.00</p> <p>£20.50 £17.50</p>	<p>£77.50 £65.50</p> <p>£65.50 £55.00</p> <p>£21.50 £18.50</p>
4	<p><u>Staffing Recharges : Per Hour Plus VAT</u></p> <p>Technical Manager - Weekdays*</p> <p>Technical Manager - Weekends**</p> <p>Technical Officer - Weekdays*</p>	<p>£32.50</p> <p>£37.50</p> <p>£24.50</p>	<p>£33.00</p> <p>£38.00</p> <p>£25.00</p>

	Technical Officer - Weekends**	£28.50	£29.00
	Technical Assistant - Weekdays*	£16.50	£17.00
	Technical Assistant - Weekends**	£20.50	£21.00
	* Plus 20% on all rates for hours worked between 2330 and 0600 hours		
	** Plus 20% on all rates for hours worked between 2330 and 0600 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 2330 and 0600 hours		
5	<u>Room Hires : Per Hour (VAT Exempt)</u> <u>Available during core theatre opening times only</u>		
	Theatre Bar: Meetings between 0900 & 0000 Non-Profit Making/ Charity/ Community	£20.50	£21.00
	Commercial	£31.50	£32.00
	Performances between 0900 & 0000	£56.00	£56.00
	Education and Outreach Programmes (external) full day fee: Bar No staging/ technical/ staffing costs	£120.00	£120.00
	Byron Lounge: Non-Profit Making/Charity/Community	-	
	Commercial	£31.50	£32.00
	The Workshop Non-Profit Making/Charity/Community	-	
	Commercial	£15.00	£15.00

6	<p><u>Room Hires: Commercial (VAT Exempt)</u></p> <p>Byron Lounge: Meetings per day Byron Lounge: Meetings half day</p> <p>Flexibility to discount package deals on repeat bookings and block bookings or where a room hire is part of a theatre hire deal. Flexibility to offer rooms at a discounted rate to local and community users at times when the rooms would otherwise be unused, but being mindful that costs must be covered.</p>	<p>£265.00 £159.00</p>	<p>£265.00 £159.00</p>
7	<p><u>Miscellaneous Charges : Plus VAT</u></p> <p>House PA System - Per Day</p> <p>House PA System - 4 to 7 Day hire period</p> <p>Commission Box Office Ticket Sales: Commercial Hires Non Profit Making/Charity/Voluntary</p> <p>Merchandise – Table Rent (of gross sales)</p> <p>Credit Card Booking Fees</p> <p>Ticket Printing Recharge - per ticket</p> <p>Marketing: Core Contribution (Basic contra + sliding scale of charges as follows:)</p> <p>Half Page: Palace Guide Full page: Palace Guide Front cover: Palace Guide</p> <p>Postal mailings</p> <p>Email blasts</p> <p>Overprinting of leaflets per 1,000</p>	<p>£71.50 £255.00 10% 5% 15% +£20 if we sell on promoters behalf 5% 0.07p £105.00 £180.00 £350.00 £500.00 £1 per letter £60.00 £25.00</p>	<p>£73.00 £260.00 10% 5% 15% +£20 if we sell on promoters behalf 5% 0.07p £110.00 £180.00 £350.00 £500.00 £1 per letter £60.00 £25.00</p>

Marketing: Internet Image downloading charge		
Wardrobe Facilities – Washing Machine/Iron per day	£13.00	£14.00
Piano Hire & Tuning	£102.00	£102.00
Mobile Portable Stage (including 2 staff to set up and take down)	-	
Mobile Portable PA/Lights (per hour)	-	
Transportation costs of equipment (if arranged on behalf of client) recharged at cost price		

Public Convenience Charges – LEISURE AND ENVIRONMENT COMMITTEE

Public Convenience	2014/2015 Existing	2015/2016 Proposed	Income 2013/14
Gilstrap Centre	20p	20p	£6,421
St Marks Precinct	20p	20p	

PARKS AND AMENITIES FEES & CHARGES – LEISURE AND ENVIRONMENT COMMITTEE

Facility	Purpose		2014/2015 Existing	2015/16 Proposed	No of bookings 2013/14
Parks & Playing Fields	Football Season (13 matches or more)	Seniors	£460	£490	3
		Juniors	£252	£264	2
		Mini Soccer	£130	£140	2
	Football Pitch (per match)	Seniors	£44	£48	1
		Juniors	£26	£28	0
		Mini Soccer	£13	£16	0
	Hire of Park – commercial use		£380 per day or 5% of ticket sales	£390 per day or 5% of ticket sales	3
	Hire of Park – charities		£90 but waived at the discretion of CMT	£92 but waived at the discretion of CMT	0
	Circuses		£300 per day	£320 per day	0
	Fun Fairs	Large Fair	£300 per day	£310 per day	1
		Small Fair	£225 per day	£230 per day	2
Sponsorship	Bedding Displays	£700pa	£715pa	2	
Outdoor Fitness Camps		£6 per session	£6.20 per session	0	
Newark Castle & Gardens	Guided Tours	Adult	£4.00	£5.00	Total income 2013/14 – £2,110
		Child	£2.00	£2.50	
		Family	£10.00	£12.50	
		Ghost Tour – commercial hire	Now charged as Garden Hire (£380 per day)	£390 per event	
	Hire of Gardens – charity		£90 but waived at the discretion of CMT	£92 but waived at the discretion of CMT	0
	Hire of Gardens – commercial		£380 per day or 5% of ticket sales	£390 per day or 5% of ticket sales	0
	Hire of Gardens for weddings	Bandstand Undercroft	£300 £600	£350 £600	5 6
Sherwood Avenue Park	Tennis Court Hire	Adult	£2.00 per adult per hour	£2.00 per adult per hour	Total income 2013/14 - £2,424
		Child	£1.00 per child per hour	£1.00 per child per hour	
Lincoln Road Pavilion	Hire of Pavilion		£8.50 per hour	£8.50 per hour	Total income 2013/14 - £1,350

Some charges have been raised by more than the rate of inflation in order to bring them in line with the averages for comparable district and parish councils.

TRADE WASTE CONTRACT CHARGES - LEISURE AND ENVIRONMENT COMMITTEE

Trade Waste and Recycling / Garden Bins				
We cannot set figures for these services at this time until we have received information from Nottinghamshire County Council and discussed information with partners which may not be until December or later. The current charge for domestic garden bins is £30 each. One charge affects the other if the variation is large we may need to alter the final figures				
Bin Size		2014/15 Collection Charge	2014/15 Disposal Charge	2015/16 Proposed (£)
1	140	2.05	1.32	TBC
2	240	2.39	2.26	TBC
3	360	2.93	3.39	TBC
4	660	4.40	6.22	TBC
5	1100	6.26	10.37	TBC
6	Pre Paid Sacks	1.42	0.57	TBC
Commercial Fridges				
8	Per Unit	£75.00	78.75	£82
9	Collection and Transport	£94.10	98.80	£100
Cleansing Services Hours			2014/15 Existing (£)	2015/16 Proposed (£)
1	1		55.00	£57
2	1.5		82.50	£84.75
3	2		110.00	£113
4	3		165.00	£169
5	4		220.00	£226
6	5		275.00	£282.50

<u>Bulky Waste Charges</u>				
	<u>2014/15</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2015/16</u>
	<u>First Item</u>	<u>Subsequent Item</u>	<u>First Item</u>	<u>Subsequent Item</u>
Domestic Bulky Waste	£10	£5	£12	£6
White Goods Inc Computer and TV Monitors	£10	£10	£12	£12
Large Items are not covered by above charges	£47.05 per hour	£55 per hour	£57 per hour	

**Street Name and Numbering – Schedule of fees – LEISURE AND ENVIRONMENT
COMMITTEE**

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approved street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received **after** the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

Proposed fee schedule:

Service	Current charge	Proposed charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£25	£25
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£75 admin fee plus £25 per plot* requiring re-numbering/naming	£75 admin fee plus £25 per plot* requiring re-numbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£75 admin fee plus £25 per property for up to 10 properties £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter	£75 admin fee plus £25 per property for up to 10 properties £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter
Rename or numbering of street where requested by Parish Council and/or residents including notification	£75 admin fee plus £25 per property for up to 10 properties affected by change £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter affected by change	£75 admin fee plus £25 per property for up to 10 properties affected by change £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter affected by change

*Includes naming of a building and all affected properties (e.g. block of flats)

Terms and Conditions:

1. All requests must be completed on the appropriate form which is available on our website or from Customer Services.
2. All fees must be paid prior to notification being sent.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.
6. All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Councils street naming and numbering policy.
7. Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.

NEWARK CASTLE GATEHOUSE TOWER PROJECT

1.0 Purpose of Report

- 1.1 To advise members on the project to carry out major improvements to the Gatehouse tower at Newark Castle.

2.0 Background Information

- 2.1 Newark Castle's Gatehouse is reputed to be one of the finest surviving early medieval gatehouses in the country. However following the slighting of the Castle after the end of the Civil War it is open to the elements and suffers from erosion and degradation due to the weather and the effects of pigeon roosting.
- 2.2 During the recent programme of fabric repairs to the Castle wooden scaffolding floors were installed in the Gatehouse and the position of these closely mirrored that of the original floors. This led to discussions about the possibility of permanent floors being reinstated which would allow for public access to rooms such as the Bishop's chapel and chambers. However for this to be feasible, and also to protect the newly restored Gatehouse from further erosion and damage, it is considered that adding a roof and weather and pigeon-proofing the structure would be the best long-term solution.
- 2.3 In order to progress the project consultants were appointed to carry out an initial feasibility study and this concluded that it would be possible to protect the gatehouse and make it suitable for interpretation displays. The total estimated cost for the works was £311,500, including £34,500 for floors, £74,000 for the roof, £29,000 for masonry works, £35,500 for windows and doors and £24,500 for electrical installations. Also included were £52,000 for professional fees and a £25,000 contingency allowance.

3.0 Items for Consideration

- 3.1 Following further discussions amongst the project team and with HLF it has been agreed that a more ambitious project should be taken forward. This will include a new entrance into the gatehouse via the north-west tower which will allow for access to be controlled and an entrance charge to be made. The ground floor north-west tower room will become the visitor reception area and the project will be expanded to include appropriate interpretation features in the gatehouse.
- 3.2 The additional costs associated with the expanded project are estimated to be £80,000 for the new access via the north-west tower and £400,000 for interpretation and associated learning, training and audience development activities bringing the total project costs to around £800,000. However the ability to charge for entry to the gatehouse delivers the potential for a significant income stream and preliminary calculations show that 30,000 visitors per year could generate a net income of up to £40,000pa.
- 3.3 I am pleased to be able to report that, following discussions and a site visit, officers from the Heritage Lottery Fund have confirmed their view that the more ambitious project has

great potential and that they would be happy to receive an outline (Stage 1 bid). The next deadline for such a bid is 20th February 2015 and it is currently our intention to submit prior to this date. A Stage 1 decision would then be received in June or early July.

- 3.4 There will be a number of costs associated with progressing the Stage 1 application to Stage 2, including the need for additional survey and architectural work and the development of a Conservation Management Plan and Interpretation Plan these are currently estimated to be in the region of £60,000. Based on a HLF grant of 65% match funding of £21,000 is thus likely to be required. The Gilstrap Trust gave its support for the project at its December meeting and agreed to provide financial support towards the Stage 1 HLF application, subject to receipt of legal advice that the utilisation of trust funds for this purpose was within the charity's objectives. In order to show its commitment to the project the Council will also need to make a contribution and Committee is asked to give its support for the submission of a bid for District Council Capital Programme funding towards the Stage 1 costs.
- 3.5 Discussions have also taken place with English Heritage (EH) and whilst EH has expressed some concerns about the exact nature of some of the proposals (for example the type and appearance of the roof and position of the floors) the local officer has indicated that EH would be prepared to provide a letter of support stating that a scheme of roofs and flooring would be feasible and something they could recommend was given Scheduled Monument Consent by the Department for Culture, Media and Sport.

4.0 RECOMMENDATION that:

- (a) **Committee note the progress made on the project to carry out major improvements to the Newark Castle Gatehouse and give its support for further work on the project and the submission of a Stage 1 Heritage Lottery Fund bid.**
- (b) **Committee give its support for a bid to be made for District Council Capital Programme funding of up to £20,000 towards the Stage 1 Heritage Lottery Fund application.**

Background Papers

For further information please contact Phil Beard on extension 5714

Andy Statham
Director of Community

NEWARK CASTLE EDUCATIONAL EVENTS

1.0 Purpose of Report

- 1.1 To inform Committee of proposed historic re-enactment and educational events at Newark Castle for 2015 and 2016.

2.0 Background Information

- 2.1 There are 2 significant anniversaries relating to King John in 2015 and 2016 with 19th October 2016 marking the 600th anniversary of the death of King John at Newark Castle and 15th June 1215 being the 600th anniversary of the signing of the Magna Carta. In addition Newark & Sherwood Play Support Group has contacted the Council to propose that they hold a series of historic-themed play days at the Castle in 2015.

3.0 Items for Consideration

- 3.1 Officers have been in touch with a medieval re-enactment group, the Regia Anglorum, which specialises in recreating medieval life with living history displays, encampments and events. The group has put together a proposal for a major 3 day display across the bank holiday weekend of 28th – 30th May 2016. This would involve a living history camp with 25 to 30 tents and up to 80 costumed re-enactors. As well as a range of displays and demonstrations, the group would recreate the events around King John's death at the Castle. The fee for this event would be £5,000.
- 3.2 Regia Anglorum has also offered its services for a smaller 2 day event for the weekend of 25th and 26th July 2015. The fee for this event would be £2,500.
- 3.3 Given the media interest that is already being shown in the anniversaries of King John's death and the signing of the Magna Carta it is considered that these events would attract considerable attention and significant numbers of visitors. They will also link well with the Gatehouse restoration project and demonstrate to HLF that we are serious about attracting new audiences and promoting the history of the Castle.
- 3.4 The Newark & Sherwood Play Support Group play days would take place in the school holidays and would be historically themed with children taking part in games and craft sessions which would be linked to a particular period in the Castle's history. As events aimed directly at children they would attract a younger age group to the Castle and would again demonstrate to HLF our commitment towards broadening the range of people who visit Newark Castle.
- 3.5 At its December meeting the Gilstrap Trust agreed to provide funding towards these events and additional financial support will be sought from third parties such as Newark Town Council.

4.0 RECOMMENDATION

That Committee note the planned educational events and activities to be held at Newark Castle in 2015 and 2016.

Background Papers

For further information please contact Phil Beard on extension 5714

Andy Statham
Director of Community