

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Newark Town Board** held in the Hybrid Meeting - Castle House, Great North Road, Newark NG24 1BY / Microsoft Teams on Monday, 27 April 2026 at 1.30 pm.

|                           |                     |                                               |
|---------------------------|---------------------|-----------------------------------------------|
| PRESENT:                  | Penny Taylor MBE    | Lincoln College Group (Co-Chair)              |
|                           | Tony Aspbury        | Newark Showground (Vice-Chair)                |
|                           | Cllr. Dawn Campbell | NTC (Member)                                  |
|                           | Cllr. Rowan Cozens  | NSDC (Member)                                 |
|                           | Neil Cuttell        | NSDC (Advisor)                                |
|                           | Joshua Farmer       | NSDC (Advisor)                                |
|                           | Andrew Fearn        | St. Mary Magdalene with St. Leonards (Member) |
|                           | Karen Fearn         | NHS (Member)                                  |
|                           | Emma Holden         | Your CVS (Guest)                              |
|                           | Sarah Husselbee     | NSDC (Advisor)                                |
|                           | Jackie Insley       | Citizens Advice (Member)                      |
|                           | Sanjiv Kohli        | NSDC (Section 151 Officer)                    |
|                           | Matt Lamb           | NSDC (Advisor)                                |
|                           | Anna Lawson         | NTC (Advisor)                                 |
|                           | John Robinson       | NSDC (Advisor)                                |
|                           | Oliver Scott        | NSDC (Advisor)                                |
|                           | Nick Wilson         | NSDC (Advisor)                                |
| MICROSOFT<br>TEAMS:       | Joelle Davies       | NCC (Advisor)                                 |
|                           | Charlotte Elam      | Notts. Police (Member)                        |
|                           | Anthony Foxwell     | Letsxcape (Member)                            |
|                           | Nicola Stevens      | NCC (Advisor)                                 |
|                           | Cllr. James         | NCC (Member)                                  |
|                           | Walker-Gurley       |                                               |
| APOLOGIES FOR<br>ABSENCE: | Darren Burke        | Masdings (Member)                             |
|                           | Louise Casey        | Your CVS (Co-Chair)                           |
|                           | Robert Jenrick      | MP (Member)                                   |
|                           | Kathryn Sharp       | EA (Advisor)                                  |
|                           | Rosemary Thompson   | Historic England (Advisor)                    |

### 40 DECLARATIONS OF INTEREST

It was noted that any members or advisors involved in a PiPP Expression of Interest should declare this so the Board is aware of conflicts around the topic of application submissions. Conflicts noted in relation to applications included:

- Andrew Fearn (St Marys Magdalene with St Leonards)
- James Walker Gurley (Nottinghamshire County Council)
- Dawn Campbell (Newark Town Council)
- Anna Lawson (Newark Town Council)
- Penny Taylor (Lincoln College)
- Rowan Cozens (Newark and Sherwood District Council)

41 MINUTES OF PREVIOUS MEETING - 21 JANUARY 2026

AGREED that the Minutes be accepted as a true record.

42 CHAIR'S WELCOME

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

Penny highlighted that the Knife Angel is currently in Newark, noting that the Knife Angel was specifically created to highlight the negative effects of violent and knife crime on our communities.

The board were also informed that the Middlebeck link to the A46 had opened this morning.

Penny also advised that James Carpenter had resigned from the board and that two new members had been appointed following advertisement, they are Jackie Insley and Anthony Foxwell, who were welcomed to the meeting.

43 PIPP MOU, BRANDING AND REPORTING UPDATE

The following updates were provided to the meeting:

- The Government have strongly endorsed our plan submitted in November and we now have a formal Memorandum of Understanding with Government allowing delivery to start from April 2026, subject to receipt of funds.
- All reports to the UK Government will be made publicly available on the Newark Town Board, following government approval. The first report will be submitted based on information approved by the board and Section 151 Officer.

44 LOCAL ASSURANCE FRAMEWORK UPDATE

The board noted the updates to the Newark Town Board Local Assurance Framework circulated to board members in March 2025, following approval by the Accountable Body and receipt of updated UK Government guidance. This includes the following updates, as reflected in the latest version available [here](#):

- Section 2.0 - Updated board membership and representation requirements to reflect latest governance guidance and policies set out within the [PiPP Prospectus](#).
- Section 2.0 - 2 new members and 1 resignation. With an updated NTB quorum of 5 members, based on 1/3 of the board rounded.
- Section 3.0 - Updated requirements including publishing of documents in accordance with the [PiPP Prospectus](#).

- Section 13.0 - Removal of the requirement for individual Business Case review and approval by the board, however this remains a requirement of the Accountable Body from an assurance perspective.
- Section 16.0 - Updated monitoring and reporting guidance to reflect PiPP Prospectus (6-monthly reports to be approved Accountable Body, based on information approved by the board).

#### 45 PIPP 'UPPER FLOOR CONVERSION SCHEME' DISCUSSION

Matt Lamb and Oliver Scott provided an update regarding the Upper Floor Conversion Scheme with a reminder to the board of what the scheme could achieve and to agree the guiding principles to inform further development of the scheme. This included a focus on town centre sites and the Unlocking Upper Floors' Study as one of the final parts of the High Street Heritage Action Zone (HSHAZ) work, funded by Historic England. The board were encouraged to consider the key findings of the study which were presented for discussion.

The following considerations of the scheme were presented for discussion:

- Potential to resource/support internally through the conservation team, but resource implications for them.
- Connect into Masterplan work.
- Developer guidance – how to do it, national space standards (draft produced in the upper floors study including retrofit strategies and specifications).
- Funding to bridge the significant viability gap and/or incentivise best practice model.
- Robustness of engagement with potential grantees is critical - requires time and effort to improve number and quality of grant submissions.
- Funding the viability gap might limit the number of projects capable of being supported e.g. where the deficit is circa £400k.
- Factors out of our control such as planning reform.

It was further noted that incentivisation could include:

- Covering the viability gap in part or entirely; or
- Work to support a project (feasibility, professional fees, heritage condition survey/repair costings etc); and/or
- Costs towards retrofit that meets conservation standards.

It was explained to the board that this work would likely need a part time role (circa 22 hours) as a Grants officer. The JD will need to include engagement with owners and potential grantees, an element of coordination of projects from inception to delivery, organisation of events and comms, auditing and evaluation of grant outcomes.

Cllr. Dawn Campbell advised the meeting that she would prefer to read the evaluation report with reference to the viability gap before advising on preference for the scheme criteria and eligibility. Matt Lamb to provide papers before the next meeting in July, noting they must be treated as confidential at this stage and that further proposals regarding the scheme criteria and delivery arrangements will be presented at a future meeting.

Matt Lamb added that £150,000 of PiPP funds were set aside in 26/27 and a further £600,000 in 27/28 for this scheme, subject to future board agreement on the more developed proposals.

46 PIPP COMMUNITY GRANT SCHEME AND CALL FOR CAPITAL PROJECTS UPDATE REPORT

The purpose of this report was to provide an update and key recommendations to the Newark Town Board regarding the PiPP Community Grant Scheme and recent 'Call for Capital Projects'.

The board were reminded of the agreed delivery arrangements for the PiPP Community Grant Scheme, including for the scheme to be administered by NSDC working in partnership with Your CVS as set out in the report provided.

The board received a high-level summary of all Expressions of Interest submitted to the Call for Capital Projects for oversight and awareness of the nature of proposals received and the appraisal process undertaken.

Matt Lamb and Sarah Husselbee welcomed general comments on the overall Call for Projects process, with Neil Cuttall reminding the board that delivery through this process is at the board's discretion.

The board agreed to take suggested amendments to recommendations 4 and 5 of the report as below and **AGREED (unanimously) that the board:**

**PiPP Community Grant Scheme**

- 1) Notes the updates associated with the PiPP Community Grant Scheme as set out in 3.3 to 3.6 of the report provided.
- 2) Agrees that the Accountable Body (acting through the Section 151 Officer) will confirm awards of funding through the 2026 to 2030 'PiPP Community Grant Scheme' and enter into Grant Funding Agreements with successful applicants, based on annual recommended lists of awards determined by the independent grant panel convened by Your CVS and NSDC (Economic Growth and Community Engagement), in consultation with the Board Chair(s). This reflects the scheme application and appraisal arrangements previously agreed by the board on 10<sup>th</sup> November 2025.

**Call for Capital Projects**

- 3) Notes the updates provided regarding the recent 'Call for Capital Projects'.
- 4) Agrees that **delegated authority is given to a panel comprising the Accountable Body Section 151 Officer, NSDC Director of Planning and Growth, and either or both the Co-Chair and Vice-Chair** to confirm and agree the conditional shortlist of projects for PiPP capital funding and

award initial revenue capacity funding to each shortlisted Project Lead to support the development of proposals (up to a combined maximum value of £100,000 capacity funding across all Recipients). **It should be noted that this does not guarantee an award of capital funding to shortlisted projects, and the final decision regarding an award of capital funding will be taken by the board at a future meeting.**

- 5) **Notes that the proposed shortlist of conditional PiPP capital projects to be presented to the panel for consideration will be recommended by officers, informed by a combination of:**
  - a) the outcome of the board's previously agreed appraisal and scoring process;
  - b) availability of funding in relation to the profile of the funding request and;
  - c) consultation with non-conflicted board members on 27<sup>th</sup> April 2026, considering the preference for a balance of interventions across the local PiPP priority themes and alignment to the board's strategic vision.
- 6) Agrees that all shortlisted Project Lead(s) will be required to develop proposals further using the initial revenue funding awarded (including the preparation of a Business Case) and return to the board at a future meeting to support a final decision on the award of PiPP capital funding. Any Business Case must be approved by the Section 151 Officer, prior to any potential confirmation and award of capital funds.

47     ANY OTHER BUSINESS

Matt Lamb informed the meeting that Newark had been considered for a national Place Shaping award with Penny and Matt recently presenting in front of a panel of judges, with further information to follow.

48     DATE OF NEXT MEETING - WEDNESDAY, 8 JULY 2026 @ 1:30 PM

Meeting closed at 2.55 pm.