

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **ECONOMIC DEVELOPMENT COMMITTEE** held on Wednesday, 11<sup>th</sup> March 2015 in Room G21, Kelham Hall at 5.30pm.

PRESENT: Councillor D.J. Lloyd (Chairman)

Councillors: R.V. Blaney, G.P. Handley, D. Jones, R. Shillito and T. Wendels.

SUBSTITUTES: Councillor Mrs Y. Woodhead for Councillor M. Pringle.

ALSO IN ATTENDANCE: Councillors: J. Bradbury and J.E. Hamilton

52. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs M. Dobson, M. Pringle, F.R. Taylor and D. Thompson.

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

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

54. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

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

55. MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> JANUARY 2015

AGREED (unanimously) that the Minutes of the meeting held on 21<sup>st</sup> January 2015 be approved as a correct record and signed by the Chairman.

With the agreement of the Committee, the Chairman amended the running order of the Agenda to as follows:

56. NEIGHBOURHOOD PLANNING – AREAS FOR DESIGNATION & SOUTHWELL DRAFT NEIGHBOURHOOD PLAN

The Committee considered the report presented by the Business Manager – Planning Policy in relation to the current applications for Neighbourhood Area Designations. The report also sought approval from the Committee for the designation of Thurgarton Parish as a Neighbourhood Area and for approval of a new way to designate future areas. In relation to the Fernwood Neighbourhood Area Designation, a representation submitted by Persimmon Homes (East Midlands) was circulated. It was noted that the report was presented with the endorsement of the Local Development Framework Task Group.

Members were in agreement with the proposals for the Neighbourhood Area Designation as set out in Recommendations (a) and (b) but requested that Recommendation (a) be amended to include the wording “after consultation with the Chairman of the Economic Development Committee” after reference to the Deputy Chief Executive.

In relation to the Southwell Draft Neighbourhood Plan the Committee were advised that some technical work was required to the proposal and that paragraph 5.4 of the report highlighted issues which required further work.

A Member commented that the report demonstrated that the draft plan had been looked at in detail and that discussion and dialogue needed to be opened up with the Steering Group who had managed the production of the plan. The Business Manager advised that he was to attend a meeting with the Steering Group the following week to discuss the issues.

The Chairman permitted non-Committee Members and members of the public to address the Committee. Thanks were given to Officers from Planning Policy for their help and assistance given to the Steering Group during the production of the plan. It was noted that it was likely that several meetings would need to take place to resolve issues and to agree and make changes to the plan to ensure it reached an acceptable standard which would allow its adoption.

AGREED (unanimously) that:

- (a) delegated authority be given to the Deputy Chief Executive after consultation with the Chairman of the Economic Development Committee to designate Neighbourhood Areas for the purposes of Neighbourhood Planning. In circumstances where objections to the proposed designation have been received this should be in consultation with the Local Development Framework Task Group and local ward Members;
- (b) the Civil Parish of Thurgarton be designated as a Neighbourhood Area for the purposes of Neighbourhood Planning;
- (c) the comments set out in Section 5 of the report form the District Council’s response to Southwell Draft Neighbourhood Plan and basis for continuing dialogue with Southwell Town Council and Southwell Neighbourhood Plan Steering Group; and
- (d) District Council Planning Policy Officers seek to engage with Southwell Town Council and Southwell Neighbourhood Plan Steering Group in addressing the various issues raised by the District Council’s response.

57. EAST COAST MAIN LINE LEVEL CROSSING CLOSURE PROPOSALS

The Committee considered the report presented by the Business Manager – Planning Policy in relation to the Council’s proposed response to Phase 2 of the East Coast Main Line level crossing closure programme feasibility study. The report also sought the Committee’s endorsement of the proposed response. The report set out the proposed consultation response and the emerging issues arising therefrom. Attached at Appendix A was a note of the concerns raised by North and South Muskham Parish Councils and by District Councillor Mrs S.E. Saddington.

A note of the District Council’s proposed response was listed at Appendix B. Members proposed no changes to the responses in relation to: Grassthorpe Lane; Barrel Lane and Eaves Lane; Carlton; Flyfish Lane; Cromwell Lane; and Cromwell.

In relation to Norwell Lane; North Muskham; Bathley Lane; and Church Lane the Chairman permitted the Chairmen of both North and South Muskham Parish Councils to address the Committee. They advised that it was with some reluctance that the proposals in relation to Norwell Lane and Bathley Lane were accepted. However, they stated that both North Muskham and South Muskham would benefit from a road link. It was stated that if this was not developed there would be an increase in traffic adjacent to the local school. Members queried whether the development of a roundabout would address the concerns of the proposed dangerous road junction. They were informed that traffic issues were of grave concern on the B6325 as many HGVs used this route to avoid the Brownhills roundabout. Members agreed that they supported the concerns and proposed resolution of the Parishes for a roundabout and a road bridge.

In relation to Whitehouse Lane Members stated that they were unsure as to exactly what Network Rail were suggesting. They added that there should be no need to divert pedestrians to a potentially dangerous route. Officers advised that the Community Safety Officer had raised concerns about the use of an underpass in relation to anti-social behaviour. Members requested that the wording be strengthened to close the existing crossing but that pedestrians not be diverted to a dangerous route. They also requested that reference be made to the restoration of the riverside walk, citing that this was already working in Claypole

Members suggested that the issues surrounding Barnby and Bullpit Lane were linked. They acknowledged that the proposals might have implications for the forthcoming plan review, highlighting the potential for crossings to be closed leading to the ‘zig-zagging’ of traffic under the A1 and the possible downgrading of the crossing at Bullpit Lane to a bridleway.

AGREED (unanimously) that, subject to the inclusion of the above comments, Appendix B be approved as the District Council’s response to Phase 2 of the East Coast Main Line level crossing closure programme feasibility study.

58. GENERAL FUND BUDGET PERFORMANCE REPORT TO 31<sup>ST</sup> JANUARY 2015

The Committee considered the report presented by an Accountant from Financial Services that provided a comparison of the General Fund for the Economic Development Committee's net expenditure for the period ending 31<sup>st</sup> January 2015 with the profiled budget for the period.

Members noted with concern that Nottinghamshire County Council had not provided information which permitted the Council to invoice for income for Quarter 3 of 2014/2015, adding that the situation was unacceptable.

AGREED (unanimously) that the overall position of the Economic Development Committee net expenditure compared to budget at 31<sup>st</sup> January 2015 be approved and that Officers continue to look for additional savings throughout the financial year.

59. DEVELOPING A STRATEGIC APPROACH TO LICENSING AND THE NIGHT TIME ECONOMY

The Committee considered the report presented by the Business Manager – Environmental Health & Licensing in relation to the aim of providing a framework for diversifying and improving the towns early evening and late evening economy.

The report provided Members with information as to recent activity in the night time economy within Newark and how the development and subsequent management of such an economy would be influenced by national and local policies. It also highlighted the challenges and the proposals to achieving a strategic and coherent approach to the management of the economy in Newark.

In response to the query of how this would move the economy forward, the Business Manager advised that an audit would be undertaken of what the area currently had and how it all interacted. A focus would be placed on specific hours with the possibility of achieving the purple flag being pursued.

Members agreed that they were supportive of the development of a Night Time Economy Strategy and Action Plan for Newark but were keen to expand the proposed partnership base in order to achieve this. They added that they would wish to see the reinstatement of the Newark Business Club in so far as it was an appropriate sub-group of that organisation. They also stated that they would like to include consultation with local action groups in the area e.g. Millgate Conservation Society.

AGREED that approval be given to the development of a Night Time Economy Strategy and Action Plan for Newark, subject to:

- (i) the inclusion of the appropriate sub-group of the Newark Business Club; and
- (ii) the inclusion of local action groups as consultees.

*Councillor R. Shillito left the meeting at 6.55pm.*

60. HAWTONVILLE NEIGHBOURHOOD STUDY

The Committee considered the report presented by the Regeneration & Strategy Officer in relation to the progress of the Hawtonville Neighbourhood Study, including the appointment of a consultant to undertake the master planning assessment of the locality.

The report provided information as to the role of a Neighbourhood Study and gave more specific information as to the study for Hawtonville. It also provided information as to the completion of the baseline report and the key issues that had emerged from the review of that information. The baseline report also undertook an initial appraisal of the built environment: Hawtonville development; green space and facilities; and housing.

It was reported that, subject to tendering, a consultant was to be appointed to undertake the master planning element of the study and what the proposed next steps would be.

Members noted that the plan of the study area highlighted district ward boundaries. They suggested that these be removed altogether as they were now obsolete following the boundary changes.

AGREED (unanimously) that the contents of the report on the progress made to date to complete the Neighbourhood Study for Hawtonville be noted.

61. LOCAL DEVELOPMENT FRAMEWORK PROGRESS REPORT

The Committee considered the report presented by the Business Manager – Planning Policy in relation to progress of the various elements of the Local Development Framework (LDF) contained within the Local Development Scheme (LDS) timetable. The report also provided consultation responses received, any amendments which were required as a result of the consultation and also sought approval for the amended Statement of Community Involvement (SCI) to be adopted by the Committee. A late response in relation to the SCI had been received from Southwell Civic Society and this was circulated to Members.

AGREED (unanimously) that:

- (a) the progress towards meeting the timetable of the adopted Local Development Scheme be noted;
- (b) the proposed District Council responses to the Draft Statement of Community Involvement consultation responses be noted and endorsed; and
- (c) the Draft Statement of Community Involvement, as amended by the proposals in Appendix B to the report, be adopted as the Council's Statement of Community Involvement and becomes part of the NSDC Local Development Framework.

62. OLLERTON OUTREACH SERVICE

The Committee considered the report presented by the Business Manager – Economic Development which provided information and recommendations regarding the outreach service that had been in operation for one year and was based in Ollerton & Boughton Town Hall.

The report provided information as to the concerns which had led to the establishment of the service which, in turn, had led to the commencement of its provision in January 2014. It also provided information as to the initial issues experienced with the launch of the service and the outcomes and statistical information moving forward.

Members stated that they welcomed the report but agreed that it was crucial that the partnership with the Department of Work & Pensions be continued.

AGREED (unanimously) that:

- (a) the Committee supports the continuation of the service, subject to the continued support of the Department of Work & Pensions;
- (b) a representative of the Committee meets with the Department of Work & Pensions representative to discuss and obtain agreement to the continuation of the Outreach Service;
- (c) the aims identified for 2015 in paragraph 3.4 of the report be agreed; and
- (e) the Committee support a review of the IT equipment and layout in order to establish whether options other than the current weekly set up and take down arrangements could be implemented.

63. THINK BIG LOAN FUND

The Committee considered the report presented by the Business Manager – Economic Development in relation to the performance and progress for the Growth Investment Fund (Think BIG) and sought to propose a recommendation that the option, in certain circumstances, for a convertible loan to be a path available to NSDC be progressed to full Council.

Prior to discussion, the Chairman, Councillor D.J. Lloyd proposed and Councillor G.P. Handley seconded that recommendations (d) and (e) be deferred.

A Member of the Committee stated that he could not support this proposal as he wished to resolve the matter of convertible loan options. In response, another Member agreed with the proposal to defer, stating that convertible loans would be a 'long stop' approach for the Council but any decision should be deferred until after the new Council had been elected in May 2015.

On being put to the vote it was AGREED by 4 votes for with 2 against that Recommendations (d) and (e) be deferred.

The report provided information as to the general performance of the loan since it commenced in January 2013. It also provided commentary on the proposal regarding the future direction of the loan fund, the opportunities to support businesses and the status of the loan fund policy group agreed amendments.

Members highlighted a possible omission from the criteria for awarding a loan stating that, at present, a loan would not be granted to a business outside of the district. However, a loan could be awarded to a business who subsequently relocated outside of the district. It was suggested that a recommendation be made to say that all loans *may* be subject to repayment if the business moved outside of the district and that this recommendation, if agreed, became effective immediately.

AGREED (unanimously) that:

- (a) the contents of the report regarding the progress of the loan fund be noted;
- (b) an update regarding the start-up/early stage business pilot approach be presented to a future meeting of the Committee;
- (c) the continuation of the loan fund up to £1.5 million with a further review at this point by the Policy Group be supported; and
- (d) all loans *may* be subject to repayment if the business moved outside of the district and that this recommendation take immediate effect with the Loan Panel being notified accordingly.

64. ANNUAL REPORT DETAILING THE EXEMPT REPORTS CONSIDERED BY THE ECONOMIC DEVELOPMENT COMMITTEE

The Committee considered the report of the Director – Resources in relation to the exempt reports considered by the Committee during the previous year.

The report stated that the report in question, Newark Market Stalls, had been considered on 12<sup>th</sup> November 2014 and that the report author had confirmed that the information was now no longer considered to be confidential.

AGREED (unanimously) that the Newark Market Stalls report no longer be considered as exempt business.

The meeting closed at 7.30 pm

Chairman

**ECONOMIC GROWTH UPDATE**

**1.0 Purpose of Report**

1.1 To provide an update for the Committee on current and planned activities within Economic Growth and partners.

**2.0 Background Information**

2.1 On 26<sup>th</sup> March 2014, the Economic Development Committee approved the economic development strategy **Building a Shared Prosperity** and the three main objectives which are:

- ❖ Objective 1: **To develop and maintain an in-depth understanding of the Newark and Sherwood economies, business stock and sector strength.** This will ensure that all activities and resources available to support our vision are appropriately focussed.
- ❖ Objective 2: **To develop appropriate place marketing to visitors and investors.** To achieve this we will work with partners such as Experience Nottinghamshire for Tourism and Invest in Nottingham and UKTI for Inward Investment opportunities
- ❖ Objective 3: **To plan and support Growth for our district.** This incorporates a number of areas which the council can directly affect or can exercise influence.

2.2 This report summarises progress in these key areas as well as outlining current national and local economic conditions.

**3.0 Proposals**

**3.1 The Economy**

The Price Waterhouse Coopers (PWC) economic predictions for the UK economy in 2015 (from John Hawksworth, Chief UK Economist) include the following:

‘In our main scenario, we expect the UK economy to grow by around 2.5% this year, moderating slightly to around 2.3% in 2016.

The services sector remains the primary driver of UK growth as output in manufacturing and construction are still well below their pre-crisis level and lost some momentum in the second half of 2014. However, we expect all major sectors to show reasonable growth in 2015-16.

London and the South East are expected to maintain their positions as the two fastest growing regions in the UK this year, but other regions should also see positive growth.

The UK recovery is still exposed to downside risks emanating from the Eurozone and an escalation of geopolitical unrest in Russia/Ukraine and/or the Middle East. However, there are also upside possibilities from a larger than expected boost to household spending from lower oil prices, faster falls in the unemployment rate and stronger real wage growth.

The falling oil price has pushed inflation close to zero recently, but it is likely to rebound to close to target by late 2016. The potential medium-term upward pressures on inflation that could emerge as the recovery continues may lead to a gradual increase in the official interest rate from late 2015 onwards, although the timing of the first UK rate rise remains highly uncertain.”



Jobseekers Allowance claimants for Newark and Sherwood in December 2014 numbered 1,027 which is 1.4% of the population. The East Midlands figure was 1.8% and the national figure was 1.9%

The most recent NOMIS report provides the following details:

<b>JSA claimants by age duration (April 2015)</b>				
	<b>Newark &amp; Sherwood (level)</b>	<b>Newark &amp; Sherwood (%)</b>	<b>East Midlands (%)</b>	<b>Great Britain (%)</b>
<b>Aged 16 to 64</b>				
Total	1,150	1.6	1.8	1.9
Up to 6 months	750	1.0	1.1	1.1
Over 6 and up to 12 months	130	0.2	0.3	0.3
over 12 months	275	0.4	0.5	0.5
<b>Aged 18 to 24</b>				
Total	335	3.7	2.8	2.8
Up to 6 months	255	2.8	2.0	2.0
Over 6 and up to 12 months	35	0.4	0.4	0.5
over 12 months	45	0.5	0.4	0.4
<b>Aged 25 to 49</b>				
Total	570	1.6	1.9	2.0
Up to 6 months	370	1.0	1.1	1.1
Over 6 and up to 12 months	60	0.2	0.3	0.3
over 12 months	145	0.4	0.5	0.6
<b>Aged 50 to 64</b>				
Total	245	1.0	1.3	1.4
Up to 6 months	125	0.5	0.6	0.7
Over 6 and up to 12 months	30	0.1	0.2	0.2
over 12 months	85	0.4	0.5	0.5

Source: ONS claimant count - age duration with proportions

Note: % is number of persons claiming JSA as a proportion of resident population of the same age

### 3.2 Inward Investment & Business Growth

Inward investment and business growth enquiries being received show positive signs of increased interest in expansion for businesses across a number of sectors. Property search for small units with a combination of warehouse and office space are proving challenging to find within the east of the district.

Liaison with our neighbouring districts regarding representation of our district at conferences and exhibitions, as well as opportunities to promote the East Midlands offer are continuing and include:

MIPIM UK – October 2015. There will be a stand representing all opportunities in Nottinghamshire. In the March 2015 paper it was reported that NSDC would be sharing a stand with Gedling and Rushcliffe, however in order to maximise resources and ensure we provide an exciting proposition to businesses looking to locate/relocate we have been instrumental in negotiating a broader offer with all Nottinghamshire partners.

Inward Investment Event – 10<sup>th</sup> June 2015 in Newark. A proposal has been developed with our regular Business Leaders Group to facilitate an event for up to 20 potential inward investors that are known by our key businesses and may relate to their supply chain. This event will provide potential investors and intermediaries with a perspective regarding the fabulous offer we have and the opportunities for growth. A verbal update will be provided on this event during the meeting.

Regular meetings are being held with Economic Development colleagues in Lincolnshire and Nottinghamshire in order to ensure we discuss methods to promote the broad offer that this part of the East Midlands region provides for businesses.

### 3.4 Technology

At the Business Leaders' breakfast meeting held in February 2015, Wes Thompson from Reconnix (Newark) presented a vision and a plan to promote the technology companies and expertise that exists within our district in order to enhance our technology community as well as our reputation. It was agreed that 'Silicon Forest' as a title for this project was appropriate and encompassed the district, rather than an alternative suggestion of 'Tech Town'. The concept is in very early stages and work is happening to gain commitment from local businesses to offer support free of charge in order to develop a brand and concept. An activity plan will be agreed which will include seminars, events and in the longer term a high profile technology-based conference. Contributory activities will include the promotion of the expertise available in our district via our website and those of our local businesses, support for events in our district and encouragement within our supply chains for local procurement of all solutions including technology-based opportunities. This activity also links in with our Inward Investment strategy in terms of promoting our district to both businesses and potential employees, particularly graduates and those entering the Science and Technology related professions (STEM).

This is a partnership project and a proposed launch is being developed for July 2015 with a series of events planned to support the Technology sector in our district. The development of this offer has been provided through Bazzoo Ltd, the National IT Learning Centre and Reconnix and has been supported by other businesses in the sector and beyond.

### 3.5 Employability and Skills

#### **National Apprenticeship Week**

An Apprenticeship Fair was held at Newark Town Hall on 10<sup>th</sup> March 2015 with over 20 employers attending, all of whom will be looking to recruit Apprentices in the coming year. Attendance at the fair was much reduced on previous years despite increased promotion of the event. 180 people attended and local employers did receive applications and indeed have arranged interviews with potential apprentices. However, the secondary schools are now delivering internal jobs and apprenticeship events which probably accounts for the reduction in numbers attending open events. Further research with the Employment and Skills Group will be undertaken and a paper presented with the findings to this Committee as to whether it is appropriate for the district council to continue facilitating these events if demand is being met via the school system.

#### **Ollerton Jobs and Apprenticeship Fair**

A combined Jobs and Apprenticeship Fair took place on 14<sup>th</sup> May 2015 at the Lifespring Centre in Ollerton. This event was actively promoted in the district. A flyer drop to all residential addresses in Ollerton and Boughton was arranged to promote the outreach service as well as the Jobs/Apprenticeship Fair. The event was organised via the Ollerton Outreach service. Only 85 people attended this event, which will be evaluated and a report and recommendations will be brought to a future meeting of the Committee.

#### **Jobs Fair**

Consideration will be given to holding a Jobs Fair in Newark during September/October 2015. The usual Jobs Fair will not take place during May 2015 in Newark as the Jobs Fair organised by Robert Jenrick MP on 19<sup>th</sup> February 2015 has provided jobseekers with a recent opportunity.

#### **What Next? Newark & Sherwood Careers Event**

This event will take place in October 2015 and is organised in partnership with Lincoln College. The event is open from 9am-3pm for pre-arranged school visits then open to the general public from 4-7pm. Other venues have been considered, however feedback from stakeholders and schools suggests that Kelham Hall still makes the most appropriate venue.

### 3.6 Business Support

A total of 329 Businesses have received support via the Economic Growth team in the last two financial years. This is a combination of property enquiries, start up business enquiries as well as requests for support regarding funding and advice.

#### **Think BIG Loan Fund**

Since December 2012 when the Loan Fund was introduced, 11 loans have been approved with 9 drawn down. A total of £718,000.00 has been drawn down with all loans currently being repaid. Capital repaid to date totals £237,463 and 73 jobs have been created. The total gross cost of running the scheme so far is £183,198. Fees and interest charged totals £67,708 making a net cost of running the scheme £115,489.99. (These figures do include the set up costs for the scheme).

If the net costs (£115,489.99) are added to the Net loan balance (£480,536.38), totalling £59026.37 and this is divided by the number of jobs created, the current cost per job is £8,164. This compares very favourably with other loan and grant schemes.

<b>A12506 Growth Investment Fund</b>		<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Total</b>
Think Big Fund Balance B/f		<b>1,294,842.80</b>	<b>1,877,074.01</b>	<b>1,574,175.33</b>	
<b><u>Contribution to the fund</u></b>					
	From other balances	705,157.20	12,766.88		
<b><u>Costs</u></b>	Professional Services	70,691.46	37,978.09	62,758.54	171,428.09
	Internal Charges	6,502.84	2,456.46	2,705.28	11,664.58
	Bank Charges from Streets		74.00	31.80	105.80
	<b>Total running costs of the scheme</b>	<b>77,194.30</b>	<b>40,508.55</b>	<b>65,495.62</b>	<b>183,198.47</b>
<b><u>Income</u></b>	Fees charged	-125.00	-6,575.00	-9,250.00	-15,950.00
	Interest	-799.88	-17,751.22	-33,207.38	-51,758.48
	<b>Total Income</b>	<b>-924.88</b>	<b>-24,326.22</b>	<b>-42,457.38</b>	<b>-67,708.48</b>
	<b>NET Costs of the scheme</b>	<b>76,269.42</b>	<b>16,182.33</b>	<b>23,038.24</b>	<b>115,489.99</b>
<b><u>Loans</u></b>	Amounts loaned out	50,500.00	370,000.00	297,500.00	718,000.00
	Principle Repaid	-3,843.43	-70,516.77	-163,103.42	237,463.62
	<b>NET Loan Balance</b>	<b>46,656.57</b>	<b>299,483.23</b>	<b>134,396.58</b>	<b>480,536.38</b>
Balance c/f		<b>1,877,074.01</b>	<b>1,574,175.33</b>	<b>1,416,740.51</b>	

#### **4.0 Equalities Implications**

4.1 The report outlines measures being taken which support those seeking employment and developing a business.

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

5.1 All these activities are within existing budget

#### **6.0 Comments of Director - Resources**

6.1 No comment required

**7.0 RECOMMENDATIONS that:**

- (a) the progress being made through the Economic Growth activities outlined in the report be welcomed; and**
- (b) requests for further research and recommendations into the most appropriate method to provide the support for both employers and jobseekers regarding Jobs and Apprenticeship Fairs be approved.**

Reason for Recommendations

To provide an update on aspects of the Economic Development Strategy and endorsement of the approach to further research regarding Jobs and Apprenticeship Fairs within the district.

Background Papers

Revised Economic Development Strategy  
*(available on request)*

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

Andy Statham  
Director – Communities

**RECONSTITUTION OF WORKING PARTIES/TASK & FINISH GROUPS**

**1.0 Purpose of Report**

1.1 To reconvene the Growth Investment Fund & Policy Monitoring Group and the Local Development Framework Task Group (LDF).

**2.0 Growth Investment Fund & Policy Monitoring Group**

2.1 The remit of this Group is to set the direction of the fund and monitor progress.

2.2 The Group's previous Membership consisted of 5 members of the Committee.

2.3 It is therefore proposed to reconvene the Growth Investment Fund & Policy Monitoring Group with the following terms of reference and 5 members.

<b>Name</b>	Growth Investment Fund and Policy Monitoring Group
<b>Purpose</b>	To set the direction of the fund and monitor progress
<b>Membership</b>	

**3.0 Local Development Framework Task Group**

3.1 The remit of this Group is to oversee and advise on the progress of the Local Development Framework production and to make recommendations to this Committee on the LDF.

3.2 The Group's previous Membership consisted of 2 members of this Committee, 1 member from the Policy & Finance Committee; 3 members of the Planning Committee and 2 members from the Housing & Communities Committee.

3.3 It is therefore proposed to reconvene the Local Development Framework Task Group with the following terms of reference with a membership as noted in paragraph 3.2.

<b>Name</b>	Local Development Framework Task Group
<b>Purpose</b>	To oversee and advise on the progress of the Local Development Framework production and to make recommendations to this Committee on the LDF
<b>Membership</b>	

**4.0 RECOMMENDATIONS that:**

(a) **the Growth Investment Fund and Policy Monitoring Group be reconvened in accordance with Paragraph 2.3 of the report; and**

(b) **the Local Development Framework Task Group be reconvened in accordance with Paragraph 3.3 of the report.**

Reason for Recommendations

To reconvene the appropriate Working Parties/Task & Finish Groups.

Background Papers

Nil

For further information please contact Nigel Hill on Ext. 5243.

Andrew Muter  
Chief Executive

**GENERAL FUND BUDGET PERFORMANCE REPORT TO 31<sup>ST</sup> MARCH 2015**

**1.0 Purpose of Report**

1.1 This report compares the General Fund Economic Development Committee net expenditure for the period ending 31<sup>st</sup> March 2015 with the profiled budget for the period.

**2.0 Background Information**

2.1 The Council's Constitution states that the Section 151 Officer shall present to the Policy Committee, at least twice in each financial year, budgetary control statements showing performance against the approved estimates of revenue expenditure and income. The appropriate Chief Officer will report on any major variances from planned budget performance.

2.2 It also states that budget performance monitoring information shall be provided to the appropriate Committee on a quarterly basis.

2.3 Where it appears that the amount included under any head of the approved budget is likely to be exceeded or the budgeted amount of income under any head is unlikely to be reached then budget officers are required to find savings elsewhere in their budget. In circumstances where savings cannot be identified it will be necessary to consult with the Section 151 Officer and ultimately take a report to the Policy Committee.

**3.0 Proposals**

3.1 The attached appendices detail performance against budget for the period to 31<sup>st</sup> March 2015 for those budgets within the remit of the Economic Development Committee. This report considers the costs of providing services rather than 'below the line' costs such as borrowing costs and interest, contributions to and from reserves, government grants and income from Council Tax and retained Non Domestic Rates.

3.2 The format of the report identifies direct expenditure, i.e. employee costs and running expenses, both of which can be controlled by the budget officer, however central recharges and capital charges, are not reported as they are largely outside their control. Income is shown separately. A significant number of transactions take place 'below the line', i.e. shown in the General Fund account rather than identified to a particular service. This is in line with the CIPFA Code of Practice and includes such things as transfers to and from reserves.

3.3 Under the Accounting Code of Practice Local Authorities are required to show capital charges for the use of their assets based on the current market value. These amounts are included within the estimates to show the true cost of delivering local services however they are reversed 'below the line' in the overall cost of services therefore not impacting on the Council Tax payer. Variations on 'capital charges' are therefore not an area for concern.



- 3.4 The introduction of International Financial Reporting Standards (IFRS) for the financial year 2010/2011 has resulted in a change in the way the Council accounts for grants received from third parties. These changes mean that income and expenditure is charged direct to the service accounts and, at the year end, any under spend is transferred to reserves and any overspend is transferred from reserves.
- 3.5 Support services (e.g. HR, Financial Services, Business Unit management – such as Leisure Centres) are charged to individual budget heads at the end of the financial year and are reported here for noting only. The direct costs of providing those services are scrutinised as part of the relevant Committee.
- 3.6 Capital charges are applied to accounts at the end of the financial year and are reversed 'below the line' so has no impact on the Council Tax payer. These are reported here for noting only.

#### **4.0 Performance Comments**

4.1 The total for direct service net expenditure shows an under spend of £785,267 against the profiled budget for the period to 31<sup>st</sup> March 2015. The detailed performance figures are shown at **Appendix A**.

4.2 Variations from the profiled budget to 31<sup>st</sup> March 2015 are itemised below:

##### 4.2.1 Employee Costs

- Newark Growth Point has a £32k underspend due to a vacant post. It is not considered necessary to fill the permanent post. The budget has been moved to Professional Services in 2015/16 to be used on securing temporary resources to support the increased level of planning application activity around the Growth point.
- Building Control has a £45k underspend due to ongoing staff vacancies. Some posts are currently covered by staff from other authorities while posts are advertised.
- Planning Policy has had a restructure that removed a temporary post which was funded from flexible resources. This has resulted in a £15k underspend.
- Economic Growth has a £23k underspend as there were a number of vacancies which have now been filled.
- Car Parks and markets have a £28k underspend mainly due to the minimal use of agency and overtime. These are reactive budgets so affected by inclement weather, sickness etc.
- The remaining £21k is made up of small savings from temporary staff vacancies across most other services.

##### 4.2.2 Premises Costs

- Premises costs are £61k underspent, mainly made up of small variances across many services.
- There is a £22k underspend on Rates. £13k of this is on Other Properties as we are only required to pay rates when units are unoccupied and occupancy rates have been higher than anticipated.

#### 4.2.3 Supplies and Services

- Professional Services is £35k underspent. £15k of this is on Local Development Framework. The planned spend has been delayed but this budget is funded from a reserve and any underspend goes back into the reserve. £10k is on Growth Investment Fund. The take up of loan applications has not been as high as expected and therefore the costs for panel members and business analysts were lower than expected. This is also funded by a reserve and the unspent budget will go back to the reserve.
- Contractual Services overall are £17k underspent but this is made up of smaller amounts over several services.
- Building Control shows an underspend of £26k. This is a budget for the surplus for the fee earning service. No actuals are actually posted against the £26k budget as they are adjusted within a reserve at the year end.
- The remaining underspend on Supplies and Services is made up of small variances across many services.

#### 4.2.4 Income

- General income includes £20k of unbudgeted income for the provision of CIL advice. This is a one off amount as the member of staff delivering this expert advice has now left the authority. The fees & charges income comes from CIL capital receipts and is £18k above target due to greater CIL receipts than anticipated from developments. Land Charges income is £19k above target as the service continues to successfully compete with external companies. However, there is a 'Deficiency for year' budget of £39k which has no actuals so shows £39k under achieved income. This is a year end adjustment within a reserve. There is £24k under achieved income on Hire Charges at the BIC. The remaining variance comprises a number of small variances across a range of budgets.
- Planning Application income exceeds the budget by £405k and is to a large part market driven. Whilst fee income is significantly up on target this is not reflective proportionately in application numbers. The greater fee is rather due to more significant applications (such as large scale residential development) and most markedly solar farms
- Building Control income is actually in line with the budget. However, a year end adjustment for deferred income backdated to 2009/10. This moves £205k of income received from 2009/10 to 2014/15 into 2015/16 as we have not provided the full service yet. This year end adjustment has not been done in previous years.
- Workshops income is £41k over achieved due to higher occupancy rates than anticipated. However, Newark BIC under achieved by £32k due to incentives given by Oxford Innovation. There is also £15k of income from non-HRA garages that was not budgeted for.
- Lorry Park income is up by £68k due to new cashless system and a significant upturn in A46 HGV use and Newark Lorry Park is increasingly seen to be the facility on the A46/A1 zone in the region. Income from Newark Car Parking is also up by £43k due to an upturn in Newark footfall following a depressed 3 year period. Plus the District Council car parks continue to offer an attractive facility to Newark visitors and after a decreased usage appear to be winning back custom from other providers in the town. Mount Street car park income is up by £11k. There is also £62k of unbudgeted income for fines. This is collected by Nottinghamshire Central Unit on the Districts behalf. We cannot budget for this as it contravenes budget regulations

4.3 The underspent expenditure budgets and over achieved income budgets will be reviewed as part of the budget process for 2016-17 and future years. If it is considered that ongoing savings can be achieved these will be removed for the 2015-16 budget to a central reserve and reflected in future years budgets.

**5.0 RECOMMENDATION**

**That the overall position of the Economic Development Committee net expenditure compared to budget at 31<sup>st</sup> March 2015 be accepted.**

**Reason for Recommendation**

**To advise Members of the current net expenditure compared to service budgets for the period ending 31<sup>st</sup> March 2015.**

**Background Papers**

Nil

For further information please contact Tara Beesley on Ext 5328 or Jenna Norton on Ext 5327

David Dickinson  
Director - Resources

**PERFORMANCE REPORT FOR THE PERIOD ENDING 31st March 2015**

	<b><u>Base Budget 2014/15</u></b>	<b><u>Revised Budget 31-Mar-15</u></b>	<b><u>Actual Expenditure 31-Mar-15</u></b>	<b><u>Variance</u></b>	<b><u>Budget Officer Comments</u></b>
EMPLOYEES	1,708,920	1,629,169	1,465,132	(164,037)	<b>£32k</b> saving from a <b>Growth Point</b> vacancy. <b>Building Control</b> Net Salary Costs (including costs of shared services with other District Councils) are <b>£45k</b> underspent due to staff vacancies, which have partly been covered by staff sharing with other District Councils. <b>Planning Policy</b> is <b>£15k</b> underspent due to a restructuring. The 2015/16 Budget has been adjusted accordingly. <b>Economic Growth</b> is <b>£23k</b> under, due to a number of vacancies which have now been filled. <b>Car Parks &amp; Markets Admin</b> has an underspend of <b>£28k</b> mainly due to the minimal use of agency and overtime which are reactive budgets so affected by inclement weather & minimal sickness cover. The remaining underspend is due to temporary vacant posts.
PREMISES	557,800	510,616	449,110	(61,507)	
<i>General</i>	496,210	448,486	386,659	(61,828)	Payments of <b>Rent</b> are <b>£17k</b> underspent but this is made up of small underspends over different services. There is a <b>£22k</b> underspend on <b>Rates</b> across all services, but £13k of this is on Other Properties as we only have to pay rates if we have no tenant. The remainder of the underspend comprises small underspends across a range of budgets.
<i>Electricity</i>	55,190	55,730	53,031	(2,699)	
<i>Gas</i>	6,400	6,400	9,420	3,020	
TRANSPORT	26,900	26,900	19,079	(7,821)	
SUPPLIES AND SERVICES	1,338,750	1,745,298	1,625,824	(119,474)	<b>Professional Services</b> are <b>£35k</b> underspent. £15k of this is on LDF due to a delay in some projects which will start in 2015/16. £10k is on GIF due to the volume of loans not being as high as expected and therefore the costs for panel members and business analyst were lower than expected. Both LDF and GIF are funded by reserves. <b>Contractual Services</b> are <b>£17k</b> underspent but this is spread over various services. <b>Building Control</b> shows a <b>£26k</b> underspend on a budget for a surplus as no actuals are posted here. The actuals are a year end adjustment within a reserve. The remainder of the underspend comprises a large number of small underspends across a range of budgets.
TRANSFER PAYMENTS	0	0	0	0	
<b>TOTAL EXPENDITURE</b>	<b>3,632,370</b>	<b>3,911,983</b>	<b>3,559,144</b>	<b>(352,839)</b>	

INCOME	(3,473,620)	(3,705,608)	(4,138,036)	(432,427)	
<i>General</i>	(417,870)	(540,673)	(557,835)	(17,162)	There is <b>£20k</b> one off unbudgeted income for the Provision of <b>CIL advice</b> . The member of staff has now left and is supplying the service as an outside contractor. The fees & charges income comes from <b>CIL</b> capital receipts and is <b>£18k</b> above target due to greater CIL receipts than anticipated from developments. <b>Land Charges</b> income is over target by <b>£19k</b> as the service continues to successfully compete with external competition. However, there is a 'Deficiency for year' budget of £39k which has no actuals so shows <b>£39k under achieved</b> income. This is a year end adjustment within a reserve. The <b>BIC</b> is showing <b>£24k under achieved</b> income on Hire Charges. The remaining variance comprises a number of small variances across a range of budgets.
<i>Planning</i>	(621,250)	(717,526)	(1,122,953)	(405,427)	Planning Application income exceeds the budget significantly and is to a large part market driven. Whilst fee income is significantly up on target this is not reflective proportionately in application numbers. The greater fee is rather due to more significant applications (such as large scale residential development) and most markedly solar farms
<i>Building Control</i>	(252,000)	(252,000)	(49,762)	202,238	The income received in 2014/15 was in line with the budget. However, at year end we had to do an adjustment for deferred income going back to 2009/10. This moves £205k of income received 2009/10 - 2014/15 into 2015/16 as we have not provided the full service yet. This year end adjustment has not been done in previous years.
<i>Workshop Rents</i>	(822,620)	(827,380)	(858,954)	(31,574)	The <b>BIC</b> target for Workshop Income is under achieved by <b>£32k</b> due to incentives given by Oxford Innovation. Income from all other <b>Workshop</b> rents is up by <b>£41k</b> due to higher occupancy rate than anticipated. There is <b>£15k</b> unbudgeted income for <b>non-HRA garages</b> .
<i>Car Parks</i>	(1,015,280)	(1,021,430)	(1,206,503)	(185,073)	Lorry Park income is up by <b>£68k</b> due to new cashless system and a significant upturn in A46 HGV use and Newark Lorry Park is increasingly seen to be the facility on the A46/A1 zone in the region. Income from Newark Car Parking is also up by <b>£43k</b> due to an upturn in Newark footfall following a depressed 3 year period. Plus the District Council car parks continue to offer an attractive facility to Newark visitors and after a decreased usage appear to be winning back custom from other providers in the town. Mount Street car park income is up by <b>£11k</b> . There is also <b>£62k</b> of unbudgeted income for fines. This is collected by Nottinghamshire Central Unit on the Districts behalf. We cannot budget for this as it contravenes budget regulations.
<i>Markets</i>	(343,100)	(345,100)	(340,518)	4,582	
<i>Culture</i>	(1,500)	(1,500)	(1,512)	(12)	
<b>TOTAL INCOME</b>	<b>(3,473,620)</b>	<b>(3,705,608)</b>	<b>(4,138,036)</b>	<b>(432,427)</b>	
<b>NET EXPENDITURE</b>	<b>158,750</b>	<b>206,375</b>	<b>(578,891)</b>	<b>(785,267)</b>	
<b>MEMORANDUM ITEMS</b>					
<i>Support</i>	1,489,640	1,489,640	1,362,154	(127,486)	Support services are charged to budget heads at the end of the financial year. The direct costs of providing central services are scrutinised in the relevant portfolio.

<i>Capital</i>	171,450	171,450	60	(171,390)	Capital charges are applied to accounts at the end of the financial year and reversed 'below the line' so have no impact on the Council Tax payer.
<i>Recharged Support Services</i>	(585,670)	(585,670)	(538,351)	47,319	Central support services are recharged in full to service budgets.
<i>Grants &amp; Rechargeable Works</i>		11,589	11,589	0	Grant funded expenditure and rechargeable works have previously been reported outside the budget. Grants can be received in advance of the scheme they are funding being commenced, or once the scheme is completed. Rechargeable works are usually responsive (car alarms, dangerous structures) with costs being recovered later.
<b>TOTAL PER BUDGET BOOK</b>	<b>1,234,170</b>	<b>1,293,384</b>	<b>256,561</b>	<b>(1,036,824)</b>	

**LOCAL DEVELOPMENT FRAMEWORK – WORK PROGRAMME**

**1.0 Purpose of Report**

1.1 To set before members the current Local Development Framework (LDF) work programme and timetable contained within the Local Development Scheme (LDS) and work currently underway.

**2.0 Background Information**

2.1 Economic Development Committee is responsible for overseeing the production of the various elements of the Council's planning policy which is collectively referred to as the LDF. The overall LDF work programme and timetable of production, contained in the LDS, is agreed by the committee and the Business Manager – Planning Policy provides regular reports on progress. The detailed oversight of policy development is undertaken on behalf of the Committee by the Local Development Framework Task Group (see Agenda Item No. 6), but Committee approve consultations on the Development Plan Documents (DPDs) and adopt supplementary planning documents (DPDs must be adopted by Full Council).

2.2 The current work programme and timetable contained within the LDS is attached at **Appendix 1** – it was adopted by Economic Development Committee on 21<sup>st</sup> January 2015 (and came into force on 22<sup>nd</sup> January 2015). It contains two areas of work:

- Plan Review – this is a review of the policies within the Core Strategy and the land allocations included within the Allocations & Development Management Development Plan Document
- Gypsy and Traveller Development Plan Document

**3.0 Proposals**

3.1 It is proposed that LDF Task Group will review the current work programme and make recommendations to Committee with regard to whether there is a need to integrate the wider Plan Review with Gypsy & Traveller DPD. As can be seen from the timetable in the LDS Appendix, the two DPDs are almost running parallel to each other and there would be practical and resource savings by integration. It is also the case that recent practice emerging from the Planning Inspectorate suggested that separate DPDs for these issues may not be supported, especially where Councils have failed to deliver in the past.

3.2 In terms of the Plan Review, work is already underway preparing the evidence base to support this. The two main elements of the evidence base which are currently being prepared are the Strategic Housing Market Area Assessment and the Employment Land Feasibility Study, which will give an indication about the levels of housing and employment growth which will need to be planned for. These documents are being prepared jointly with other authorities in Nottinghamshire to meet our 'duty to cooperate' as set out in the Localism Act. We are also beginning to talk to infrastructure and service providers to understand their constraints and requirements over the next twenty years and the impact of future growth.

3.3 It is also proposed to begin initial consultation with Parishes on the background to the review and how the process will be undertaken to ensure that when formal consultation is undertaken in the autumn, they have an understanding of the context of the review.

**4.0 Equalities Implications**

4.1 An Equalities Impact Assessment will be conducted for both DPDs.

**5.0 Impact on Budget/Policy Framework**

5.1 None identified.

**6.0 RECOMMENDATIONS that:**

**(a) the report be noted; and**

**(b) the proposals set out in Section 3 of the report be endorsed.**

**Background Papers**

Nil

For further information please contact Matthew Norton on Ext 5852

Kirstin H Cole  
Deputy Chief Executive





**Newark & Sherwood Local Development Framework  
Local Development Scheme**

**JANUARY 2015**

# CONTENTS

- 1 Introduction
- 2 LDF Proposed Documents
- 3 Delivery & Review

## Appendix

Appendix A Local Development Scheme Timetable

# 1 INTRODUCTION

1.1 The Local Development Scheme (LDS) sets out the timetable for the production and review of Newark & Sherwood's Development Plan. The Development Plan is made up of a series of documents which are known as Development Plan Documents (DPDs or Local Plans). These documents are important because they help shape the future development of the District and are used by the authority as the basis for decision making. Additional, more detailed guidance on particular issues is provided by Supplementary Planning Documents (SPDs), and in relation to how consultation is undertaken, by a Statement of Community Involvement (SCI). DPDs, SPDs and the SCI are together known as the Local Development Framework (LDF).

1.2 Since the LDF approach was introduced in 2004 the District Council has developed various elements of the LDF. Progress to date is shown in the table below:

<b>DPD</b>	<b>Content</b>	<b>Status</b>
Core Strategy	Sets out the District Council's strategy for delivering growth in the District.	Adopted 29 March 2011
Allocations & Development Management DPD	Allocations of Housing, Employment and other development in the main settlements of the District. Policies for Development Management.	Adopted 16 July 2013
<b>SPD</b>	<b>Content</b>	<b>Status</b>
Affordable Housing SPD	Provides guidance on the District Council's criteria for the provision of affordable housing.	Adopted June 2013
Landscape Character Assessment SPD	Provides guidance on the Landscape Character of the District and the sensitivity and policy considerations different elements of the landscape have	Adopted November 2013
Developer Contributions & Planning Contributions SPD	Provides the framework for detailed negotiation of developer contributions (not covered by CIL).	Adopted December 2013
Wind Energy SPD	Provide guidance to applicants and the public on the District Council's considerations relating to Wind Energy proposals.	Adopted March 2014
Conversion of Traditional Rural Buildings SPD	Provides guidance for the redevelopment of traditional rural buildings.	Adopted November 2014
Shopfront and Advertisements Design Guide SPD	Provides guidance on appropriate design of shop fronts and advertisements.	Adopted November 2014
Householder Development SPD	Provides guidance on policy and design in relation to householder development	Adopted November 2014

<b>SCI</b>	<b>Content</b>	<b>Status</b>
Statement of Community Involvement	Sets out how the District Council will consult on planning applications and on documents in the LDF	Adopted March 2006

- 1.3 This LDS sets out the timetable for the next three years for the production of the remaining elements of the LDF which the Council wishes to produce along with those which need to be updated and reviewed. This Local Development Scheme came into effect on the 22<sup>nd</sup> January 2015 subsequent to the decision of the Council's Economic Development Committee on the 21<sup>st</sup> January 2015.

## 2 LDF PROPOSED DOCUMENTS

2.1.0 This section sets out the various documents which the District Council intends to produce and the timescale envisaged for each DPD and SPD. Contained within Appendix A of this document is a timetable which shows all the documents together.

### 2.2.0 DEVELOPMENT PLAN DOCUMENTS (LOCAL PLANS)

2.2.1 **Gypsy & Traveller DPD** – the Council has resolved to produce a DPD to plan for new pitch provision for Gypsy and Traveller in line with Government policy “Planning Policy for Travellers Sites.” The profile below sets out the process of production:

<b>DPD PROFILE – GYPSY AND TRAVELLER</b>	
<b>Title:</b>	Gypsy & Traveller.
<b>Role and Content:</b>	To set out future Pitch Requirements for Gypsy & Traveller communities and allocate new pitch provision.
<b>Status:</b>	Development Plan Document (Local Plan)
<b>Chain of Conformity:</b>	National Planning Policy Framework and Planning for Travellers Core Strategy – Core Policy 4 & 5
<b>Geographic Coverage:</b>	Newark and Sherwood District
Timetable for Production	<p><b>Preparation of document including evidence gathering (Ongoing until July 2013)</b> Preparation of the methodology for the Gypsy and Traveller Needs Assessment and formulation of initial sustainability appraisal report and issues paper</p> <p><b>Public Consultation on draft Gypsy &amp; Traveller Accommodation Need Assessment, initial Sustainability Report and Issues Paper (September/October 2013)</b>  Consideration of representations and discussions with community and stakeholders and formulation of a ‘Preferred Strategy’ Paper</p> <p><b>Public Consultation on Preferred Strategy Paper (February/March 2015)</b>  Consideration of representations and discussions with community and stakeholders and formulation of a ‘Preferred Approach’ Report</p> <p><b>Public Consultation on Preferred Approach (September/October 2015)</b>  Consideration of representations and formulation of Draft DPD</p> <p><b>Publication of Draft DPD (and final Sustainability Appraisal) for period of Public Representation (January/February 2016)</b>  Consideration of representations and any potential amendments</p> <p><b>Submission of DPD to Secretary of State (April 2016)</b> <b>Examination by Inspector (July 2016)</b> <b>Receipt of Inspector's Report (September 2016)</b> <b>Adoption and Publication (October 2016)</b></p>

<b>DPD PROFILE – GYPSY AND TRAVELLER</b>	
Arrangements for Production	Newark and Sherwood District Council Planning Policy and Strategic Housing Business Units will lead the process, along with support from Development Business Unit. Managed by Planning Policy and Strategic Housing Business Managers reporting to LDF Task Group and Economic Development Committee. Resourced in-house with joint working with other Nottinghamshire Councils

2.2.2 **Plan Review** - In adopting the Allocations & Development Management DPD the Council has committed to an early review of the already adopted DPDs in 2015/16. It is not yet possible to say exactly the content of the review because it will rely on the results of monitoring the early years of the DPDs however a timetable for delivery of such a review is included below:

<b>PROFILE – PLAN REVIEW</b>	
<b>Title:</b> <b>Role and Content:</b> <b>Status:</b> <b>Chain of Conformity:</b> <b>Geographic Coverage:</b>	Newark & Sherwood Core Strategy DPD and Allocations & Development Management DPD Review <i>known as 'Plan Review'</i> To review progress of the Core Strategy DPD and Allocations & Development Management DPD to ensure that the policies and proposals within the DPDs are still fit for purpose. Development Plan Document (Local Plan) National Planning Policy Framework Newark and Sherwood District
Timetable for Production	<p><b>Preparation of document including evidence gathering (Ongoing until June 2015)</b> Review of evidence base and where necessary commissioning of new evidence base studies. Scope extent of Plan Review and prepare Topic Papers</p> <p><b>Public Consultation on, initial Sustainability Report and Plan Review Topic Papers (September/October 2015)</b>  Consideration of representations and discussions with community and stakeholders and formulation of a Draft Plan</p> <p><b>Public Consultation on 'Preferred Approach' Document (January/February 2016)</b>  Consideration of representations and formulation of Draft DPD</p> <p><b>Publication of Draft DPD (and final Sustainability Appraisal) for period of Public Representation (May/June 2016)</b>  Consideration of representations and any potential amendments</p> <p><b>Submission of DPD to Secretary of State (July 2016)</b>  <b>Examination by Inspector (2016)</b>  <b>Receipt of Inspector's Report (2017)</b>  <b>Adoption and Publication (2017)</b></p>
Arrangements for Production	Newark & Sherwood District Council Planning Policy Business Unit will lead the process, along with support from other relevant Business Units within the Council. Managed by Planning Policy Business Manager reporting to LDF Task Group and Economic Development Committee. Resourced in-house with joint working with other Nottinghamshire Councils

### 2.3.0 SUPPLEMENTARY PLANNING DOCUMENTS

2.3.1 The Council has completed its replacement of the various SPDs envisaged following the adoption of the Core Strategy and Allocations & Development Management DPDs and therefore is not currently proposing the production of any SPDs; however once the Plan Review has been completed it may be that some of the SPDs may need to be reviewed.

### 2.4.0 STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

2.4.1 The SCI sets out how the District Council intends to involve the community and other interested parties in the preparation, alteration and continuing review of the various elements of the Local Development Framework and how it consults on and considers planning applications. The SCI was produced during 2005 and adopted in March 2006 and therefore it is proposed to update this document to reflect changes in planning legislation. This would include a section on guidance to those preparing Neighbourhood Plans regarding consultation requirements. We will follow current SPD procedure for the production of the SCI as nothing is specified in current legislation.

<b>DOCUMENT PROFILE – SCI</b>	
<b>Title:</b>	Newark & Sherwood Statement of Community Involvement
<b>Role and Content:</b>	Sets out how the District Council will engage local communities and other interested parties in producing the LDF and determining planning applications.
<b>Status:</b>	Statement of Community Involvement
<b>Chain of Conformity:</b>	Section 18 of the Planning & Compulsory Purchase Act 2004 (as amended)
<b>Geographic Coverage:</b>	Newark and Sherwood District
Timetable for Production	<p><b>Pre-production period including document preparation/evidence gathering (Sept/October 2014)</b> Preparation of draft SCI and equalities impact assessment (October/November/December 2014)</p> <p><b>Draft SCI issued for Public Consultation (Jan/Feb 2015)</b> Consideration of consultation representations.</p> <p><b>Adoption and Publication (March 2015)</b></p>
Arrangements for Production	<p>Newark and Sherwood District Council Planning Policy and Development Business Units will lead the process.</p> <p>Managed by Planning Policy and Development Business Managers reporting to LDF Task Group, Planning Committee and Economic Development Committee.</p> <p>Resourced in-house.</p>

### 2.5.0 NEIGHBOURHOOD PLANS

2.5.1 As well as the planning documents that the District Council is required to prepare, Town and Parish Councils can prepare Neighbourhood Plans. Presently Southwell Town Council, Farnsfield Parish Council and Kings Clipstone Parish Council are the only Parishes which have been designated as Neighbourhood Areas. Southwell is the most advanced of the councils and only one that currently has an adopted timetable. The timetable in Appendix A reflects the wish of the Neighbourhood Planning Forum to have a plan ready to submit to the District Council by the end of June 2015. This is a relatively new process there is a level of uncertainty regarding actual timings.

- 3.1 In setting out the proposed timetable for work on the DPDs, SPDs and SCI, it is important to ensure that the targets set are realistic, achievable and take account of possible problems that may arise. The Council has identified the following issues which give rise to risks in relation to progressing the Local Development Framework:
- Consultation outcomes – The consultation process could identify additional/new issues that may need to be evaluated and a heavy scale of responses could increase workloads. Extensive pre-submission consultation carried out ahead of the actual submission stage will help to reduce this risk.
  - Staff resources – Staff leaving or failing to be replaced, or long term sicknesses, could impact upon progression of the LDF. These factors are being monitored by the District Council, which is giving high priority to the delivery of the Local Development Framework. To address this risk, the Council may appoint temporary staff or consultants, or look to seconding existing staff from other teams, to the Planning Policy Business Unit.
  - Evidence base requirements – This may cause potential delays and is being monitored to ensure early action can be taken to address any new requirements that become apparent, this is especially apparent when working with neighbouring Local Planning Authorities to produce evidence.
  - Soundness of Plan – If any DPD is deemed unsound by an Inspector, this would have major implications for LDF progression. We will minimise this risk by working closely with our partners and the Planning Inspectorate, including in the run up to the Submission stage of Development Plan Documents.
- 3.2 The Council will keep the LDS under regular review and will monitor performance in our Annual Monitoring Report. This report will also monitor the implementation of the policies and proposal contained within the LDF.



Local Development Scheme Timetable

Year	2015												2016												2017						
Quarter	1 <sup>st</sup>			2 <sup>nd</sup>			3 <sup>rd</sup>			4 <sup>th</sup>			1 <sup>st</sup>			2 <sup>nd</sup>			3 <sup>rd</sup>			4 <sup>th</sup>									
Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR				
<b>DPDs</b>																															
Adopted DPDs – Plan Review																															
Gypsy & Traveller DPD																															
<b>SPDs</b>																															
Review of SPD implementation																															
<b>Other Documents</b>																															
Statement of Community Involvement (SCI)																															
<b>Neighbourhood Plans (NP)</b>																															
Southwell NP*																															

Key

<b>DPDs and NPs</b> Bold text denotes a Key Milestone	Consultation period/following the Publication of the Submission Draft, this would refer to the period for representations to be submitted		Pre-Hearing meeting period
	<b>Publish Draft DPD/NP</b>		Hearing and Reporting Period
	<b>Submit DPD/NP for Examination</b>		Receipt of Final Inspector's Report
			<b>Adoption</b>
			Review of DPD/SPD Implementation
<b>NP specific</b>	Submit Draft NP to Local Authority		<b>Referendum</b>
<b>SPDs/SCI</b>	Consultation Period		<b>Adoption</b>

\*Responsibility of Southwell Town Council until submission to the Local Authority.