



# Newark TOWN COUNCIL

## TOWN COUNCIL MEETING

WEDNESDAY 22<sup>ND</sup> APRIL 2026

Thursday 16<sup>th</sup> April 2026

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.00pm on Wednesday 22<sup>nd</sup> April 2026 which will be held in the Council Chamber at the Town Hall.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Gleadell'.

**Matthew Gleadell**  
**Town Clerk**



**A G E N D A**

**TOWN COUNCIL MEETING – WEDNESDAY 22<sup>ND</sup> APRIL 2026**

<b>1</b>	<b>Apologies for Absence</b>		
<b>2</b>	<b>To approve the Minutes of the Town Council meeting held on Wednesday 28<sup>th</sup> January 2026</b>	<b>Minutes Attached</b>	<b>Page 5</b>
<b>3</b>	<b>To receive Declarations of Interest from Members and Officers</b> <i>Relevant Legislation: Localism Act 2011 s31</i>	<b>Verbal</b>	
<b>4</b>	<b>To receive all Adopted Minutes of the Committees held since the last Full Town Council Meeting:</b>		
	<b>4a Environmental Stewardship Sub Committee held on Thursday 21<sup>st</sup> August 2025</b>	<b>Minutes Attached</b>	<b>Page 9</b>
	<b>4b Planning Committee held on Wednesday 7<sup>th</sup> January 2026</b>	<b>Minutes Attached</b>	<b>Page 13</b>
	<b>4c Finance &amp; General Purposes Committee held on Wednesday 28<sup>th</sup> January 2026</b>	<b>Minutes Attached</b>	<b>Page 17</b>
	<b>4d Planning Committee held on Wednesday 4<sup>th</sup> February 2026</b>	<b>Minutes Attached</b>	<b>Page 21</b>
	<b>4e Planning Committee held on Wednesday 4<sup>th</sup> March 2026</b>	<b>Minutes Attached</b>	<b>Page 25</b>
<b>5</b>	<b>Town Mayor’s Announcements</b>	<b>Verbal</b>	
<b>6</b>	<b>Town Clerk’s Announcements</b>	<b>Verbal</b>	
<b>7</b>	<b>Leader of the Council’s Announcements</b>	<b>Verbal</b>	
<b>8</b>	<b>Questions from Town Councillors</b>	<b>None Received</b>	
<b>9</b>	<b>Questions from Members of the Public</b>	<b>None Received</b>	
<b>10</b>	<b>Cemetery Fees and Charges</b>	<b>Report Attached</b>	<b>Page 29</b>
<b>11</b>	<b>Change of Committee Meeting Date</b>	<b>Report Attached</b>	<b>Page 33</b>
<b>12</b>	<b>Co-Option of a Councillor</b>	<b>Report Attached</b>	<b>Page 35</b>
<b>13</b>	<b>Exclusion of Press and Public</b> <i>Public Bodies (Admissions to Meetings) Act 1960 s1(2)</i>	<b>Report Attached</b>	<b>Page 37</b>
<b>14</b>	<b>Appendices to Agenda Item 12</b>	<b>Report Attached</b>	<b>Page 39</b>





# Newark TOWN COUNCIL

Agenda Item No: 2

Meeting Date: Wednesday 22<sup>nd</sup> April 2026

## TOWN COUNCIL MEETING

Minutes of the Town Council meeting held on Wednesday 28<sup>th</sup> January 2026, at 7.00pm in the Council Chamber at the Town Hall.

<b>Membership Present:</b>	<b>Town Mayor</b>	<b>Cllr B Corrigan (in the Chair)</b>
	<b>Councillors</b>	I Brown D Campbell T Collier E Cropper S Crosby S Dickinson L Geary J Kellas D Ledger G Rix N Ross L Roulstone M Skinner M Spoor P Taylor
<b>Apologies received from:</b>	<b>Councillor</b>	D Moore
<b>Town Council Staff:</b>	<b>Deputy Town Clerk</b>	Anna Lawson
<b>Public:</b>	There was 1 member of the press and 3 members of the public present.	
<b>Venue:</b>	Council Chamber	Town Hall

Prior to the start of the meeting, Cllr B Corrigan spoke about the late Cllr L Goff. The remaining members then spoke fondly and reminisced about Cllr Goff's passing.

**TC46/25/26 Apologies for Absence**

Apologies were received from Cllr Moore.

**TC47/25/26 Minutes of the Meeting of the Town Council held on Wednesday, 10<sup>th</sup> December 2025**

The Minutes of the Meeting of the Full Town Council held on Wednesday, 10<sup>th</sup> December 2025, were proposed by Cllr B Corrigan, seconded by Cllr E Cropper, and **AGREED** as a true and accurate record.

**TC48/25/26 Declarations of Interest from Members and Officers**

Cllrs Brown, Crosby, Kellas, Ross and Taylor declared an interest regarding the Notice of Motion due to membership of Newark and Sherwood District Council.

**TC49/25/26 Adopted Minutes of the Committees held since the last Full Town Council Meeting**

**a. Planning Committee held on Monday, 26<sup>th</sup> November 2025**

Cllr L Geary presented the Minutes of this Meeting.

The above reports were **NOTED** and **ACCEPTED**.

**TC50/25/26 Town Mayor's Announcements**

The Town Mayor, Cllr B Corrigan, provided an update on events she has attended, including the Town Hall Quiz and Christmas drinks with the Councillors and office staff. In addition to this, Cllr Corrigan has also represented the council at various events, including Holocaust Memorial Day commemorations, Burns Supper with the Caledonian Society, and a 100<sup>th</sup> Birthday celebration.

The Mayor's Charity Ball is scheduled for March 2026.

**TC51/25/26 Town Clerk's Announcements**

The Town Clerk advised that, due to the discussion of the upcoming Motion, the report would be passed.

**TC52/25/26 Leader of the Council's Announcements**

The leader had no announcements due to a discussion on the upcoming Motion; the report would be passed.

**TC53/25/26 Questions from Town Councillors**

None received.

**TC54/25/26 Notice of Motion**

*'This council, as a matter of urgency, considers in consultation with Newark and Sherwood District Council the future of all assets and the delivery of all services that are currently undertaken by Newark Town Council. The outcome of this maybe that services and assets currently controlled by NTC would be better being delivered and controlled by NSDC. This would align with several other areas nearby that will also shortly by joining the new unitary authority through the local government reorganisation process that is currently underway. It's understood that this would provide greater fairness and ensure greater value for money for Newark residents.'*

This item was discussed at length, with all members contributing.

The motion, proposed by Cllr M Skinner, seconded by Cllr D Ledger, was then put to a vote, and with 7 Members for, 9 Against, it was **NOT AGREED**.

Cllr M Skinner requested a Named Vote.

<b>Councillor</b>	<b>For</b>	<b>Against</b>	<b>Abstention</b>	<b>Absent</b>
I Brown	X			
D Campbell		X		
T Collier		X		
B Corrigan		X		
E Cropper		X		
S Crosby		X		
S Dickinson		X		
L Geary		X		
J Kellas	X			
D Ledger	X			
D Moore				X
Glenis Rix	X			
Neil Ross	X			
L Roulstone		X		
M Skinner	X			
M Spoons		X		
P Taylor	X			
<b>TOTALS</b>	<b>7</b>	<b>9</b>		<b>1</b>

**9.00 pm** Following a vote taken to suspend Standing Orders, to allow the meeting to continue for a further 30 minutes, which was proposed by Cllr B Corrigan and seconded by Cllr L Roulstone, it was **AGREED** to continue.

**9.11 pm** Cllr L Geary left the meeting.

**TC55/25/26 Questions from Members of the Public**

No questions were received from members of the public.

**9.30 pm Following a vote taken to suspend Standing Orders, to allow the meeting to continue for a further 30 minutes, which was proposed by Cllr B Corrigan and seconded by Cllr L Roulstone, it was AGREED to continue.**

**TC56/25/26 Budget and Precept for 26/27 Financial Year**

Cllr M Skinner requested a Named Vote

<b>Councillor</b>	<b>For</b>	<b>Against</b>	<b>Abstention</b>	<b>Absent</b>
I Brown	X			
D Campbell	X			
T Collier	X			
B Corrigan	X			
E Cropper	X			
S Crosby			X	
S Dickinson	X			
L Geary				X
J Kellas		X		
D Ledger	X			
D Moore				X
G Rix	X			
N Ross	X			
L Roulstone	X			
M Skinner		X		
M Spoons	X			
P Taylor	X			
<b>Total</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>2</b>

A vote was taken to ratify the decision made at the Finance and General Purposes Committee Meeting held on Wednesday, 28<sup>th</sup> January, in relation to the Budget and Precept for the 26/27 Financial Year, which was proposed by Cllr B Corrigan and seconded by Cllr L Roulstone, with 12 votes for, 2 against and 1 abstention. This motion was **AGREED**.

<b>Meeting Closed:</b>	<b>9.51 pm</b>	<b>Next Meeting:</b>	<b>Wednesday 22<sup>nd</sup> April 2026</b>
------------------------	----------------	----------------------	---

## TOWN COUNCIL MEETING



# Newark TOWN COUNCIL

Agenda Item No: 4a

Meeting Date: Wednesday 22nd April 2026

### ENVIRONMENTAL STEWARDSHIP SUB COMMITTEE

Minutes of the Meeting of the Environmental Stewardship Sub Committee held at 6.30pm on Thursday 21<sup>st</sup> August 2025 in the Pickin Room at the Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	Lynn Roulstone (Chairman)
	Councillors	Susan Crosby Mathew Skinner Glenis Rix Esther Cropper
<b>Apologies for Absence:</b>		None
<b>In Attendance:</b>	<b>Town Clerk</b>	Matthew Gleadell
<b>Venue:</b>	Pickin Room, Town Hall	

**ESSC/01/25/26 Apologies for Absence**

None

**ESSC/02/25/26 Minutes of the Meeting of the Environmental Stewardship Sub Committee held on 13 Feb 2025**

The minutes of the meeting held on Thursday 13<sup>th</sup> February 2025 were approved as a correct record.

**ESSC/03/25/26 Declarations of Interest from Members**

There were no Declarations of Interest.

**ESSC/04/25/26 Newark in Bloom**

Members received a presentation from Kay Bellhouse regarding the operations of Newark in Bloom. Kay detailed various work and

initiatives that Newark In Bloom had been, and are working on, including plans going forward which involved a number of new initiatives.

Members were grateful for the attendance of Kay Bellhouse and the information and update she provided which was welcomed and noted by the Members present.

**ESSC/05/25/26 Highways and Transport – Kings Mill Service and Other Highway/Transport Issues - Update**

Members received an update from the Town Clerk regarding the Kings Mill Bus service.

It was noted that the Town Clerk had spoken with and discussed the matter with officers at NSDC who had also been pursuing this particular matter.

The Town Clerk advised Members that a contact at the County Council who he had been referred to, had failed to respond to several emails regarding this issue.

It was also noted that transport matters are to fall under the remit of the new East Midlands Mayoral Combined Authority and that opportunities for lobbying through this channel should be explored.

Members also reviewed the list developed which included a variety of other highway and transport related concerns. It was noted that a Neighbourhood Plan in particular would help with addressing some of the elements detailed within that list, and that as and when a Neighbourhood Plan develops those elements can be introduced where appropriate.

**ESSC06/25/26 Cemetery Spraying - Reviews of Trials**

Members reviewed the report received from the Asset Maintenance and Operations Manager.

Members were very keen to state that they are desirous of finding alternative options and solutions and noted that further tests of other products may be undertaken.

Members were also keen to demonstrate to external campaigners that they do take the issue seriously and will continue to investigate the matter going forward.

**ESSC07/25/26 Town Hall Decarbonisation Update**

The Town Clerk explained that the company commissioned to carry out the work had as yet failed to get underway, that they were being chased, and that further updates will be provided in due course

**ESSC 08/25/26 Active Travel Event – Proposal from Chairman**

The Chairman set out the ambition for a suitable event and various ideas were discussed.

It was agreed that to be successful, the event would need to involve other stakeholders, in particular Newark and Sherwood District Council.

It was resolved to contact Newark and Sherwood District Council to seek their input and views on potential event in the future.

**ESSC09/25/26    Solar Panels Update**

The Town Clerk advised Members that with the evolving likelihood of significant works to the Town Hall roof, it would be sensible to take the opportunity to install solar panels subject to Planning Permission being obtained as part of the roof works.

The Clerk explained that pre-application advice had been received from the District Council and that for the first time they did indicate that provided certain requirements are met, the possibility of gaining suitable consent exists.

The Clerk noted that it was significant because prior to this point the general consensus from District Council officers had been one of extreme concern over the addition of solar panels on such an historic and significant building.

**ESSC10/25/26    COP 30 School Program Proposals**

Cllr L Geary attended the meeting to set out her proposals for a COP 30 event, which were supported and welcomed by the Members present.

It was resolved to recommend to Full Town Council that a COP 30 event be held and delivered at the Town Hall.

<b>Meeting Closed:</b>	<b>19.45pm</b>	<b>Next Meeting:</b>	<b>TBC</b>
------------------------	----------------	----------------------	------------



## TOWN COUNCIL MEETING



# Newark TOWN COUNCIL

Agenda Item No: 4b

Meeting Date: Wednesday 22<sup>nd</sup> April 2026

### PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on Wednesday 7<sup>th</sup> January 2026 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>L Geary (Chair)</b>
	Councillor	T Collier (Vice Chair) D Campbell E Cropper S Dickinson L Goff N Ross L Roulstone M Skinner
<b>In Attendance</b>	Town Clerk	Matthew Gleadell
<b>Apologies</b>	There were no apologies	
<b>Taking Minutes:</b>		Matthew Gleadell
<b>Public:</b>	There were 0 members of the public present and 1 member of the Press.	
<b>Venue:</b>	Council Chamber, Town Hall.	

#### **PR43/25/26 Minutes**

The Minutes of the last meeting held on Wednesday 26<sup>th</sup> November, 2025 were **AGREED** and signed as a true and correct record.

**PR44/25/26    Declarations of Interest**

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

**PR45/25/26    Neighbourhood Plan – Next Steps**

Members received a presentation from Helen Metcalfe (Consultant) and discussed a variety of Neighbourhood Plan issues and topics and generally started to consider some of the objectives and procedures involved in the Neighbourhood Plan.

Timescales were noted and the need for a form of Steering Group. The proposed boundary of the plan area was considered and it was **RESOLVED** that the boundary of the plan area will be the Parish Boundary of Newark.

**PR45/25/26    Outstanding Planning Applications**

**25/01793/LBC        Kirkgate Dental Surgery, 9-11 Kirk Gate, Newark**

Replacement of fire doors.

**No Objection was raised to this application.**

**25/01917/ADV        Newark Castle Gardens, Castle Gate, Newark**

Vinyl advertisement attached to hoardings.

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

**No Objection was raised to this application.**

**25/01923/HOUSE    11 Beech Avenue, Newark**

Proposed single storey garden studio/ancillary building including gym, workshop and open-plan studio for residential use.

**Newark Town Council Objects to this application on the following grounds:**

- **The development does not reflect the character of the area.**
- **The development does not reflect the design of the host dwelling.**
- **The development fails to retain sufficient amenity space for the host dwelling.**
- **The development is too close to the building at 12 Byron Close causing harmful impact on both buildings.**

**25/01980/FUL        Former TSB, 37 Castle Gate, Newark**

Change of Use of the former Bank premises to four self-contained residential flats (Use Class C3).

**No Objection was raised to this application however, Newark Town Council is keen to ensure**

that the development is suitably developed with sound proofing design to avoid residents taking up occupation and then complaining about noise from nearby night time economy venues.

25/02041/FUL

**33 Yarnsworth Road, Middlebeck, Newark**

Change of Use of existing dwelling (Use Class C3) to a Children's Care Home (Use Class C2).

**Newark Town Council is neutral on this application but has concerns about the impact on highway safety and disturbance to nearby properties due to parking and vehicle movements.**

25/02075/S73

**165 Hawton Road, Newark**

Variation of Condition 2 attached to 25/00570/HOUSE – Proposed single storey side and rear extensions.

**No Objection was raised to this application.**

25/00679/S73M

**Lincoln Road Playing Field, Lincoln Road, Newark**

**Amended  
Addendum**

Removal of Condition 5 (Replacement Road Network) and to amend the wording of Conditions 6 (Stopping-Up Order), 12 (Bus Route Parking) and 16 (PROW Diversion) attached to planning permission 22/01528/RMAM.

**It was DEVOLVED to Cllr Geary to respond to this application after consultation with ward members.**

25/01990/HOUSE

**Springfield House, 23 Farndon Road, Newark**

**Addendum**

Erection of first-floor extension above existing extension, internal alterations to improve layout, replacement of conservatory with single storey extension incorporating green roof and roof terrace, conversion of outbuilding to gym and thermal upgrades including new roof structure, windows and doors.

**No Objection was raised to this application.**

**PR46/25/26 Notice of NSDC Planning Decisions**

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

**PR47/25/26 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.

<b>Meeting Closed:</b>	<b>9pm</b>	<b>Next Meeting:</b>	<b>Wednesday 4<sup>th</sup> February, 2026</b>
------------------------	------------	----------------------	--

TOWN COUNCIL MEETING



# Newark TOWN COUNCIL

Agenda Item No: 4c

Meeting Date: Wednesday 22<sup>nd</sup> April 2026

**FINANCE & GENERAL PURPOSES COMMITTEE MINUTES**

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday, 28th January 2026, at 7.00 pm, in the Council Chamber, at the Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	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 G Rix N Ross L Roulstone M Skinner M Spoons P Taylor
<b>Apologies for Absence:</b>	<b>Councillors</b>	D Moore
<b>Officers Present:</b>	<b>Town Clerk</b> <b>Deputy Town Clerk</b>	Matthew Gleadell Anna Lawson
	One member of the press was present, and no members of the public were in attendance.	
<b>Venue:</b>	Committee Room, Newark Town Hall	

**A one-minute silence was held in respect to the late Cllr Goff.**

**FGP043/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday, 12<sup>th</sup> November 2025**

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

**FGP044/25/26 Declarations of Interest**

No Declarations of Interest were received.

**FGP045/25/26 Payment Schedule**

Amendments were requested for several of the listed names.

Declarations of Interest were made by Cllrs Crosby, Skinner, and Brown in relation to payment item 4571.

The payment schedule was proposed by Cllr B Corrigan, seconded by Cllr D Campbell and **NOTED**.

**FGP046/25/26 2026/2027 Budget and Medium-Term Financial Plan**

Cllr B Corrigan gave thanks to the Town Clerk for compiling an extensive budget.

The Budget and Medium-Term Financial Plan was proposed by Cllr B Corrigan, seconded by Cllr L Roulstone and **NOTED**.

**FGP047/25/26 Meeting Dates 26/27 Civic Year**

It was **AGREED** to accept the proposed dates for the 2026/2027 civic year.

The meeting dates were proposed by B Corrigan, seconded by Cllr D Campbell and **NOTED**.

**FGP048/25/26 Exclusion of Press and Public**

Cllr S Crosby proposed, Cllr D Ledger seconded:

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.

A vote was held, and this was **AGREED**.

**FGP048/25/26 Appendices to 2026/2027 Budget**

The Budget details were **NOTED**.

**FGP049/25/26 Museum Collections Officer**

The Town Clerk provided background information and answered questions.

Extensive discussions took place on all aspects of the proposal's adoption.

A Declaration of Interest was received from Cllrs Taylor, Brown, Crosby, and Kellas.

The Personnel Sub-Committee must consider further amendments to the contract.

Adoption of the proposal to extend the contract was proposed by Cllr B Corrigan, seconded by Cllr T Collier and **NOTED**.

<b>Meeting Closed:</b>	<b>19.33pm</b>	<b>Next Meeting:</b>	<b>Wednesday 11<sup>th</sup> March 2026</b>
------------------------	----------------	----------------------	---



## TOWN COUNCIL MEETING



# Newark TOWN COUNCIL

Agenda Item No: 4d

Meeting Date: Wednesday 22<sup>nd</sup> April 2026

### PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on Wednesday 4<sup>th</sup> February 2026 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>L Geary (Chair)</b>
	Councillor	T Collier (Vice Chair) D Campbell (Ap) E Cropper (Ap) S Dickinson N Ross (Ap) L Roulstone M Skinner
<b>In Attendance</b>	Deputy Town Clerk	Anna Lawson
<b>Apologies</b>	Councillors D Campbell, E Cropper & N Ross	
<b>Taking Minutes:</b>		Anna Lawson
<b>Public:</b>	There were 0 members of the public present and 1 member of the Press.	
<b>Venue:</b>	Council Chamber, Town Hall.	

#### PR48/25/26 Minutes

The Minutes of the last meeting held on Wednesday 7<sup>th</sup> January, 2026 were **AGREED** and signed as a true and correct record.

**PR49/25/26**     **Declarations of Interest**

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

**PR50/25/26**     **Neighbourhood Plan – Next Steps**

Two visits were planned for the Consultant to meet with the Committee Members, one of these is planned for the 26<sup>th</sup> February 2026 from 10am to 3pm and the other for the 18<sup>th</sup> March 2026.

**PR51/25/26**     **Outstanding Planning Applications**

**25/01788/FUL**     **Trinity Hind Traders, Unit 10 Hawton Business  
Amended**     **Park, Hawton Lane, Balderton, Newark, NG24 3EH**  
  
B8 (Storage & Distribution) with ancillary trade/limited public sales.  
  
**No comment was made for this application as it was noticed that a decision had already been made by NSDC.**

**25/01955/HOUSE**     **17 Robert Dukeson Avenue, Newark**  
  
Demolition of existing conservatory and replace with like for like.  
  
**No Objection was raised to this application.**

**25/02053/FULM**     **Former Perys Bingo, 69 Castle Gate, Newark**  
  
Change of use of second floor lobby and former bingo hall to form 42 bedroom hotel, including formation of dedicated hotel entrance at ground floor, new dedicated hotel lift, stairs and new rooflights.  
  
**Newark Town Council supports this application and noted the comments of the Environmental Health Officer.**

**25/02122/HOUSE**     **10 Hill Vue Avenue, Newark**  
  
Proposed single storey rear extension.  
  
**No Objection was raised to this application.**

**25/02141/FUL**     **Cottage Homes, London Road, Newark**  
  
Erection of Common Room.  
  
Cllr M Skinner declared a non-pecuniary interest in this application.  
  
**Newark Town Council has concerns regarding the loss of light to existing properties. Members noted the 3 letters of objection from residents and the lack of letters in support of the application. There was also concern as to whether the Common Room would be used.**

- 26/00065/HOUSE 79 Riverside Road, Newark**  
Proposed front entrance porch.  
**No Objection was raised to this application.**
- 26/00090/FUL Pelham Street Car Park, Newark**  
Create a new car parking space next to the four current spaces by reducing the garden area by half.  
**No Objection was raised to this application.**
- 26/00127/HOUSE 34 Edgehill Drive, Newark**  
Proposed single storey rear flat roof extension.  
**No Objection was raised to this application.**

**PR52/25/26 Notice of NSDC Planning Decisions**

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

**PR53/25/26 Urgent Decisions Taken Under The Scheme of Delegation**

25/01998/FUL – 1 Front Street, Barnby in the Willows, Newark

Change of Use from one dwelling to two dwellings.

Members **NOTED** the decision taken Under The Scheme of Delegation for the above application.

**PR54/25/26 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.

<b>Meeting Closed:</b>	<b>8.25pm</b>	<b>Next Meeting:</b>	<b>Wednesday 4<sup>th</sup> March, 2026</b>
------------------------	---------------	----------------------	---



## TOWN COUNCIL MEETING



# Newark TOWN COUNCIL

Agenda Item No: 4e

Meeting Date: Wednesday 22<sup>nd</sup> April 2026

### PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on Wednesday 4<sup>th</sup> March 2026 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>L Geary (Chair)</b>
	Councillor	T Collier (Vice Chair) D Campbell (Ap) E Cropper S Dickinson N Ross (Ap) L Roulstone (Ap) M Skinner
<b>In Attendance</b>	Deputy Town Clerk	Anna Lawson
<b>Apologies</b>	Councillors D Campbell, N Ross & L Roulstone	
<b>Taking Minutes:</b>		Anna Lawson
<b>Public:</b>	There were 0 members of the public present and 0 members of the Press.	
<b>Venue:</b>	Council Chamber, Town Hall.	

#### **PR55/25/26 Minutes**

The Minutes of the last meeting held on Wednesday 4<sup>th</sup> February 2026 were **AGREED** and signed as a true and correct record.

**PR56/25/26      Declarations of Interest**

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

**PR57/25/26      Neighbourhood Plan – Next Steps**

Members considered the importance of the Master Plan and it was recommended that Members read from Page 70 of the Master Plan.

A discussion took place as to how the Neighbourhood Plan should only include Planning matters.

Members noted that some planning training would be available on Tuesday evening with Matthew Tub at Newark & Sherwood District Council, Castle House, Great North Road, Newark.

**PR58/25/26      Outstanding Planning Applications**

**26/00151/ADV      Pizza Express, The Wharf, Newark, NG24 1EU**  
**&**                      Installation of illuminated and non-illuminated signage  
**26/00154/LBC**                      and repainting of the building.

**No Objection was raised to these applications subject to the approval of the Conservation Officer.**

**26/00156/PA      Newark Rugby Club, Kelham Road, Newark, NG24 1WN**

Application to determine if prior approval is required for proposed installation of solar PV panels on the east facing slope of the clubhouse pitched roof under Schedule 2 Part 14 Class J.

**No Objection was raised to this application and particular support was shown for the proposed installation of solar PV panels.**

**26/00252/S73      65A London Road, Newark, NG24 1RZ**

Application for variation of condition 03 to amend approved bricks and roof tiles attached to planning permission 04/02239/FUL; Residential development – Erection of 5 dwellings.

**No Objection was raised to this application.**

**26/00195/S19LBC      Watermill, 67 Mill Gate, Newark, NG24 4TU**

Variation of Condition 2 attached to Listed Building Consent 25/00576/LBC to amend the approved plans.

**No Objection was raised to this application subject to the approval of the Conservation Officer.**

**26/00257/LBC Hesketh House, 84 Victoria Street, Newark, NG24 4UF**

No Objection was raised to this application.

**PR59/25/26 Notice of NSDC Planning Decisions**

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

**PR60/25/26 Urgent Decisions Taken Under The Scheme of Delegation**

The Committee **NOTED** the decision taken by the Chair of this Committee under the Scheme of Delegation for the following application:

**25/01099/HOUSE – 6 Hill Vue Avenue, Newark**

**Two storey rear extension and conversion of loft**

**Revised drawing received**

**PR61/25/26 Miscellaneous Applications**

**a. Nottinghamshire County Council Applications**

No applications had been received.

**b. Street Naming**

**New Development on land at Bowbridge Road, Newark**

After discussion of this item, the following street names were suggested for the site:

**Goff Close**

**Coachpainters Close**

**Painters Close**

**c. Notification of Appeals**

No applications had been received.

**d. Licensing Applications**

No applications had been received.

<b>Meeting Closed:</b>	<b>7.33pm</b>	<b>Next Meeting:</b>	<b>Wednesday 1<sup>st</sup> April, 2026</b>
------------------------	---------------	----------------------	---



**TOWN COUNCIL MEETING**

<b>SUBJECT:</b>	<b>Cemetery Fees and Charges</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

1.1 That members **APPROVE** the increases in Cemetery Fees and Charges recommended by the Cemetery Working Group as detailed in this report and to apply as from 1<sup>st</sup> June 2026 following a period of notice to relevant funeral directors.

**2. Background**

2.1 At the last meeting of the Cemetery Development Working Group, on Thursday 9<sup>th</sup> April 2026, Cemetery Fees and Charges was an Agenda item for discussion.

2.2 Attached at Appendix 1 are the details of current charges; number of services delivered for each element in 25/26 and the proposed increases to apply if adopted by the Town Council.

2.3 After discussion the Cemetery Development Working Group **SUPPORTED** the Clerk’s proposals for a 4.5% increase in all cemetery fees and charges to be rounded up to the nearest £5.

The rationale behind the increase was presented by the Town Clerk at the Cemetery Working Group and supported at that meeting.

2.4 The Cemetery Development Working Group are recommending to the Full Town Council that the increases be adopted as outlined in this report.

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

3.1 All relevant factors detailed above or in attached Appendix.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell    Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>



	Newark		Sleaford		Notts City		Mansfield		Bassetlaw		Lincoln		Number of Transactions in Newark						Proposed new Charge (see rationale below *)		Additional Annual Revenue (avg)
	2025/26		2025/26		2025/26		2025/26		2026/27		2025/26		23/24	24/25	25/26	25/26	25/26	AVG.	Resident	Non Resident	£
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Total						
Stillborn child or not older than 1 month	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	1	2	0	0	0	0.75	No Fee	No Fee	£0.00
Child 1 month to 12 Years	No Fee	No Fee	£133	£266	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	1	0	0	0	0	0.25	No Fee	No Fee	£0.00
Child exceeded 12, but not exceeded 18	No Fee	No Fee	£216	£433	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	0	0	0	0	0	No Fee	No Fee	£0.00	
Burial - Person over 12 years	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	£374 (0-16)	£374 (0-16)	No Fee	No Fee	No Fee	No Fee	0	0	0	0	0	No Fee	No Fee	£0.00	
Burial - Person over 16 years	No Fee	No Fee	£486	£965	No Fee	No Fee	£772	£772	No Fee	No Fee	No Fee	No Fee	0	0	0	0	0	No Fee	No Fee	£0.00	
Burial - Person over 18 years	£870	£1,740	£486	£965	£956	£1,939	£772	£772	£750	£1,500	£675	£1,350	53	77	76	1	77	51.75	£910	£1,820	£2,070
Interment of Cremated Remains	£350	£700	£160	£319	£531	£531	£225	£225	£437	£874	£123	£154	109	81	56	4	60	62.50	£370	£740	£1,250
Purchase Rights of Burial for 50 years	£870	£1,740	£433	£865	£1,785	£1,785	1630 (4 x 9)	2444 (4 x 9)	£1,433	£2,866	£659	£1,318	75	31	35	1	36	35.50	£910	£1,820	£1,420
Purchase Rights of Cremated remains for 50 years	£460	£920	£166	£333	£267	£267	904 (4 x 4.6)	1343 (4 x 4.6)	£650	£1,300	£185	£371	42	20	12	1	13	18.75	£480	£960	£375.00
Additional fee for interment on Saturdays Cremated remains only	£220	£200	£160	£160	-	-	Normal fee is doubled	Normal fee is doubled	-	-	-	-	1	5	0	0	0	1.20	£230	£230	£12.00
Headstone Consent	£450	£450	£128	£256	£413	£413	181	181	£260	£260	134	134	63	55	54	0	54	45.20	£470	£470	£904
Additional charge of headstone base	£420	£420	-	-	-	-	-	-	-	-	-	-	52	31	35	1	36	31.00	£440	£440	£620
Walled Grave of 8ft x 4ft	Cost on application	Cost on application	-	-	As below - slabs only	As below - slabs only	£1,632	£2,448	-	-	No	-	0	0	0	0	0	0	Cost on application	Cost on application	
Vault of 8ft x 8ft	Cost on application	Cost on application	-	-	£2632 (Chamber)	£2632 (Chamber)	£3,263	£4,895	-	-	No	-	0	0	0	0	0	0	Cost on application	Cost on application	
Tablet	£480	£480	-	-	-	-	169	169	£260	£260	330	330	76	50	36	0	36	39.6	£505	£505	£990
Additional Tablet Inscription	£350.00	£350.00	-	-	£124	-	-	-	£135	£135	-	-	30	48	57	5	57	39.4	£365	£365	£591
Book of Remembrance	£80/£120/£200	£80/£120/£200	-	-	-	-	£47 per line	-	-	-	£124/£154/£185	-	0/1/0	1/0/0	2/0/0	0	2/0/0	0.75/0.25/0	£85/ £125 / £210	£85 / £125 / £210	£3.75 / £1.25 / £0
Exhumation	£4,000	£4,000	£640	£640	£2,500	£2,500	1764	1764	£1,645	£1,645	Contract out	-	1	4	0	0	0	0	No Change	No Change	£0.00
Extra Depth	£380.00	£380.00	-	-	-	-	-	-	-	-	-	-	3	4	5	5	0	4.25	£400	£800	£85.00
																					8317

**Rationale for Increases**

<b>Inflation Measures</b>	<b>Percentage Increase (last 12)</b>	<b>Notes</b>
Retail Price Index Increase	3.60%	
Consumer Price Index Increase	3.00%	
<b>Internal Cost Pressures</b>		
Capital Costs Increase Levy	1%	Additional charge to help with large capital costs facing the Cemetery service including chapel repairs and a new Cemetery.

**Combining all of the above a 4.5% increase is proposed rounded upwards to the nearest £5.00.**



**TOWN COUNCIL MEETING**

<b>SUBJECT:</b>	<b>Change of Committee Meeting Date</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

1.1 Members are asked to consider changing the date of the July meeting of the Full Town Council from Wednesday 22<sup>nd</sup> July 2026 to Wednesday 1<sup>st</sup> July 2026.

**2. Background**

2.1 On 23<sup>rd</sup> October 2025 the following email was sent to all Members:

*'Please could you 'Save the Date' of **WEDNESDAY 1<sup>ST</sup> JULY 2026, provisional time of 18.00hrs** for the 400 year Anniversary of the Mayoralty. The intention is to recreate the 300 year Anniversary photograph of the then Aldermen which was taken on the very same date in 1926 on the steps of the Town Hall. The photograph from 1926 is located just outside the lift doors on the 1<sup>st</sup> floor of the Town Hall'.*

The intention was to do this prior to a Full Town Council Meeting which would mean that most Members would be available.

However, when the Meeting Calendar was agreed, this was not taken into account.

2.2 If Members agree to the change of date the necessary steps can then be taken to circulate the information publicly.

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

3.1 None.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell    Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>



**TOWN COUNCIL MEETING**

<b>SUBJECT:</b>	<b>Co-Option of a Councillor</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members determine which applications for Co-option are to be considered (see 2.3 below).
- 1.2 That following review of applications and presentations from potential candidates for Co-option that members determine if they wish to co-opt a new member from the applicants before them and if so vote to determine which applicant that is to be.

**2. Background**

- 2.1 In response to advertising the vacancy in line with the co-option policy the Council has received 2 / 3 (**see reason for non-specific number below**) applications for Co-option. The applications are attached to this report as Appendix 1,2 and 3 respectively.
- 2.2 The applicants are:
  - 1. Paul Baggaley (signed original copy of application on file but digital version sent by applicant used in report)
  - 2. Andrew Leatherland
  - 3. Victoria Macdonald
- 2.3 The 3<sup>rd</sup> named applicant contacted the Clerk on the day of the deadline for applications advising that they were at that time away on holiday, could not complete the application online on their mobile phone (confirmed that such an option was not available) and seeking approval for completing the application as soon as they could. Their application was therefore received after the deadline albeit the initial contact was made within the deadline. They have been advised that due to the application being late that it may not be taken forward. Members may therefore choose not to accept the application due to being received after the deadline however, in the circumstances detailed the Clerk recommends that the application is taken forward.
- 2.4 As a reminder applicants will give a short presentation to the Council at the meeting following which members may discuss the applications received before deciding firstly if a suitable candidate has come forward and if so, then by way of secret vote confirming the candidate to be appointed.

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

All relevant matters contained in the report.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell    Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

