



Newark TOWN COUNCIL

TOWN COUNCIL MEETING

WEDNESDAY 17TH SEPTEMBER 2025

Thursday 11th September 2025

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.00pm on Wednesday 17th September 2025 to be held in the Council Chamber at the Town Hall.

Yours sincerely

Matthew Gleadell
Town Clerk



A G E N D A

TOWN COUNCIL MEETING – WEDNESDAY 19TH SEPTEMBER 2025

1	Apologies for Absence		
2	To approve the Minutes of the Town Council meeting held on Wednesday 23 rd July 2025	Minutes Attached	Page 5
3	To receive Declarations of Interest from Members and Officers <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	To receive all Adopted Minutes of the Committees held since the last Full Town Council Meeting:		
4a	Events, Arts, Culture & Twinning Sub-Committee held on Monday 10 th April 2025	Minutes Attached	Page 9
4b	Planning Committee held on Wednesday 25 th June 2025	Minutes Attached	Page 11
4c	Finance & General Purposes Committee held on Wednesday 16 th July 2025	Minutes Attached	Page 15
4d	Planning Committee held on Wednesday 30 th July 2025	Minutes Attached	Page 19
5	Town Mayor's Announcements	Verbal	
6	Town Clerk's Announcements	Verbal	
7	Leader of the Council's Announcements	Verbal	
8	Questions from Town Councillors – none received		
9	Questions from Members of the Public – none received		
10	Citizens Advice Bureau Grant	Report Attached	Page 23
11	Local Government Re-organisation	Report Attached	Page 25
12	Doris Bainbridge Trust – Funding Request	Report Attached	Page 29
13	Newark Town Hall Roof – Cost Plan	Report Attached	Page 31
14	COP30 School Event	Report Attached	Page 33

15	Neighbourhood Plan	Report Attached	Page 35
16	Community Grant Application	Report Attached	Page 39
17	Newark Cemetery Chapel : Repair and Renovation	Report Attached	Page 47
18	Exclusion of the Press and Public	Report Attached	Page 49
19	Appendix 1 to Agenda Item 17 (above)	Report Attached	Page 51



Newark TOWN COUNCIL

Minutes of the Town Council meeting held on Wednesday 23rd July 2025 at 7.00pm in the Council Chamber at the Town Hall.

Membership Present:	Town Mayor	Cllr B Corrigan (in the Chair)
	Councillors	I Brown D Campbell T Collier E Cropper (Ap) S Crosby S Dickinson L Geary L Goff J Kellas D Ledger (Ap) D Moore G Rix (Ap) N Ross L Roulstone M Skinner M Spoors (Ap) P Taylor
Apologies received from:	Councillor	D Ledger, G Rix, E Cropper, M Spoors
Town Council Staff:	Deputy Town Clerk	Anna Lawson, Matthew Gleadell
Public:	There were no members of the press present or public present.	
Venue:	Council Chamber	Town Hall

TC01/25/26 Minutes of the Extraordinary Meeting of the Town Council held on Wednesday 9th April 2025

The Minutes of the Extraordinary Meeting of the Full Town Council held on Wednesday 9th April 2025 were proposed by Cllr B Corrigan, seconded by Cllr N Ross and **AGREED** as a true and accurate record (subject to amendments)

TC02/25/26 Minutes of the Meeting of the Town Council held on Wednesday 23rd April 2025

The Minutes of the Meeting of the Town Council held on Wednesday 23rd April 2025 were proposed by Cllr B Corrigan, seconded by Cllr D Moore and **AGREED** as a true and accurate record.

TC03/25/26 Minutes of the Annual Mayor Making Meeting held on Sunday 11th May 2025

The Minutes of the Annual Mayor Making Meeting held on Sunday 11th May 2025 were proposed by Cllr B Corrigan, seconded by Cllr D Moore and **AGREED** as a true and accurate record.

A query was raised concerning the calibre of the Past Mayors' Badge. Discussions then ensued regarding previous motions. A motion may be made to re-evaluate the current position.

TC04/25/26 Declarations of Interest from Members and Officers

There were no Declarations of Interest.

TC05/25/26 Adopted Minutes of the Committees held since the last Full Town Council Meeting

a. Finance & General Purposes Committee held on Wednesday 12TH March 2025

Cllr B Corrigan presented the Minutes of this Meeting.

b. Finance & General Purposes Committee held on Wednesday 16th April 2025

Cllr B Corrigan presented the Minutes of this Meeting.

c. Planning Committee held on Wednesday 30th April 2025

Cllr L Geary presented the Minutes of this Meeting.

d. Planning Committee held on Wednesday 28th May 2025

Cllr L Geary presented the Minutes of this Meeting.

e. Finance & General Purposes Committee held on Wednesday 18th June 2025

Cllr D Moore presented the Minutes of this Meeting.

The above reports were proposed by Cllr B Corrigan, seconded by Cllr D Moore and **NOTED** and **ACCEPTED**.

TC06/25/26 Town Mayor's Announcements

Cllr B Corrigan thanked all those who had voted for her to hold the position of Mayor of Newark for 2025/2026.

So far, Cllr Corrigan has attended 12 events, with the first one being the opening

of the Sherwood Avenue Play Park.

The Armed Forces Day event was a fantastic day, with large crowds and fabulously attended by cadets and veterans.

Cllr Corrigan stated that the visit to Sandomierz, in Poland, with the Twinning Association was a great success.

The opening of the Kiddey Sculpture display was inspiring as it made the artwork of the local artist very accessible.

TC07/25/26 Town Clerk's Announcements

The Town Clerk took the opportunity to congratulate the new Mayor.

The Town Clerk reminded members of upcoming events:

- VJ Day on Friday 15th August.
- Newark on Sea – Saturday 2nd to Sunday 17th August.
- Newark Festival, Saturday 23rd to Monday 25th August.

Thanks were also given to the NTC officers who had supported the relocation of the Sunday Band concert due to the inclement weather.

TC08/25/26 Leader of the Council's Announcements

The Leader of the Council informed members about the recent Town Board meetings and regeneration plans.

It was also stated that the proposed boundary changes had been submitted to MHCLG and subsequently rejected.

It was also stated that the Master Plan for the town's development, devised by the NSDC, will be available for public consultation later this year.

TC09/25/26 Questions from Town Councillors

None received.

TC10/25/26 Questions from Members of the Public

None received.

TC11/25/26 Doris Bainbridge Accounts

It was proposed by Cllr B Corrigan, seconded by Cllr D Campbell that the accounts be **ACCEPTED** as presented.

TC12/25/26 Exclusion of the Press and Public

It was proposed by Cllr B Corrigan, seconded by Cllr D Moore that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972) the press and public be excluded from the next Agenda Item debate on the grounds that the Committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in disclosing the information. This was **AGREED**.

TC13/25/26 Exempt Minutes from the Meeting held on Wednesday 18th June 2025

This item was **NOTED**.

TC14/25/26 Cemetery Development

This item was discussed at length. Discussions included:

- The fact that there is no requirement for a council to provide cemetery provision.
- The recent public consultation showed that local residents were in favour of sourcing a new cemetery.
- That changes in legislation to re-use graves has yet to be confirmed.
- Suitable areas are dependent upon topography, accessibility and longevity of the site.

It was proposed by Cllr B Corrigan, seconded by Cllr L Roulstone that the proposals stated in the officers report be **ACCEPTED** being the appointment of CDS to undertake a Crematorium Feasibility assessment and a site search for suitable burial land. This was **AGREED**.

Meeting Closed:	8.24pm	Next Meeting:	Wednesday 17 th September 2025
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Newark TOWN COUNCIL

Minutes of the Meeting of the Arts, Culture, Events and Twinning Sub-Committee held at 6.30pm on Thursday 10th April in the Committee Room at the Town Hall.

Membership Present:	Councillor	T Collier (Chairman)
	Councillors	D Campbell S Dickinson (Vice-Chairman) L Roulstone
Apologies for Absence:		Jack Kellas
In Attendance:	Town Clerk	Matthew Gleadell
	There were no members of the public present	
Venue:	Pickin Room, Town Hall	

ACETSC/01/25/26 Apologies for Absence

Apologies received from Cllr Jack Kellas.

ACETSC/02/25/26 Minutes of the Meeting of the Arts, Events, Culture and Twinning Working Group held on Monday 2nd September 2024

The minutes of the meeting held on 02 May 2024 were approved as a correct record.

ACETSC/03/25/26 Declarations of Interest

There were no Declarations of Interest

ACETSC/04/25/26 Various Items

Twinning (Emmendingen)

This was **NOTED** by Members.

Cllr Campbell reported on her attendance at a football match with attendees from Germany and updated on a possible football match between Newark Football Club and Emmendingen FC

Twinning (Sandomierz)

Members **NOTED** the report and the likely attendance of the Mayor.

Twinning (Zimbabwe Town Twinning Request)

Members resolved that due to the various undertakings of the Council at this time, twinning with Zimbabwe would not be a possibility but in the future this is something that could be looked at.

Newark Town Hall Museum and Art Gallery

Members noted the report and update from the Senior Collections and Exhibits Officer (Curator).

Newark Festival

Members approved the creation of a Working Group consisting of Cllr T Collier, Cllr S Dickinson, IH and DD.

Members approved the full authority of the Working Group to deliver the project with consultancy support from IH as detailed in the Appendix to the main report (Exempt Item).

Members agreed that the event was fantastic last year and a repeat of the same would be welcome.

Newark On Sea

Members agreed to trial a pop-up beach at Cleveland Square with consultancy support from IH to deliver the event.

Newark Creates

The update for Newark Creates was **NOTED**.

Newark Book Festival

Members approved the continuation of the support for Newark Book Festival.

VE Day

Members **NOTED** the plan for the VE Day event.

2026 Anniversaries

Members **AGREED** that some recognition should be given to the anniversaries. Ideas around period tea dances and recreating the photograph of the Alderman taken on the 300 year anniversary in 1926 would be a good idea.

Members felt that adding other elements to existing events would be helpful.

Members suggested speaking with Newark Creates to gauge their ideas are for marking the anniversaries.

Fireworks/Bonfire Night

Members **APPROVED** the use of eco-friendly fireworks to support a Bonfire / Fireworks event in Newark.

Meeting Closed:	7.40pm	Next Meeting:	Monday 28th July 2025
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Newark TOWN COUNCIL

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on Wednesday 25th June 2025 in the Council Chamber, Town Hall.

Membership Present:	Councillor	L Geary (Chair)
	Councillor	T Collier (Vice Chair) D Campbell E Cropper S Dickinson L Goff N Ross L Roulstone (Ap) M Skinner (A)
In Attendance	Town Clerk	Matthew Gleadell
Apologies	Councillor L Roulstone	
Taking Minutes:		Matthew Gleadell
Public:	There were 0 members of the public present and 1 member of the Press.	
Venue:	Council Chamber, Town Hall.	

PR08/25/26 Minutes

The Minutes of the last meeting held on Wednesday 28th May 2025 were **AGREED** and signed as a true and correct record.

PR09/25/26 Declarations of Interest

It was **AGREED** to accept any declarations of interest as and when they arose during the meeting.

PR10/25/26 Outstanding Planning Applications

25/00503/HOUSE 17 Whitfield Street, Newark, NG24 1QX

**& Amended
Addendum**

Proposed single storey ground floor rear extension and part first floor rear extension.

No Objection was raised to this application.

25/00697/HOUSE 4 Cambridge Meadows, Newark, NG24 2GU

First floor side extension over existing garage.

No Objection was raised to this application.

**25/00739/LBC
&**

Former Sir John Arderne Public House, 10 Market Place, Newark, NG24 1DU

25/00755/FUL

Conversion of first and second floor of commercial unit to 8 residential units, with bin store and services cupboard to ground floor.

Newark Town Council supports the provision of additional residential accommodation in the Town Centre and would encourage construction with sound proofing measures to avoid conflict with the adjacent public house.

NTC would insist on cycle parking being incorporated and supports generally, pursuant to the comments of the Conservation Officer.

25/00833/FUL

One Stop, 45 Lincoln Road, Newark, NG24 2BU

Proposed erection of two new dwellings to the rear.

Newark Town Council supports the application as bungalows are in short supply. NTC notes and supports the comments of the Highways Authority and would insist that trees on site are retained.

25/00857/RMAM

Land at Fernwood Meadows South, Great North Road, Fernwood, Newark

Application for approval of reserved matters for the construction of 164 dwellings with associated public open space, highways and drainage infrastructure (pursuant to outline planning permission 17/01266/OUTM), comprising a partial replan and substitution of house types approved pursuant to 19/01053/RMAM.

Newark Town Council supports the concerns of Fernwood Parish Council. We would welcome

cycle safety and cycle paths also considered in the development. We would also welcome further consideration of environmentally friendly construction methods in the designs of the new dwellings.

25/00877/LBC

Palace Theatre, 16-18 Appleton Gate, Newark, NG24 1JY

Internal and external refurbishment and repair works.

Cllr N Ross declared a non-pecuniary interest in this application.

No Objection was raised to this application.

25/00899/HOUSE

54 Marlestone Lane, Middlebeck, Newark, NG24 3WD

Installation of UPVC windows.

No Objection was raised to this application.

25/00916/HOUSE

1 Marlborough Close, Newark, NG24 4QP

Single storey rear extension.

No Objection was raised to this application.

25/00520/ADV

Town Hall, Market Place, Newark, NG24 1DU

Addendum

Mobile digital totem display screen.

No comment was made due to this being an application submitted by Newark Town Council.

25/00680/FUL

Former W B Stubbs Building, Mills Drive, Newark

Addendum

Formation of 3 additional apartments as an amendment to conversions scheme approved under planning permission 23/02242/FULM.

No Objection was raised to this application.

PR11/25/26 Notice of NSDC Planning Decisions

The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

PR12/25/26 Urgent Decisions Taken Under the Scheme of Delegation

25/00559/HOUSE – 10 Earp Avenue, Newark, NG24 4DD

Proposed single storey rear extension including solar panels, porch, garden wall and car port.

Amended: Description changed to include missing elements. There has been no change to the submitted plans.

Members **NOTED** the decision taken Under the Scheme of Delegation as follows:

‘Newark Town Council hope the applicant will keep the main street hedge in front of the two-storey building, as hedgerows remain important to birds and wildlife in our area’.

PR13/25/26 Miscellaneous Applications

a. Nottinghamshire County Council Applications

No applications had been received.

b. Street Naming

New Development at Grove Bungalow, Barnby Road, Newark

Members **NOTED** that the Developer had rejected the street name put forward of 'Armada Gardens' and that is had now been named 'Grove Grange'.

c. Notification of Appeals

Members **NOTED** that an appeal had been made to the Secretary of State for the following application:

**25/00512/PIP – Smallholding rear of 55 Beacon Hill Road,
Newark, NG24 2JH**

Application for permission in principle for a residential development of between two and four dwellings following the demolition of agricultural buildings.

d. Licensing Applications

No applications had been received.

Meeting Closed:	7.51pm	Next Meeting:	Wednesday 30th July, 2025
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Newark

TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 16th July 2025, at 7.00pm, in the Council Chamber, at the Town Hall.

Membership Present:	Councillor	S Crosby (Chairman)
	Councillors	I Brown D Campbell T Collier B Corrigan (Vice-Chairman) E Cropper S Dickinson L Geary L Goff J Kellas D Ledger D Moore G Rix (A) N Ross (Ap) L Roulstone M Skinner (Ap) M Spoors (A) P Taylor
Apologies for Absence:	Councillors	M Skinner, N Ross
Officers Present:	Town Clerk	Matthew Gleadell
	There were no members of the public present.	
Venue:	Committee Room, Newark Town Hall	

FGP013/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday 18th June 2025.

The Minutes (as above) were proposed by Cllr B Corrigan, seconded by Cllr P Taylor and **AGREED** and **APPROVED** unanimously.

However, Minute **FGP010/25/26 Appointment to Outside Bodies** needs to be amended as follows:

Proposal was by **Cllr L Geary** (not Cllr B Corrigan) and seconded by Cllr P Taylor.

FGP014/25/26 Declarations of Interest

No Declarations of Interest were received.

FGP015/25/26 Payment Schedule

The payment schedule was then proposed by Cllr B Corrigan, seconded by Cllr L Geary and **NOTED**.

FGP016/25/26 Quarter 1 Budget Report

It was proposed by Cllr L Geary, seconded by Cllr D Ledger that the report be **NOTED**. This was **AGREED** however, some Members noted elements of the report and references to certain budget lines which they had no recollection of from budget discussions earlier in the year and asked that steps be taken to try and avoid Members not always noting individual budget lines in the future.

FGP017/25/26 Palace Singers Grant Application

Cllr L Goff and Cllr S Crosby declared a non-pecuniary interest in this application.

Cllr B Corrigan noted a small typo in the application form.

Members **RESOLVED** to **APPROVE** the Grant Application.

FGP018/25/26 Risk Register Review

The Risk Register Review was **NOTED** and **APPROVED**.

FGP019/25/26 Charity Trustee Appointment

Cllr D Ledger, Cllr I Brown and Cllr S Crosby declared non-pecuniary interests as they were already Trustees.

Cllr D Campbell was appointed as a Town Council representative to the Newark Municipal General Charity.

FGP020/25/26 Colonnades and Adjoining Units

After brief discussion, Members were supportive of the Colonnades and

adjoining units remaining as flexible spaces.

Members welcomed the variety of events, markets and pop-up exhibitions taking place in those spaces.

The Town Clerk agreed to inform the enquiring party of the decision and also to tell them that the Town Council does welcome new businesses starting up in Newark and that there will be a number of vacant units across the town likely to be available.

FGP021/25/26 Work Programme and Forward Planning

Members welcomed the report and a number of questions were asked in relation to it.

Cllr J Kellas asked that some additional columns be inserted into the Task Tracker, namely:

Date Added

Task Owner

Task Status

The Town clerk confirmed he would be happy to do this.

The report was then **NOTED**.

FGP022/25/26 Exclusion of the Press and Public

It was proposed by Cllr D Campbell, seconded by Cllr L Geary that the Press and Public be excluded for the remainder of the meeting.

Following a vote this was **AGREED** unanimously.

FGP023/25/26 Exempt Minute from the Meeting on Wednesday 18th June 2025

The above Minute was **AGREED** as a true and accurate record.

Meeting Closed:	19:50	Next Meeting:	Wednesday 6 th August 2025
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Newark TOWN COUNCIL

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on Wednesday 30th July 2025 in the Council Chamber, Town Hall.

Membership Present:	Councillor	L Geary (Chair)
	Councillor	T Collier (Vice Chair) D Campbell E Cropper S Dickinson L Goff N Ross L Roulstone M Skinner
In Attendance	Town Clerk	Matthew Gleadell
Apologies	None	
Taking Minutes:	Town Clerk	Matthew Gleadell
Public:	There were 0 members of the public present and 1 member of the Press.	
Venue:	Council Chamber, Town Hall.	

PR14/25/26 Minutes

The Minutes of the last meeting held on Wednesday 25th June 2025 were **AGREED** and signed as a true and correct record.

PR15/25/26 Declarations of Interest

It was **AGREED** to accept any declarations of interest as and when they arose during the meeting.

PR16/25/26 Outstanding Planning Applications

- 25/00776/HOUSE 22 Southend Avenue, Newark, NG24 4BG**
Replacement new garage.
No Objection was raised to this application.
- 25/00963/HOUSE 2 Lindum Street, Newark, NG24 1NH**
External wall insulation with a render finish to rear elevation, imitation brick finish to front and side elevation.
No Objection was raised to this application.
- 25/00996/S73M Former W B Stubbs Building, Mills Drive, Newark, NG24 4SN**
Variation of Condition 33 attached to planning permission 23/02242/FULM, substitution of approved plans following minor adjustments to the design of the proposed scheme of conversion.
No Objection was raised to this application but the comments of the Highways Authority were noted.
- 25/01048/LBC Flossie & Boo, 19 Market Place, Newark, NG24 1EA**
Alterations to retail unit.
No Objection was raised to this application.
- 25/01097/FUL & 25/01098/LBC Flossie & Boo, 19 Market Place, Newark, NG24 1EA**
Change of Use of first floor from Commercial to Residential.
No Objection was raised to these applications.
- 25/01064/HOUSE 1 Windsor Avenue, Newark, NG24 4JA**
Erection of a new replacement fence to the rear.
NTC Object to this application on the basis that the new fence will create a negative change to the character of the street scene.
- 25/01082/ADV WH Smith, 36-40 Market Place, Newark, NG24 1EG**
Like for like replacement signage to change WH Smith brand to TG Jones.
No Objection was raised to this application.
- 25/01090/LBC Former Lilley & Stone High School, London Road, Newark**
Demolition of CLASP building attached to listed building and two smaller curtilage listed CLASP buildings.
Non-Pecuniary Interests were declared by Cllr L Goff, Cllr N Ross, Cllr D Campbell, Cllr E Cropper & Cllr S Dickinson.

NTC support this application but are keen to ensure that appropriate steps are taken to protect the higher value listed buildings on the site, that the demolition process is appropriately managed to protect other buildings on the site and cause minimal impact on nearby properties and wildlife. NTC also wish to ensure that all relevant measures are taken to manage bats on the site. Members also have concerns that residents have been having difficulty uploading comments to the planning portal and are keen to see this rectified.

- 25/01100/HOUSE** **Rose Cottage, 34 Lovers Lane, Newark, NG24 1HU**
Remove single storey outhouse. Erection of two storey extension.

Members would like to see this property occupied and used but Object to this application due to the impact on the street scene due to the loss of the existing wall.
- 25/01110/HOUSE** **21 London Road, Newark, NG24 1TN**
& Solar panels to front and side elevation.
- 25/01208/LBC** **No Objection was raised to these applications.**
- 25/01148/HOUSE** **52 Hine Avenue, Newark, NG24 2LH**
Conversion of garage to study room.
No Objection was raised to this application.
- 25/01162/FUL** **Lincolnshire Co-Operative, The Bridge, Lincoln Road, Newark**
Siting an InPost Parcel Locker.
No Objection was raised to this application.
- 25/01129/LDCE** **Land off Brunel Drive, Newark**
Lawful Development Certificate to certify that the development has commenced.
No Objection was raised to this application.
- 25/01157/FUL** **Lincoln Co-Operative, Albert Street, Newark**
Siting an InPost Parcel Locker.
No Objection was raised to this application.
- 25/01217/HOUSE** **17 Saucemere Drive, Newark**
Erection of double garage.
NTC Objects to this application as the development will be too harmful to the character of the street scene.

- 25/01158/FUL** **Lincoln Co-Operative, Sam Derry Close, Newark**
Siting an InPost Parcel Locker.
No Objection was raised to this application.
- 25/01165/FUL** **197-199 One Stop, Bowbridge Road, Newark**
Siting an InPost Parcel Locker.
No Objection was raised to this application.
- 25/01173/LBC** **Tambo Lounge, The Buttermarket, 27 Middle Gate, Newark**
Flat roof replacement works and 2 no. new rainwater pipes installation.
No Objection was raised to this application.

PR17/25/26 Notice of NSDC Planning Decisions

The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

PR18/25/26 Urgent Decisions Taken Under The Scheme of Delegation

Members **NOTED** the decision taken for the following application:

Grant of a Premises Licence for:

Cox Catering Ltd, Unit 2, Brunel Court, Newark, NG24 2EG

No Objection was raised to this application.

PR19/25/26 Miscellaneous Applications

a. Nottinghamshire County Council Applications

No applications had been received.

b. Street Naming

No applications had been received.

c. Notification of Appeals

No applications had been received.

d. Licensing Applications

No applications had been received.

e. Department for Transport

Town & Country Planning Act 1990 – Section 247

Proposed Stopping Up of Highway at Yorke Drive, Newark

Members **NOTED** this Stopping Up Order.

Meeting Closed:	8.35pm	Next Meeting:	Wednesday 27th, August 2025
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FULL TOWN COUNCIL

SUBJECT:	Citizens Advice Bureau Grant ('CAB')
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members determine if they wish to award the typical annual grant to the Citizens Advice Bureau as detailed in this report.

2. Background

- 2.1 In the 24/25 financial year the Council awarded £3500 to the CAB. This amount was reduced from £5,000 which had been the grant amount for many years prior to the last financial year.
- 2.2 The Councils budget process for the 25/26 financial year envisaged a £3500 grant to the CAB albeit those funds form part of a single grant budget of £7,500 earmarked for the award of grants to external organisations.
- 2.3 Mindful of a variety of financial pressures, not least large building repair works covered elsewhere on the Agenda at which this report is presented, members are asked to confirm if they wish to proceed with the CAB grant envisaged in the sum of £3500 or some other amount as may be proposed and resolved to proceed with. CAB have not for many years made any formal application and the grant has been a voluntary award agreed by the Council.

3. Financial, Legal, Equality, Environmental & Risk Issues

All relevant matters contained in the report.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk

FULL TOWN COUNCIL

SUBJECT:	Local Government Re-organisation
REPORT BY:	Matthew Gleadell

1. Recommendations

That members determine if they wish to make any submissions to the LGR consultation process, and if so what those submissions will be.

2. Background

2.1 Members will be aware of plans for the creation of a new Council system in Nottinghamshire which may involve the creation of 1 or more new unitary authorities to replace the existing County and District system.

2.2 There is a vast amount of information available that explains the proposals and links to various webpages that members may wish to visit are below.

<https://www.gov.uk/government/publications/local-government-reorganisation-invitation-to-local-authorities-in-two-tier-areas/nottinghamshire-and-nottingham>

<https://www.nottinghamshire.gov.uk/newsroom/news/council-to-consider-local-government-reorganisation-proposal>

<https://www.newark-sherwooddc.gov.uk/lgr/>

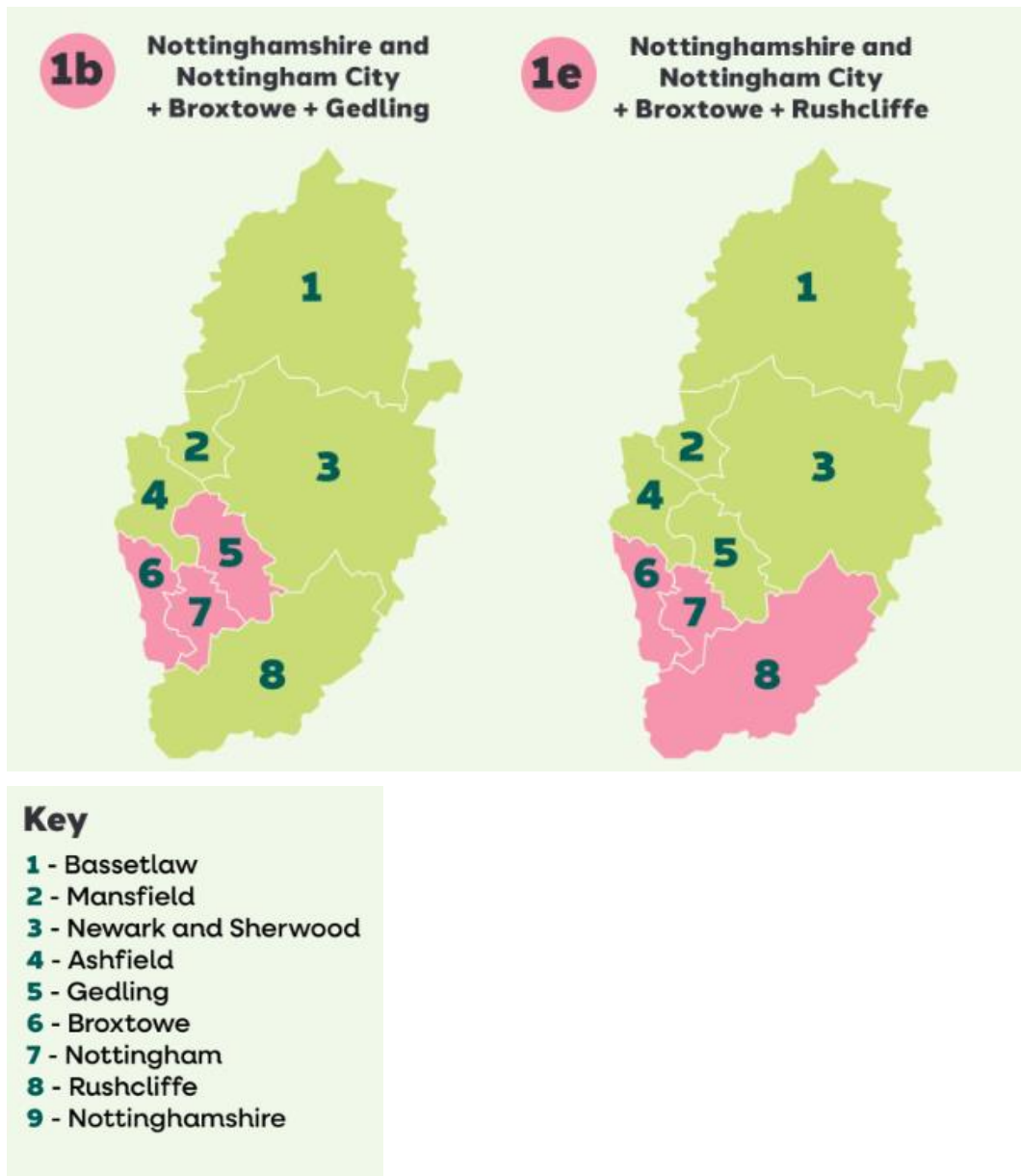
<https://lgrnotts.org/nottingham-and-nottinghamshire-reorganising-your-councils>

2.3 A public consultation process has recently been undertaken and which has been shared with members.

2.4 Presently there are 2 options being explored by the 9 Councils involved in LGR. Those proposals can be found at the following web page.

<https://lgrnotts.org/proposals>

2.5 An image which shows the geographical proposals for the new authorities' boundaries is shown below.



2.6 As the largest Town Council in the Nottinghamshire area it is prudent to consider how the LGR proposals may impact on Newark and the area which Newark Town Council represents. It may be prudent for Newark Town Council to submit any thoughts / concerns about LGR to the relevant authorities ahead of the 9 Councils involved submitting their proposals to government by the November deadline.

2.57 There are observations that have been made to me by a number of individuals that there will be a disparity in some areas in the amount of Council Tax being paid by residents. Newark residents will in theory pay more Council Tax than residents in areas that are not served by a Town Council.

Example: A Newark resident under a new unitary authority will pay a sum of money to the unitary authority towards maintenance of play areas in a town like Mansfield that does not have a Town Council. They will also pay a sum of money to Newark Town Council for play areas in Newark; however, Mansfield residents will not in reverse pay towards Newark play areas under Newark Town Council control. The question of how fair this approach is has been raised.

- 2.8 In some areas, Parishes are seeking to take on assets to avoid them being pulled into a unitary authority for fear of those assets not being looked after as well as they are now or given the same attention by a unitary authority as they would under local control. They are actually seeking to create the financial disparity situation that some individuals are fearful of here in Newark as they believe it will be better to pay more Council Tax and have important local assets managed locally and not by a unitary authority whose centre of administration may be some distance from their community and may be less engaged in that community.
- 2.9 There are so many details that presently are unclear and the changes are part of an evolving narrative that will develop and become clearer over time including if different council tax levels can be applied in different areas under the same authority (this was confirmed in a discussion between the Clerk and Chief Executive at NSDC). This report gives Newark Town Council members an opportunity to identify their early stance on the proposals and submit any agreed feedback to the relevant authorities should it wish to do so although focused consultation with stakeholders including Town Councils will take place in the future.

3. Financial, Legal, Equality, Environmental & Risk Issues

All relevant matters contained in the report.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk

FULL TOWN COUNCIL

SUBJECT:	Doris Bainbridge Trust – Funding Request
REPORT BY:	Matthew Gleadell

1. Recommendations

That members consider a request for funding from NSDC to help pay for proposed elements of the new Castle Gatehouse project and associated site improvements and determine if they wish to make any contribution towards the projects identified.

2. Background

- 2.1 The Town Council members collectively are the trustees of the Doris Bainbridge Will Trust.
- 2.2 The trust funds are specifically dedicated towards the Castle Grounds. Income from the trust helps each year to pay for brass band concerts in the grounds of the castle. The capital funds have previously paid for lighting in trees within the Castle Grounds albeit that lighting is now defunct.
- 2.3 Members have previously been approached for funds to pay towards lighting schemes in the grounds of the Castle as part of the gatehouse project however the request was rejected.
- 2.4 NSDC have again approached the Town Council with a specific proposal for funding towards new lighting and a refurbishment of the bandstand itself or alternatively towards the cost of items that will form part of the gatehouse exhibition. Those items include a Bishop Alexander Throne and Bed.
- 2.5 The Throne and Bed are expected to cost £26,000 and would be bespoke built by a heritage furniture craftsman.
- 2.6 Improved lighting and a general refurbishment of the bandstand are expected to cost in the region of £5000.00. NSDC are seeking to make the castle grounds more accessible during evenings and as such during winter months enhanced lighting will support this ambition.



3. Financial, Legal, Equality, Environmental & Risk Issues

NSDC welcome any contribution that will help to enhance the gatehouse scheme. There is just under £27,000 available in the Doris Bainbridge fund.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk

FULL TOWN COUNCIL

SUBJECT:	Newark Town Hall Roof – Cost Plan
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members approve the appointment of a Conservation Architect to carry out a full assessment of the Town Hall roof and provide a works cost plan in response to the assessment.

2. Background

- 2.1 In April this year the Town Hall roof was fitted with an aerial access system to allow for safe access to the roof structures for carrying out repairs and maintenance.
- 2.2 During the works the contractors carried out an assessment of the roof structure generally and identified a number of concerns and areas in need of patch repair works. They also cleared out the guttering which had become heavily clogged. Proposals and costings for the identified works were provided.
- 2.3 As part of the need to seek several quotes for the work, the Clerk invited another company to attend with a view to providing a quote for the same works. Their view was that whilst they could undertake the repair works they would not guarantee it as they feel that the whole roof needs replacement due to the lamination in the welsh slates failing.
- 2.4 The second company that visited are specialist heritage contractors and due to their portfolio of works I am inclined to trust their judgment. The challenge if their assessment is correct is that the cost to replace the roof of the Town Hall will be many hundreds of thousands of pounds and possibly approaching £1million.
- 2.5 Grant funding is potentially available for the works albeit some level of match funding from the Town Council may be needed.
- 2.6 There is evidence internally in the building of water ingress which would support the problems with the roof structure.
- 2.7 Due to the nature of the building, the complexity of the roof structures, and the listed status, it is important that a full detailed survey/assessment and cost plan is developed to fully understand the scope of works required.
- 2.8 It is proposed that a specialist conservation architect is appointed to carry out the full detailed initial assessment and cost plan so the full extent of the works and likely costs involved are understood. From here a more detailed plan of action can then be developed.
- 2.9 The Clerk has been in touch with a suitable Conservation Architect who has previously worked on the building and discussed with them the scope of the potential project, the chances of securing funding and the best way to take the project forward. Their knowledge and awareness were very impressive, and they demonstrated good understanding of what is needed to potentially secure funding from Historic England. They have also been recommended to us by another heritage building owner.

Due to the specialist nature of the work and the relatively low cost of the initial assessment and cost plan, it is suggested that the conservation architect that the Clerk is confident about is appointed and financial regulations are suspended to avoid the need for further quotes for this element of work.

3. Financial, Legal, Equality, Environmental & Risk Issues

Financial : The costs for the full assessment and cost plan are £4300.00. This is less than would be typical due to those involved working in the area on another project. As this work is not a budgeted item in this years revenue budget, general reserves will be utilised.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk

FULL TOWN COUNCIL

SUBJECT:	COP30 School Event
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members consider a recommendation from the Environmental Stewardship Sub Committee for the Town Council to host a COP30 event for school children in November.

2. Background

- 2.1 The Environmental Stewardship Sub Committee were asked to consider supporting a COP30 inspired event for school children taking place in the Town Hall in November.
- 2.2 The purpose of the event is to raise awareness of climate change and to engage with children about how they can help to tackle climate change.
- 2.3 A date of the 6th November has provisionally been identified.
- 2.4 There are a number of members that are enthusiastic about such an event, however require officer input to curate and develop the content and delivery of the event. The members who are keen to pursue this will present their ideas to the meeting.
- 2.5 One of the members driving the proposal has provided the following in terms of a proposed format:

The proposed plan for the half day event is as follows.

1. Welcome and Starter Activity at tables e.g. List three things you think could be done to make things better for Wildlife in the Newark area.
2. Keynote speaker (TBC)
3. School Speakers (representatives from each school to present some of their ideas, plans or achievements for their school's and the local environment). This can be through a formal presentation or performance or arts based. Whatever works for your pupils. Each school will have up to 10 minutes.
4. Short Break
5. Children's Assembly, an experience of how democracy can work. After listening to each other, children in school groups will develop their answers to the starter activity. This will involve them considering what their school could develop next and what they think the local councils could do next. The children will be asked to prioritise their best three ideas for each part of the question.
6. Come together to share each groups results. The children's ideas will then be shared with members of the Town Council. (Councillors or Mayor & Deputy Mayor to attend in full or part, or it can be shared with them after the event. The latter may be easier to organise but the former may be more effective. The councillors would listen to the ideas of the young people and thank them for their ideas and enthusiasm. The aim is not to create or engage in political debate of any kind.)

7. Closing words from Keynote Speaker – summary, positive emphasis, valuing children's work.

2.6 Although the proposal is relatively embryonic, if the Council is supportive of hosting such an event more detailed plans can then be developed.

3. Financial, Legal, Equality, Environmental & Risk Issues

Financial – As the content of the event is yet to be formally determined it is difficult to say what such an event will cost. There is no allocated budget for hosting such an event unless funds allocated to the Environmental Stewardship Sub Committee are utilised at their discretion.

Risk – Officers are presently progressing a number of large projects some of which have appeared on the Agenda at which this report is presented. There is a danger that workloads become unsustainable. With several roles also subject to recruitment, resource is currently limited. The Town Council also does not employ officers with any specialist knowledge of this topic.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk

FULL TOWN COUNCIL

SUBJECT:	Neighbourhood Plan
REPORT BY:	Matthew Gleadell

1. Recommendations

That the Environmental Stewardship Sub Committee are given devolved authority to appoint a planning consultant that will develop a Neighbourhood Plan and for that Sub Committee to become the Sub Committee that leads on the development and progression of a Neighbourhood Plan going forward, albeit subject to quarterly updates being presented to the Full Council, and a full Terms of Reference being agreed that defines the extent of the Sub Committees decision making powers in relation to a Neighbourhood Plan. Subject to support from members to embark on the development of a Neighbourhood Plan that terms of reference will be developed (see below).

2. Background

- 2.1 A Neighbourhood Plan for Newark is something the Town Council has been considering for some time.
- 2.2 As a reminder a Neighbourhood Plan is a planning policy document that can be created by Town and Parish Councils. In essence the Town Council has the ability to create its own planning policy document that must be followed and adhered to by developers following the plans adoption. The plan must however accord with existing planning policy at both national and district level.
- 2.3 The process of creating a Neighbourhood Plan is relatively complex and requires specialist support from a suitably qualified planning consultant.
- 2.4 The changes likely as a result of Local Government Reorganisation ('LGR') are such that developing a Neighbourhood Plan ahead of LGR is considered to be a sensible step as it will enshrine locally led planning policy hopefully ahead of planning decisions becoming more remote from the local community under a unitary authority.
- 2.5 The work involved should not be underestimated and will require significant dedicated input from members throughout the process.
- 2.6 The Clerk has approached 4 planning consultants in respect of the work. 2 of the 4 have declared a desire to get involved.
- 2.7 The brief attached at Appendix 1 was utilised to support the process of securing quotes from relevant consultants. The brief is merely a guideline and not set in stone. Members may wish to add further key themes to the aims and objectives / themes of the Plan.
- 2.8 1 consultant has provided a full quote. The other consultant has provided a quote for initial scoping work before being able to quote fully. It is suggested that the Environmental Stewardship sub committee interview both consultants before agreeing upon their preferred consultant.

- 2.9 A full Terms of Reference will limit the Sub Committee group to progressing the Plan between key milestones with all critical decisions being subject to a recommendation to Full Council. Key milestones will include agreeing the plan boundary, agreeing the key issues that the plan will focus on, adopting the first draft of the Plan, agreeing any modification in response to statutory consultation and adopting the final plan that will be subject to referendum.

3. **Financial, Legal, Equality, Environmental & Risk Issues**

Financial : The Council has £20,000 allocated in its reserves for a Neighbourhood Plan although final costs are estimated to be twice that amount. As the Plan will likely involve a level of 'climate and green focused policy' the Community Infrastructure Levy reserve could also be utilised. Those funds are allocated to the Environmental Stewardship Sub Committee for relevant projects and there are ample funds to support the Neighbourhood Plan development. The CIL reserve presently stands at over £100,000.

Risk : A Neighbourhood Plan is a big undertaking and will require a lot of input from officers and members. The workloads involved will likely impact on the progression of other projects.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk

Newark Neighbourhood Plan – Consultancy Brief

Newark Town Council are seeking a suitable planning consultant to lead on the development and hopefully the eventual adoption of a Neighbourhood Plan for Newark on Trent, Nottinghamshire.

Consultancy Support Required

Newark Town Council is a large Town Council and is currently embarking on a number of major projects. Consequently, resource is limited and as such the Council is seeking consultants who will be able to provide an additional level of support to that which might ordinarily occur in supporting a Council in the development of a Neighbourhood Plan. In essence the Council is seeking not just the technical planning expertise but also a high level of project management.

Scope of Work

1. Assisting the Council in agreeing the boundary of the Plan.
2. Assisting the Council in determining the Key Issues that it wishes to address within the Plan (see below).
3. Applying for available grant funding and administering the grants from application to final sign off and post grant reporting.
4. Applying for available and relevant Technical Support.
5. Managing consultation processes with production of materials and organisation of relevant events.
6. Development of the Draft Plan.
7. Management and implementation of all Statutory Procedures.
8. Ongoing advice and support to an appointed Working Group.

Desired Timeframe

The Council is aiming for adoption of the plan within 18-24 months of appointment of its chosen Consultant.

Supporting Information

The existing local development framework can be found at the following link.

<https://www.newark-sherwooddc.gov.uk/ldf/>

Other information sources:

<https://www.ons.gov.uk/explore-local-statistics/areas/E07000175-newark-and-sherwood>

Key Issues

Anticipated key issues will be:

1. Utilisation of Planning Policy to help address Climate Change.
2. Utilisation of Planning Policy to help influence positive improvements in Public Transport networks.
3. Utilisation of Planning Policy to help where necessary to protect the historic core of Newark Town Centre.
4. Utilisation of Planning Policy to help where possible to promote a strong dynamic town centre as a place for socialising, living, recreation and that is responsive to the stark national decline in the retail environment.
5. Enhanced protection where necessary of Community Assets and Green Spaces.

Allocations

Due to an already high level of existing consents for new housing, it is unlikely that allocations will form part of the plan.

Internal Support

There will be a level of internal support to help with the development of the Plan. Printing and photocopying can be done in house.

A level of admin support to the project can be available. This is more likely to be at a basic level as opposed to senior officer level.

The District Council are helpful in providing plans.

Working Group members will be able to assist with consultation processes and events.

The Town Council website can be utilised for dedicated Neighbourhood Plan information including surveys.

The Town Council has central public buildings which can be utilised for consultation purposes.

Initial Contact

Please contact Mr. Matthew Gleadell (Town Clerk) for initial discussions and queries prior to submission of any proposal.

FULL TOWN COUNCIL

SUBJECT:	COMMUNITY GRANT APPLICATIONS
REPORT BY:	TOWN CLERK

1. Recommendations

That members determine the outcome and response to the application from Newark Borrow and Repair Group to hold a Repair Café on 18th October 2025.

The total cost will be £1,000 and they are requesting the amount of £500 from Newark Town Council (as per the Guidelines)

Their application is attached at Appendix 1.

2. Background

2.1 The Council has a budget of £4,000.00 for Community Grants in the current financial year (assuming that the annual agreed grant of £3,500 is given to CAB).

Three applications have already been granted (£1,500.00) so there is £3,000 remaining in the budget.

3.0 Financial, Legal, Equality, Environmental & Risk Issues

3.1 Contained in the report.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk



Community Grant Application Form

(PLEASE NOTE: Completed Application Forms are open to public inspection)

Contact Information

Name of organisation

Newark Borrow and Repair Group

Address of organisation

[REDACTED]

Name of applicant

[REDACTED]

Position in organisation

Volunteer

Telephone number

[REDACTED]

Email Address

newarkrepaircafe@proton.me

About your organisation

Organisation type

☐ Educational Organisation

☐ Registered Charity

☒ Community Group/Club

☐ Other (Please specify)

Registered Charity Number :

Do you have a constitution or governing body?

☒ Yes

☐ No

What is the main purpose of your organisation?

To set up and run repair cafes for Newark and surrounding area. The repair café invites local people to bring their broken or worn household items and give them a second life. Volunteers will be at hand in our repair cafes to help fix small electrical goods, bikes, laptops / computers, and clothing. The events will be completely free, though donations are warmly welcomed to help pay the running costs of future repair cafes and other events. Guests can enjoy tea, coffee, homemade cakes, making it a social as well as practical afternoon. There is also an education element, as guests are invited to watch the repairers at work, and pick up handy tips about how to maintain the objects they bring to the café. There will be free parking at the Coreset for our first repair cafe. All volunteers give their time entirely free of charge.

How many years has your organisation been in existence?

6 months

Please provide details of your organisation's membership

Small committee of volunteers. There is a committee consisting of eight people with a variety of backgrounds and skills sets, together with a growing group of about ten repairers with practical skills to repair items brought along to the café.

How is your organisation managed?

A committee meets on a monthly basis to follow and update an action plan designed to operate repair cafes across the Newark area, as well as to plan other events designed to reduce waste, save money and share practical skills.

How many trustees/committee members do you have?

Ten committee members

How many staff does your organisation employ?

0

Roughly how many volunteers do you regularly have?

20

Project details

Please give a brief outline of the project you're seeking fund for

Please include specifics of what the funding is needed for and whether your project involves collaboration with other groups.

The repair café invites local people to bring their broken or worn household items and give them a second life. Volunteers are at hand in our repair cafes to help fix small electrical goods, bikes, laptops / computers, and clothing. The event is completely free, though

donations are warmly welcomed to help pay the running costs of future repair cafes and other events. Guests can enjoy tea, coffee, homemade cakes, making it a social as well as practical afternoon. There is also an education element, as guests are invited to watch the repairers at work, and pick up handy tips about how to maintain the objects they bring to the café. There is free parking at the Coreset. All volunteers give their time entirely free of charge.

There are close links with the Coreset art gallery and studios, links to repair cafes in other towns such as Sleaford and Lincoln, and other groups within Newark who are seeking to achieve the same objectives around reducing waste, notably Newark College and St Marys Church.

Repair cafes are part of a growing movements to reduce waste. Every year in the UK millions of household items are sent to landfill when they could be repaired with a little know-how. By choosing repair instead of replacing, communities like Newark can play their part in cutting carbon emissions and conserving valuable resources.

Repairing also brings people together to share knowledge, build connections and strengthen community resilience.

Attendees are invited to register in advance through Eventbrite, though people can also drop in on the day.

Our first repair café will take place at Coreset on Saturday 18th October 2025.

Our plan is to extend the concept to encompass further community events, such as tool libraries, clothes swap events.

How many people do you expect to benefit from your project?

Potentially the whole community of Newark and surrounding areas, but at each café we can support up to about 50 guests, as there will be 8 repairers with the resource to repair between 2 and 3 items per hour over a 3 hour period.

Project schedule

When will your project start?

The first repair café is scheduled for 18th October 2025

How long will your project last?

There is no time limit on this project and we expect repair cafes to become an embedded and lasting resource for the Newark community

Project Costs

Total cost of your project	£1000
How much are you seeking as a grant from Newark Town Council	£500

Please provide a breakdown of your project costs in the table below.

(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
Insurance cover (also to cover potential excess)	£250
Marketing and advertising, stationary, admin, running costs	£250

Refreshments	£200
Running costs to finance further repair cafes, and contingency for unexpected costs	£300
	£
	£
	£
Total Cost	£1000

Have you applied for funding for this project from any other funders?

☐ Yes

☒ No

If yes, please give details about contributions below:

I have ticked 'no' here, though I understand that other volunteers may be seeking a grant from NSDC. This is, to my knowledge, our first grant application.

Evidence of need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

The need to reduce waste, reduce the amount being lost to landfill each year, to cut carbon emissions in manufacture and related ancillaries such as transport, contribute to the council's net zero commitments are all abundantly clear.

In addition, the repair cafes will become a valuable social resource and learning context whose value in the future will be high.

Attachments

If there are any supporting documents that you would like to provide, please include them when you submit your application.

Submission

If there is any additional information relating to your project that you want to make us aware of, please add details here:

Declaration

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Newark Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Signature

Date

 _____ 19th August 2025 _____

SUBJECT:	Newark Cemetery Chapel : Repair and Renovation
REPORT BY:	Matthew Gleadell

FULL TOWN COUNCIL

1. Recommendations

- 1.1 That members appoint Contractor number 1 as detailed in the confidential paper that corresponds with this report to carry out further work and investigation towards the commissioning of essential repair and maintenance work at Newark Cemetery chapel.
- 1.2 That the Clerk in consultation with the Leader and Chairman of FGP be granted devolved authority to incur additional costs up to £10,000 for supplementary expenditure needed to get to RIBA4 stage for the works and that where necessary financial regulations may need to be suspended as detailed at 2.9 of the report.

2. Background

- 2.1 Newark Cemetery Chapel is a Grade 2 listed structure within a Conservation Area and is owned by Newark Town Council.
- 2.2 The full listing entry can be found at the following web page.
<https://historicengland.org.uk/listing/the-list/list-entry/1297720?section=official-list-entry>
- 2.3 Following storm damage in 2024 a drone survey of the structure was carried out. The report was received in spring 2025. Various repair works were identified with need for closer inspection of some elements required.
- 2.4 The identified and anticipated works are significant and may cost in excess of £100,000.
- 2.5 The nature of the works are specialist and require conservation architects to assist in managing the full RIBA Design and Work stages.
- 2.6 3 architects with relevant qualifications have been contacted and have quoted for undertaking the next stage of investigating the works and then costing the full work programme. The quotes for the architectural work are detailed in Appendix 1. Please note these are merely the consultant costs and not the full costs of the necessary work.
- 2.7 Grant funding may be available to support the actual buildings works and once the full nature and extent of the works are known this can then be explored.
- 2.8 In addition to the consultancy costs detailed in the Appendix there will be costs for access platforms which are estimated at between £1200 and £1500.
Conservation Structural Engineer costs are also required but will be assessed and costed by the architect. These are estimated at up to £4500.00.
- 2.9 As there are additional cost elements required to get to RIBA4, managed through the Conservation Architect, to avoid this project needing back and forth reports to members to agree further cost elements, it is suggested that the Clerk in consultation with the Leader and Chair of FGP be given devolved authority to incur costs of up to £10,000 for other cost elements that will arise as referred to above.

It is likely that the architect will have preferred contractors that they will wish to work with. Given the specialist nature of this work, financial regulations are likely to need to be relaxed so as to ensure that suitable contractors are appointed. The full building works will be subject to tender by the architect however the initial costs in design and planning may involve accepting that the usual quote requirements for some elements may not be possible. The preferred architect has already identified contractors that they trust and work with on a regular basis.

- 2.10 For clarity RIBA 4 is the phase in the RIBA Plan of Work where the architectural design is refined into detailed construction information, creating drawings, specifications, and schedules required for tendering, and Building Regulations approval

3. **Financial, Legal, Equality, Environmental & Risk Issues**

Risk Issues : The primary risk comes from not acting in seeking to undertake suitable repairs to the building.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk

