

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Newark Town Board** held as a Hybrid Meeting / Online & Civic Rooms 1&2, Castle House, Great North Road, Newark NG24 1BY on Monday, 10 November 2025 at 1.30 pm.

PRESENT:	Louise Casey	Your CVS (Co-Chair)
	Penny Taylor MBE	Lincoln College Group (Co-Chair)
	Tony Aspbury	Newark Showground (Vice-Chair)
	Darren Burke	Masdings
	James Carpenter	BB Mortgages
	Lisa Chaney	NSDC (Advisor)
	Cllr. Rowan Cozens	NSDC (Member)
	Neil Cuttell	NSDC (Advisor)
	Joelle Davies	NCC (Advisor)
	Charlotte Elam	Notts. Police (Advisor)
	Joshua Farmer	NSDC (Advisor)
	Andrew Fearn	St. Mary Magdalene with St. Leonards
	Karen Fearn	NHS (Advisor)
	Sarah Husselbee	NSDC (Advisor)
	Sanjiv Kohli	NSDC (Advisor)
	Matt Lamb	NSDC (Advisor)
	Anna Lawson	NTC
	Paul Peacock	NSDC (Guest)
	John Robinson	NSDC (Advisor)
	Oliver Scott	NSDC (Advisor)
	Kathryn Sharp	EA (Advisor)
	Rosemary Thompson	Historic England (Advisor)
	Cllr. James Walker-Gurley	NCC (Member)
APOLOGIES FOR ABSENCE:	Cllr. Dawn Campbell	NTC
	Sue Gray	MP's Representative
	Jane Hutchinson	NSDC
	Claire Ward	EMCCA

25 DECLARATIONS OF INTERESTS

None submitted.

26 MINUTES OF PREVIOUS MEETING - 26 SEPTEMBER 2025

AGREED that subject to the following amendment, the Minutes be accepted as a true record.

Minute No. 23 – Any Other Business (Second Paragraph)

Delete the following wording in relation to the Market Place Improvement Scheme:

(Historic England) advised the Board to continue discussions with the District and Town Councils regarding designs.

Insert the following wording in relation to the Market Place Improvement Scheme:

advised that Historic England had expressed concerns relating to the latest plans. In particular, the re-introduction of trees and planters and the proposed removal and replacement of historic granite setts. She highlighted that it did not seem to align with the Board's objectives in its vision statement re conserving and enhancing the historic environment and achieving sustainable development and that the board members should have the opportunity to see the latest plans before it is worked up in more detail.

27 CHAIR'S WELCOME

The Co-Chair, Penny Taylor, MBE (Lincoln College Group) welcomed everyone to the meeting of the Newark Town Board.

28 PRIDE IN PLACE PROGRAMME UPDATE REPORT

The Board considered the report which sought to provide key recommendations relating to the delivery of the Pride in Place Programme (PiPP).

The report set out that the PiPP Regeneration Plan had received Board approval at the 26 September 2025 meeting however an updated version of the vision document was presented to the Board for re-approval, to be submitted to the UK Government by 28 November 2025. The updated version included minor changes to reflect the fund name change from 'Plan for Neighbourhoods' to the 'Pride in Place Programme', as determined by the UK Government. It was noted that the Plan comprised a 10-year vision document and a 4-year investment profile, with the documents attached as appendices to the report.

The report also provided updates on the current planned grant schemes and projects within the PiPP including Community Grant Scheme; Upper Floor Residential Conversion Scheme; an Events Programme; and a Call for Capital Projects.

A presentation was provided by Sarah Husselbee (NSDC), setting out more detailed proposals for the delivery of the PiPP Community Grant Scheme, also reflected within the written report. This included a panel appraising awards, with individual grant awards to be approved by the Section 151 Officer, following a shortlist of proposed grant awards by the panel.

In noting the report, the Co-Chair provided Board Members the opportunity to put themselves forward to participate in the grant panel in relation to assessing applications for a community grant scheme.

AGREED that:

- a) approval be given to the final copy of the Board's PiPP vision document, as provided in Appendix A of the report (following minor amends and to reflect the recent programme updates and name changes made by the UK Government since Board approval on 26 September 2025) for submission to the UK Government by 28 November 2025, alongside the previously agreed 4-year investment profile, provided in Appendix B of the report;
- b) approval be given to establish a PiPP budget of £1,262,000 over 4-years (£860,000 capital and £402,000 revenue) to fund and commence the delivery of the planned 'Newark Pride in Place Community Grant Scheme' in accordance with the previously agreed investment profile provided in Table 2, Appendix B of this report. The scheme would be delivered against the specification provided in Appendix C of the report and the process outlined in 2.4 to 2.6 of the report. This remains subject to a) separate approval from the Accountable Body to add the budget in to its capital programme, with additional approval from the Council's Section 151 Officer; and b) formal confirmation of funds by the UK Government via a Memorandum of Understanding;
- c) approval be given to establish a PiPP revenue budget of £250,000 over 4-years to fund Accountable Body Programme Management and wider operational activities within the previously agreed investment profile, to be managed and committed as detailed in Table 1, Appendix B of the report. This remains subject to a) confirmation of funds by the UK Government via a Memorandum of Understanding and b) approval from the Council's Section 151 Officer;
- d) the receipt of capacity funding for the financial year 2025/2026, now committed in accordance with the investment profile provided in Tables 1 and 2, Appendix B of the report and as agreed previously by the Board and Council's Section 151 Officer, be noted; and
- e) the updates associated with all other planned activity within the PiPP investment profile, as set out in 2.7 to 2.9 of this report be noted.

29 NEWARK EVENTS PROGRAMME UPDATE REPORT

The Board considered the report which sought to provide the background to and an update on the Newark Cultural Heart Events Programme and key recommendations relating to the future PiPP Events Programme from April 2026.

Newark Cultural Heart Events & Animation Plan

The report set out the funding received by the Newark Cultural Heart Project to support Town Centre Events within the Market Place and wider Town Centre, which was match funded by Newark Town Council at £200,000 per annual and £50,000 from PiPP capacity funding. It was reported that the animation plan supported an expanded town centre events offer with a programme of activities hosted primarily in the Market Place since March 2022 and that a 3-year events and animation project had commenced in March 2022 and was due to conclude on 31 March 2026, after a 1-year extension.

In presenting the report, the Co-Chair advised that the Spooktacular event in October 2025 had received excellent feedback from business owners in the town.

In noting the proposals set out in the report to deliver the PiPP Events Programme post March 2026, the Co-Chair asked those in attendance at the meeting to consider whether they would like to be involved in the events panel appraising events proposals in addition to the existing resource already identified. Andrew Fearn (St. Mary Magdalene with St. Leonards) advised he would be willing to volunteer if there was a need for additional volunteers.

Neil Cuttall (NSDC) noted that the proposed call for events providers, as set out within the report was subject to a specification to be developed by the Project Manager (Your CVS) to be presented to the Board and Council's Section 151 Officer in January

AGREED that:

- a) the update relating to the Newark Cultural Heart events programme be noted;
- b) approval be given for the recommended delivery approach to the PiPP events programme between 2026 and 2030, including to invite applications from event organisers via a competitive call process, as detailed in 5.2 of this report. This would be subject to agreement of an events call specification by the Board and Council's Section 151 Officer in January 2026, to be developed by the Project Manager (Your CVS);
- c) approval be given for the proposal from the Lincoln College Group and Your CVS to commit £255,558 of PiPP revenue grant to extend resource employed by both organisations on behalf of the Board (currently funded by capacity grant until March 2027). This would be taken from the agreed four-year events budget, as detailed in 5.3 of this report, comprising:
 - £169,500 to finance the extension of the existing Project Manager post for the period April 2027 to March 2030, awarded to Your CVS as the employer. This post will support the specification development, coordination, evaluation and promotion of the PiPP events programme as well as business/community engagement and communications workstreams across the wider PiPP programme.
 - £86,058 to finance the extension of the existing Apprentice and convert into a Marketing post for the period April 2027 to March 2030, awarded to the Lincoln College Group as the employer, to support the Project Manager workstreams above.

Both grant awards would be subject to a) approval by the Council's Section 151 Officer and b) confirmation of funds from the UK Government via a Memorandum of Understanding c) delivery against the existing Grant Funding Agreement outputs, to be reviewed by the Accountable Body in Autumn 2026.

The Board considered the verbal report and presentation jointly presented by Matt Lamb (Director – Planning & Growth, NSDC) and Lisa Chaney (Major Projects Delivery Manager – NSDC) in relation to the Newark Market Place Improvement Scheme.

The Board were advised of the background to the original establishment of the Market Place Improvement scheme and the work undertaken to date, noting that the Full Business Case was due to be presented to the Board in January 2026 for final approval.

The presentation provided the Board with a summary of the consultation and the responses received from the online survey. Images of how the Market Place was used were provided both during the day and the evening. It was noted that the Outline Business Case had already received approval from the Newark Town Board and the UK Government together with details of the funding arrangements and key stakeholders.

It was reported that the vision and guiding principles of the scheme had been developed by using the key themes and feedback with the aim being to create a flexible, safe Market Place whilst ensuring it retained its market identity and ability to host various activities both during the daytime and evenings which would include events and alfresco dining.

An image of the Market Place without any market stalls or street furniture was provided detailing how it may appear after the proposed works had been completed, with the Major Projects Delivery Manager providing a narrative as to what the proposed works were. They also provided details of the proposed decorative, play and amenity lighting. A further image of the Market Place was provided showing the preferred design of Newark and Sherwood District Council (NSDC), Newark Town Council (NTC) and Nottinghamshire County Council (NCC), noting that market stalls would remain on site at a reduced number of 45 semi-permanent.

In considering the presentation, Andrew Fearn expressed concern as to the ongoing maintenance of, and improvements to the Market Place and queried whether the re-paving would extend down Stodman Street.

With regards to the maintenance of the Market Place, the Director – Planning & Growth advised that NTC had agreed to a budget for renewal and repairs, committing a yearly figure (£8,000) and a sinking fund (£25,000 per annum). The Major Projects Delivery Manager advised that Stodman Street did not fall within the red line boundary of the scheme, but that NCC had provided funding to NTC of £50,000 to undertake necessary repairs.

Andrew Fearn asked for clarification if NCC was to undertake further work on Stodman Street.

Joelle Davies (NCC) advised that a member of her team was working closely with NSDC on the Market Place scheme but could look at the possibility of extending separate works to Stodman Street. She stated that she would speak with the NSDC Major Projects Delivery Manager outside of the meeting.

In relation to repairs undertaken by utility companies, it was noted that the utility companies were required to return the area to its former state, but that this did not always happen in reality. Tony Aspbury, the Vice-Chair, suggested that shared conduits be considered noting that these were used on the continent. In response, the Director – Planning & Growth advised that this suggestion would be further explored, adding that it was critical that the sub-structure was able to withstand vehicular uses. Kathryn Smith of the Environment Agency suggested that consideration also be given to the use of permeable paving systems.

Groundworks

In relation to any necessary underground works, Rose Thompson (Historic England) commented that any works should be mindful of archaeology as failure to do so would be costly. She added that the rather than purchasing new granite setts, it was possible to repair the existing ones but that the substrate below needed to be in a good state of repair. If this was done, the setts should last for many years. She further added that it was not possible to have a smooth granite sett. She stated that the use of granite setts would bring character to the Market Place. The Director – Planning & Growth stated that the comments regarding archaeology would continue to be given consideration.

Market Stalls

In relation to market stalls, it was noted that 45 stalls would remain fixed within the proposed designs. However, clarity was provided that the stalls were movable but that to do so resulted in operational difficulties for NTC. It was noted that the Police and Historic England did not like them to remain fixed, so alternative designs were being researched within NTC. Anna Lawson (NTC) advised that talks were ongoing with local fabricators to amend the design e.g. retractable canopies and stalls with wheels. Discussions had also been held with Chesterfield BC to consider the changes they had made to their stalls designs and the positive impact that it had had with reducing incidents of ASB. She further noted that pop-up stalls could not be used if winds reached 35mph or over and that every effort must be made to ensure that any changes did not deter stall holders from using the Newark Market Place. In response to using the Newark Buttermarket, it was noted that this only had capacity to hold 18 stalls.

Insp. Charlotte Ellam (Nottinghamshire Police Authority) advised that the preference was for the stalls to be removed, especially the canopies. The Police needed to be able to use CCTV and that the public needed to feel safe when using the Market Place.

Drainage

The Major Projects Delivery Manager noted the importance of considering drainage as part of the next stage – RIBA 3 – as failure to install sufficient drainage gulleys would result in pooling.

The Director – Planning & Growth advised that further detail would be provided to a future meeting, noting that the Council did not wish to go out to public engagement until there was a degree of certainty as to what works would be required.

Trees

Kathryn Smith commented that it was important to reduce the heat in paved areas through the provision of trees and that she was able to supply details of contacts who could assist with further advice. In acknowledging that Historic England were joint commissioners with NSDC on the Newark Town Centre Masterplan and Design Code which appeared to be accepting of trees in the Market Place, Rose Thompspon stated that the proposed trees were not acceptable, and Historic England did not wish for them to be planted in that location.

John Robinson, Chief Executive (NSDC) commented that there needed to be clarity of the scheme that would be issued for public engagement and that there were many issues that may require compromise by key stakeholders, noting that there were many differing opinions.

Paul Peacock (NSDC) noted that the Masterplan public consultation had resulted in a call for more trees and more green space.

General Comments

Councillor Rowan Cozens commented that once the scheme was further costed it would bring into focus the full scope of what was required. She added that the Board's priority for the project should focus on the need to make the Market Place a usable space. The Major Projects Delivery Manager confirmed that the proposals presented were based off an initial RIBA 2 costing, working within an agreed budget envelope.

Darren Burke (Masdings) suggested that if the siting of trees was discounted, could consideration be given to the use of planters with taller shrubbery.

Tony Aspbury commented that consideration should be given to the issue of how pavement clutter affected disability groups. The Director – Planning & Growth agreed with the comment but noted that anything beyond the current redline boundary was beyond the remit of the scheme.

AGREED that the above comments be noted.

31 ANY OTHER BUSINESS

14 Market Place

The Director – Planning & Growth advised that this was originally a community and information space/point with split level usage but that the plans for the building had subsequently changed. The Board were required to consider options in relation to a potential Information Point, including:

- a) 14 Market Place on the first floor. Staff would be required to work at the location every day. The Council were unable to provide this resource.
- b) National Civil War Centre/Newark Palace Theatre. This is open Monday to Saturdays, not Sundays.

c) The Buttermarket, using the newspaper stand.

Penny Taylor advised that she could commit staff to work 2 days per week for option a, querying whether any other Board Members also had capacity to commit staff to assist. She added that the deadline for letting the Council know was lunchtime on Friday, 14 November 2025. If the Board were unable to commit staff to work at the Information Point at 14 Market Place it would be returned to the Council to rent out.

Rowan Cozens advised that she was often asked by people where they should go to speak to a person to ask for information about Newark and that she believed the ideal location was 14 Market Place.

Tony Aspbury suggested that consideration be given to housing the Information Point at Newark Castle should it not be possible at 14 Market Place.

Assurance Framework

The Board were advised that the new Assurance Framework was to be issued following its recent approval and that Members of the Board would be contacted and required to resign their Terms of Reference and supporting documentation in due course.

32 DATE OF NEXT MEETING

Wednesday, 21 January 2026

Meeting closed at 3.08 pm.

Chairman