

Please ask for Democratic Services
Phone (01283) 595722 / 595848
Typetalk 18001
DX 23912 Swadlincote
democraticservices@south-derbys.gov.uk

Our Ref: DS
Your Ref:

Date: 11 April 2019

Dear Councillor,

Housing and Community Services Committee

A Meeting of the **Housing and Community Services Committee** will be held in the **Council Chamber**, on **Tuesday, 23 April 2019 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

Councillor Hewlett (Chairman), Councillor Smith (Vice-Chairman) and Councillors Dr Coyle, Grant, Roberts, Watson and Wyatt

Labour Group

Councillors Rhind, Richards, Shepherd and Wilkins

Independent / Non-Grouped Members

Councillors Coe and Tipping

AGENDA

Open to Public and Press

- 1** Apologies and to note any Substitutes appointed for the Meeting.

- 2** To receive the Open Minutes of the following Meetings:

Housing and Community Services Committee 8th January 2019 Open Minutes **4 - 6**
Housing and Community Services Committee 31st January 2019 Open Minutes **7 - 11**

- 3** To note any declarations of interest arising from any items on the Agenda

- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.

- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.

- 6** Reports of Overview and Scrutiny Committee

- 7** SERVICE PLANS 2019-20 **12 - 49**

- 8** PARKS AND OPEN SPACES EVENTS POLICY **50 - 106**

- 9** COMMUNITY PARTNERSHIPS SCHEME **107 - 110**

- 10** COMMITTEE WORK PROGRAMME **111 - 115**

Exclusion of the Public and Press:

- 11** The Chairman may therefore move:-
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 12** To receive the Exempt Minutes of the following Meeting:
Housing and Community Services Committee 31st January 2019 Exempt Minutes
- 13** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 14** ROSLISTON FORESTRY CENTRE - PROCUREMENT EXERCISE

HOUSING AND COMMUNITY SERVICES COMMITTEE (SPECIAL – BUDGET)

8th January 2019

PRESENT:-

Conservative Group

Councillor Hewlett (Chairman) and Councillors Dr. Coyle, Ford (substituting for Councillor Smith), Grant, Roberts and Watson.

Labour Group

Councillors Dunn (substituting for Councillor Wilkins), Rhind, Richards and Shepherd

HCS/64 **APOLOGIES**

Apologies for absence were received from Councillors Smith and Wyatt (Conservative Group), Councillor Wilkins (Labour Group) and Councillors Coe and Tipping (Independent/ Non-Grouped Member)

HCS/65 **DECLARATIONS OF INTEREST**

Councillor Shepherd declared a personal interest in the grants to voluntary bodies element of Item 6 Service Base Budgets 2018 / 2019 by virtue of being on the board of trustees for the Citizens Advice South Derbyshire and City (CASDAC).

Councillor Hewlett declared a personal interest in the grants to voluntary bodies element of Item 6 Service Base Budgets 2018/2019 by virtue of being on the board of trustees for the Citizens Advice South Derbyshire and City (CASDAC).

Councillor Dr Coyle declared a personal interest in the grants to voluntary bodies element of Item 6 Service Base Budgets 2018/2019 by virtue of being on the board of trustees for Sharpe's Pottery Heritage & Arts Trust Ltd.

HCS/66 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

HCS/67 **QUESTIONS FROM MEMBERS OF COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

HCS/68 **REPORTS OF THE OVERSIGHT AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

HCS/69 **SERVICE BASE BUDGETS 2019 / 2020**

The Strategic Director (Corporate Resources) presented the report to Committee, outlining the budgetary process through to the meeting of Council on the 27th February 2019. The Strategic Director (Corporate Resources) provided context on the overall financial position by highlighting the savings identified in certain budgets and the risks associated with the use of some reserves, growth within the District and the effects of the reduction in core funding. The Director also confirmed that fee increases were being proposed for cemeteries, specifically for the reservation of plots and that neighbouring authorities charged considerably more than this Council.

Some Members raised concern in relation to the reasons for the proposed fee increases for cemeteries. Councillor Richards suggested the addition of a clause to address these concerns; the Chairman requested that the officer investigate its inclusion. Information on the cost of welfare funerals was also requested by the Committee which the Strategic Director (Corporate Resources) agreed to provide in writing.

Councillor Shepherd, whilst referring to the report, wished to thank the Council for the £30,000 funding for the Stenson Fields Community Facility and commented that a lower off-peak room hire fee would have been sufficient. The Strategic Director (Corporate Resources) responded that fees of other community facilities were used to assist in this assessment. Councillor Richards sought clarification on how community and business use of such facilities is differentiated, particularly in relation to private nurseries using such facilities to profit from childcare provision. The Chairman requested that the matter be investigated and reported back to this Committee at a future date.

The Chairman was joined by Members in agreeing that grants to voluntary and community bodies be increased by 2%.

RESOLVED:-

- 1.1 The Committee considered and referred the proposed revenue income and expenditure for 2019/20 for the Committee's Services as detailed in Appendix 1 to the Finance and Management Committee for approval.**
- 1.2 The Committee considered and approved the proposed fees and charges as detailed in Appendix 2 for 2019/20.**
- 1.3 The Committee gave consideration to the level of any increase in Grants to Voluntary Bodies in 2019/20.**

Abstentions: Councillors Dr Coyle, Hewlett and Shepherd.

HCS/70 HOUSING REVENUE ACCOUNT BUDGET, FINANCIAL PLAN and PROPOSED RENT 2019/20

The Strategic Director (Corporate Resources) presented the report to Committee, outlining the strong financial position of the Council, with appropriate reserves earmarked for anticipated risks and service pressures.

Councillor Dunn sought further clarification on the depreciation figures, specifically the planned maintenance element. The Housing Services Manager responded that planned maintenance included work to the structure of the building and gas servicing.

RESOLVED:-

- 1.1 *The Committee reduced the Council House Rents by 1% for Tenants with effect from 1st April 2019 in accordance with provisions contained in the Welfare Reform and Work Act 2016.***
- 1.2 *The Committee considered and referred the proposed revenue income and expenditure for 2019/20, together with the 10-year Financial Plan for the Housing Revenue Account (HRA) as detailed in Appendix 1, to the Finance and Management Committee for approval.***
- 1.3 *The Committee to keep the HRA under review and measures identified to mitigate the financial risks detailed in the report to maintain a sustainable financial position.***

HCS/71 LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**RESOLVED:-**

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11

The Committee was informed that no questions had been received.

The Meeting terminated at 6.45pm.

COUNCILLOR J HEWLETT

HOUSING AND COMMUNITY SERVICES COMMITTEE

31st January 2019

PRESENT:-

Conservative Group

Councillor Smith (Chairman) and Councillors Dr. Coyle, Ford (substituting for Councillor Hewlett), Grant, Roberts, Watson and Wyatt

Labour Group

Councillors Rhind, Richards, Shepherd and Wilkins

HCS/72 **APOLOGIES**

Apologies for absence were received from Councillors Hewlett (Chairman), Councillor Coe and Tipping (Independent/ Non-Grouped Member).

HCS/73 **MINUTES**

The Open Minutes of the Meeting held on 22nd November 2018 were noted and approved as a true record and signed by the Chairman.

HCS/74 **DECLARATIONS OF INTEREST**

Councillor Ford declared a personal interest in Item 10 on the Agenda by virtue of being a County Councillor.

Councillor Richards declared a personal interest in Item 10 on the Agenda and did not participate in the debate.

HCS/75 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

HCS/76 **QUESTIONS FROM MEMBERS OF COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

HCS/77 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

HCS/78 REGULATION OF ENERGY EFFICIENCY IN PRIVATE SECTOR RENTED PROPERTY

The Environmental Health Manager presented the report to Committee and detailed the new fixed penalty sanctions for offences within the private rented sector.

Councillor Watson sought clarification as to why the Regulation was not applicable to social landlords. The Environmental Health Manager noted the statute was not written in a way to enable it to be implemented within social housing. Councillor Watson expressed he found it unsatisfactory the Council and social landlords were not covered by the same regulation as private landlords. The Strategic Housing Manager explored the future expectations of existing housing stock to meet that standard, which would allow the Council the opportunity to undertake work to increase efficiency on applicable properties. New build Council housing will meet the same standard as within the private sector.

Members debated how the Council could begin to apply the new standards to current Council housing stock prior to the introduction of the new regulations as detailed in the report, with it being raised by Councillor Ford that the new regulations are aimed to protect vulnerable tenants within the private rented sector by simplifying the process to prosecute rogue landlords.

RESOLVED:-

The Committee approved the proposed level of fixed penalty notices for offences under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015.

Abstention: Councillor Watson

HCS/79 COMMUNITY PARTNERSHIPS SCHEME

The Community Partnership Officer presented the report to Committee and updated Members on an amendment to the recommendation, which should read 'The Committee accepted the recommendations of the Community Partnership Scheme Assessment Panel, to award grants as detailed in section 4.11 of this report.' The Community Partnership Officer outlined the distribution of grants as detailed within the report.

RESOLVED:-

The Committee accepted the recommendations of the Community Partnership Scheme Assessment Panel, to award grants as detailed in section 4.11 of this report.

HCS/80 **OVERVIEW OF HOUSING SERVICE**

The Strategic Director (Service Delivery) introduced the report to Committee, remarking the new Housing Services Management Team had been making significant improvements to the service over the past year, as detailed in the report.

The Housing Services Manager presented the report, advising on updates to the service which have included a focus on repairs with a long and short-term improvement programme, housing management, supporting vulnerable people by working closely with the police and voluntary sector, and preventing rough sleeping. The Housing Services Manager also advised a procurement exercise was currently being undertaken to appoint a new contractor,.

The Chairman welcomed the report and the on-going learning, development and training the service was undergoing to meet the needs of those being served.

Councillor Richards raised a query regarding Elected Members being present at the opening of a bid to ensure transparency, which the Cultural Services Manager responded to the query, noting the bidding process was amended once it became electronic. Councillor Richards further raised a concern regarding the communication between rent arrears and Revenue and Benefits as the information put forward at times can be contradictory. The Housing Services Manager addressed the concern by noting the two teams work closely together to ensure information is as clear as possible, but specific examples where this has not been the case could be explored.

Councillor Roberts requested local residents are given priority over allocation of Council housing instead of those from out of the area due to the decrease in Council housing stock. The Housing Services Manager and Strategic Housing Manager both noted the request and highlighted a residence qualification is part of the existing policy of eligibility, though highlighted flexibility of the policy in some cases due to individual levels of need.

The Chairman, on behalf of Councillor Hewlett and the Committee, thanked the Housing Services Manager for the report and noted it was evident significant progress had been undertaken.

RESOLVED:-

- 1.1 The Committee noted the progress made within the Housing Service since January 2018.**
- 1.2 The Committee endorsed the proposed future work programme to deliver further improvements to the Service.**

HCS/81 **DERBYSHIRE COUNTY COUNCIL CONSULTATION ON TELECARE /CARELINE SERVICES AND PROCUREMENT OF OLDER PERSONS FLOATING SUPPORT**

The Housing Services Manager presented the report to Committee, outlining the changes proposed by Derbyshire County Council on Telecare/Careline Services and the recommended responses to the consultation on behalf of the Council. The Housing Services Manager further explained the impact upon the Floating Support Service as detailed in the report.

RESOLVED:-

- 1.1 The Committee approved the Council's response to the Derbyshire County Council (DCC) consultation on the provision of Careline and Telecare Services.***
- 1.2 The Committee noted the extension of the current contract to provide Floating Support (Wardens) services until November 2019.***
- 1.3 The Committee accepted the offer from DCC to deliver the 'Independent Living (Wardens) Service' to current and new service users for two years from November 2019.***
- 1.4 The Committee noted that during the period of this agreement, the Council will work with DCC and other providers of Housing, Social and Health Care to develop new services for older and vulnerable people.***

HCS/82 **CHURCH GRESLEY CEMETERY – LAYOUT CHANGES**

The Cultural Services Manager presented the report to Committee, highlighting the Cemetery is approaching capacity, which requires consideration of the options available as detailed in the report.

The Chairman noted this was a sensitive subject and would be challenging to manage. He expressed his appreciation for the hard work shown in addressing the issue.

Queries were raised by Councillor Wyatt and Councillor Richards regarding recording keeping of pre-purchased graves, graves which had been pre-purchased a significant time ago, what was done with pre-purchased graves which have never used and what conditions were attached to family plots. The Cultural Services Manager advised the requested information would be provided to the Committee in due course.

Councillor Richards raised a further query of the ability to find alternative locations, noting limited capacities within cemeteries have been a long-standing issue. The Strategic Director (Service Delivery) agreed with the concern, which was why approval was being sought for further investigations to commence.

RESOLVED:-

- 1.1 *The Committee to seek approval from Finance and Management Committee for a budget of £17,700 to remove two adjacent non-essential paths at Church Gresley Cemetery in order to use the recovered land to provide additional burial space therein.*
- 1.2 *The Committee approved the cessation of the practice of allowing people to pre-purchase graves within cemeteries managed by the District Council except where ground conditions restrict the use of double graves.*
- 1.3 *The Committee approved officers investigating identification of possible cemetery space within the Swadlincote urban core.*

HCS/83 **COMMITTEE WORK PROGRAMME**

RESOLVED:-

The Committee considered and approved the updated work programme.

HCS/84 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meeting held on 22nd November 2018 were received.

TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11

The Committee was informed that no questions had been received.

DIRECT ACQUISITION OF COUNCIL HOUSING IN ASTON ON TRENT

Members approved the recommendations in the report.

The Meeting terminated at 7.10PM.

COUNCILLOR P SMITH

VICE-CHAIRMAN

REPORT TO:	HOUSING AND COMMUNITY SERVICES COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	23rd APRIL 2019	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN
MEMBERS' CONTACT POINT:	ALLISON THOMAS (01283 595775) Allison.Thomas@south-derbys.gov.uk	DOC:
SUBJECT	SERVICE PLANS 2019/20	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That the Service Plan for the Service Delivery Directorate be approved as basis for service delivery over the period 1 April 2019 to 31 September 2019.

2.0 Purpose of the Report

2.1 To consider the Service Plan for the Service Delivery Directorate.

3.0 Executive Summary

3.1 Service Plans are a key part of the Council's Performance Management Framework, acting as an important link between high-level plans and strategies, such as the Corporate Plan and Sustainable Community Strategy as well as performance objectives established for employees.

3.2 Service Plans have been prepared to cover the first two quarters of the year, to allow for a new Corporate Plan to be introduced and Service Plans to align with it following the District Elections in May.

4.0 Detail

Each Service Plan contains information about:

- The Directorate
- Its workforce and budget
- Service performance, including key measures and projects
- Partnerships
- Aims and Aspirations

4.1 The Service Plans reflect the current priority themes and outcomes within the Corporate Plan 2016-21 and Sustainable Community Strategy 2009-29.

4.2 The Service Plans cover a six-month period and will be reviewed in the summer to link in with the Corporate Plan.

4.3 Progress reports on Service Plans will be made to Elected Members as part of the Performance Management Framework monitoring process.

5.0 Financial Implications

5.1 All implications are detailed in the relevant Service Plans.

6.0 Corporate Implications

6.1 All implications are detailed in the relevant Service Plans.

7.0 Community Impact

7.1 All implications are detailed in the relevant Service Plans.

8.0 Background Papers

8.1 A copy of the draft Service Plan for the Service Delivery Directorate is included at Appendix A.



South
Derbyshire
District Council



Service Plan 2019/2020

Service Delivery

Table of Contents

Introduction.....	3
Cultural and Community Services.....	7
Operational Services.....	12
Environmental Services	16
Housing.....	20
Planning and Strategic Housing.....	24
Workforce	28
Service Structure.....	29
Budgets.....	31
Partnerships.....	33
Additional considerations.....	36

All information presented in this Service Plan was correct at the time of publication

Introduction

The Corporate Plan 2016-2021 forms an important part of planning for the future and leads the Council's approach to performance management. As well as enabling effective monitoring, it links strategic priorities and objectives directly to the activities of service areas.

As part of this, Service Plans are created for the three directorates - Corporate Resources, Service Delivery, and the Chief Executive's department.

Covering the 2019-2020 financial year, the Service Plans (updated annually) align current delivery arrangements with changing patterns of demand, making the most effective use of available and future resources.

The importance of service planning

Delivery of public services occurs in an increasingly dynamic environment, with high community expectations, Government priorities and technological advances.

While the budgetary setting is constrained, there are ever-increasing pressures and demands to do more with less. In this context, it is essential that services are well planned, with the capability to evolve in order to meet community needs.

This allows the Council to identify requirements and associated enabling services such as technology, workforce, funding, capital infrastructure and information management.

Performance Management Framework

The Performance Management Framework sets out what needs to be achieved, what is measured and managed and what progress the Council is making.

Council resources must be aligned, focusing effort in the right places and delivering maximum value for people, partners and businesses. The Council must proactively identify and manage any risks that might affect delivery, regularly reviewing performance and taking action where required to stay on target and inform decision-making.

The Performance Management Framework consists of three levels. The Corporate Plan sits at the top and sets out how this makes South Derbyshire a better place to live, work and visit. Objectives and measures to deliver against the key aims of the Corporate Plan are defined in Service Plans and shape the objectives of all employees.

Everyone, from Officers to Managers to Elected Members, has a responsibility for delivery of the Corporate Plan. The Performance Board details the key projects for the year. Milestones for these are broken into quarters to help monitor and manage performance effectively and on an on-going basis.

All actions are essential if the Council is going to achieve its ambitions and aspirations. These are complemented by a set of performance measures which will help gauge whether the Council is meeting its outcomes and providing excellent services.

Key aims

All priorities and activities undertaken by the Service Delivery Directorate complement the collective vision of making 'South Derbyshire a better place to live, work and visit'.

Through the Service Plan, all corporate projects and performance measures for the Directorate contribute to the corporate themes of:

- People - keeping our residents happy, healthy and safe.*
- Place - creating vibrant communities to meet residents' needs.*
- Progress - encouraging inward investment and tourism opportunities.*
- Outcomes - work that underpins all of the Council's activities.*

The Council has a strong understanding of its customers' needs and the directorate performs well across a range of key measures. However, the Council, through its employees, constantly strives to develop and improve its services for the benefit of its customers.

The strategic aims for the Directorate are outlined in each service area summary.

New Structure

The Service Delivery Directorate was formed towards the end of 2017 and has been reviewed further as part of Council-wide restructure and is led by the Strategic Director (Service Delivery). It brings together a large number of highly visible customer-facing services including:

- Cultural and Community Services - Working in partnership with the Police and Community and Voluntary Sector to keep the residents of South Derbyshire safe and to help develop and support local community initiatives; Delivering public events across the District; Delivering physical activity, sport, recreation and health activities. It also oversees leisure contracts, facility, parks and open space development and community engagement and development;
- Operational Services - Waste collection, fleet management, street cleaning and grounds maintenance;
- Environmental Services - Protecting the health of our communities by controlling aspects of the natural and built environment that may affect human health; working across the Council to reduce the environmental impacts of the Council's activities;
- Housing - Providing affordable housing for tenants to rent;
- Planning and Strategic Housing - Determining planning applications; Delivery of affordable housing and delivery of the Local Plan.

The Directorate plays a key role in helping to deliver the Council's strategic objectives of People, Place, Progress and achieving successful Outcomes.

The Directorate works across the District, not only making connections within the Council to improve services, but in collaboration with a wide range of partners and contractors. This is with the aim of delivering effective and efficient services which make a difference to the lives of people who live and work in the District and to visitors.

Service Operations

A significant part of the work undertaken by the Directorate is statutory; however, non-statutory work also contributes significantly to ensure the Council operates within its statutory and regulatory powers.

A breakdown of the main Directorate duties is set out below:

Statutory

- Asbestos Regulations (Housing Services)
- Biodiversity Duty - Natural Environment and Rural Communities Act 2006 (Cultural and Community Services)
- Building Control (Planning and Strategic Housing)
- Closed churchyards re Burial Act 1853 (Cultural and Community Services)
- Common Duty of Care under the Occupiers Liability Act 1957 (Cultural and Community Services)
- Conserving and enhancing the natural environment (Cultural and Community Services)
- Crime Reduction and Anti-Social Behaviour (Cultural and Community Services)
- Dangerous Structures (Planning and Strategic Housing)
- Development Management (Planning and Strategic Housing)
- Designated Waste Collection Authority (Operational Services)
- Disabled Facilities Grants (Housing Services)
- Dog control services (Environmental Services)
- Eviction of illegal encampments on SDDC owned land (Environmental Services)
- Fire Safety Regulations (Housing Services)
- Food hygiene compliance in local food businesses (Environmental Services)
- Gas Safety Checks (Housing Services)
- Homelessness Duty (Housing Services)
- Infectious disease outbreak control (Environmental Services)
- Investigation and control of environmental crime - fly tipping, litter, anti-social behaviour, dog fouling (Environmental Services)
- Investigation and resolution of public health, noise and pollution complaints (Environmental Services)
- Legionella Regulations (Housing Services)
- Maintain Council's Housing Register (Housing Services)
- Maintenance of Vehicle Operations Licence (Operational Services)
- Monitoring and management of air quality/land contamination (Environmental Services)
- Planning Enforcement (Planning and Strategic Housing)
- Planning Policy - generation of on-going policy for the control and management of development and assist with the delivery of housing (Planning and Strategic Housing)
- Principal Litter Authority (Operational Services)
- Regulation of health and safety legislation in lower risk businesses (Environmental Services)
- Regulation of pollution from industrial sites (Environmental Services)
- Taxi Testing (Operational Services)

Non-Statutory

- Advice on the environmental and public health impact of planning applications (Environmental Services)
- Built Conservation and Heritage (Planning and Strategic Housing)
- Children's Play Provision (Cultural and Community Services)
- Civic Duties and Events (Cultural and Community Services)
- Community Engagement and Development (Cultural and Community Services)
- Maintaining the Council's environmental management systems (Environmental Services)
- Cultural/Public Events (Cultural and Community Services)
- Delivery of Affordable Housing (Planning and Strategic Housing)
- Delivery of Health and Housing Agenda (Housing Service/ Planning and Strategic Housing)
- Delivery of Homeless Strategy (Housing Services)
- Delivery of Housing Strategy (Planning and Strategic Housing)
- Delivery of New Council Housing (Planning and Strategic Housing)
- Electrical Testing (Housing Services)
- Environmental Education (Cultural and Community Services)
- Flooding and Drainage (Cultural and Community Services)
- Leisure, Sport, Forestry Centre and Community Facility Management and Provision (Cultural and Community Services)
- Manage the Better Care Fund allocation (Housing Services)
- Maintenance of Bus Shelters (Operational Services)
- Maintenance of Public Conveniences (Operational Services)
- Maintenance of Street Furniture (Operational Services)
- Monitoring Housing needs and commissioning of related research (Planning and Strategic Housing)
- Monitoring and managing Section 106 agreements (Planning and Strategic Housing)
- Parks, Open Space, Cemetery and Tree Management and Development (Cultural and Community Services)
- Pest control treatments (Environmental Services)
- Providing compliance advice and support to the local business community to support business growth (Environmental Services)
- Active Communities and Health (Public) Services and Development (Cultural and Community Services)
- Support for the Voluntary and Community Sector (Cultural and Community Services)

Cultural and Community Services

This area is made up of the Communities Team, Cultural Services and Active Communities and Health.

Communities Team

The team is responsible for facilitating and delivering the work of the local statutory Community Safety Partnership (CSP) and the delivery of its 2017-2020 Community Safety Partnership Plan. The CSP (named the Safer South Derbyshire Partnership) brings together a number of partner agencies who work together to deliver projects and initiatives that will help prevent and reduce crime and disorder in South Derbyshire.

The priorities set out in the Partnership Plan are delivered in accordance with the Derbyshire Constabulary Strategic Threat and Risk Assessment. The priorities set out in the 2017-20 Partnership Plan are:

- Anti-Social Behaviour
- Acquisitive Crime and Offender Management
- Domestic Abuse and Serious Sexual Violence
- Creating Stronger Communities
- Protecting Those Most at Risk
- Alcohol-Related Harm and Substance Misuse

Within the Communities Team is a dedicated Anti-Social Behaviour Officer who investigates complaints received from members of the public. The officer uses tools and powers from the Anti-Social Behaviour, Crime and Policing Act 2014 to take enforcement and can also use a range of early intervention measures, including mediation and target hardening to seek solutions to local issues.

The Communities Team also coordinates the six local Area Forums attended by the police and Council staff and through which funding is provided for local crime reduction projects.

The Community Partnership Officer provides support and advice to the voluntary and community sectors in relation to funding (e.g. funding sources, bid writing and funding strategy) and project development.

The team facilitates the Council's revenue support for local communities, with a total of more than £298,000 granted to eight local organisations across the voluntary and community sector. The grants are managed through a rolling three-year service level agreement.

Neighbourhood planning and Parish Plan support is also provided, along with the development of volunteering across the service.

Cultural Services

Leisure facilities: The unit is responsible for contracts for the management of the Green Bank Leisure Centre and Etwall Leisure Centre. It is also responsible for the management of Midway Community Centre and Swadlincote Town Hall and the development of a new community facility at Stenson Fields and its future management. The unit also leads the development of projects contained within the Open Space and facility development Strategy.

Parks, open space and cemeteries: The unit has responsibility for the management of three urban parks covering approximately 15 hectares, the 30 hectare Swadlincote Woodland Forest Park, 47 equipped play areas owned by the Council, public open space that currently occupies an area in the region of 60 hectares, six cemeteries, various closed churchyards, 11 football pitches, eight allotment sites and large areas of common land. The unit manages the tree stock on these sites and supports other units across the Council in managing trees within their portfolio. The unit is also heavily involved in the process of land adoption including consultation, design, adoption, management and use of Section 106 resources.

Land drainage: The unit is responsible for the Council's statutory and discretionary land drainage functions as the land drainage authority, ancillary services during flooding and for investigating flooding events.

Rosliston Forestry Centre: is owned and managed in partnership with the Forestry Commission. It has attracted more than £3 million in external funding over the past 15 years and draws in around 190,000 daytime and overnight visitors per year. Management of the site has recently been taken back in-house with the intention to go back out to market for an external management contractor in the near future.

Events: The unit leads or supports delivery of major public events, including the Festival of Leisure, which attracts an estimated 10,000 people over a June weekend, the switching on of the Christmas Lights in Swadlincote Town Centre, Liberation Day, South Derbyshire Day, performances at the Glade, parks and other open spaces. The support for the Council Chairman and civic events is also undertaken by this unit.

Environmental Education: is based at Rosliston Forestry Centre. The Environmental Education Partnership between the Council, Rolls-Royce plc and the National Forest Company aims to develop the knowledge, understanding and respect of the environment by young people and adults. In addition to hosting school and other group visits, the team manages events, co-ordinates the District-wide Environmental Forum and Cultural Forum, leads on the local Forest School initiative and delivers contracts for the Woodland Trust and others.

Active Communities and Health

Active Community Development: This involves developing infrastructure, through partnership working, to enable local people to become involved in physical activity, sport and recreation as a vehicle for health improvement, social inclusion and community development. This is principally undertaken through the Council's membership of Active South Derbyshire and Active Derbyshire. This area of work also supports capital projects to ensure that site development plans will achieve funder's outcomes, along with maximising opportunities of new and existing facilities to improve and deliver physical health and wellbeing opportunities.

Play Development and Provision: This work involves delivering a range of outreach provision for young people in the District throughout the holiday periods with numerous participations being achieved annually. This is made possible by working in partnership with Parish Councils and key partners such as Safer South Derbyshire to provide a comprehensive offer, particularly over the School Summer Holidays.

Public Health Development and Improvement: The area of work leads on health promotion and improvement to improve the overall wellbeing of residents. It also delivers a range of Public

Health Contracts including the Live Life Better Scheme locally and works with Public Health to manage the local Health and Wellbeing Group.

Get Active in the Forest: is a project which has engaged local people in activities including walking, cycling, outdoor pursuits and archery. The Project oversees the Walking for Health Scheme across the District and also manages the National Forest Walking Festival in partnership with a range of people including the National Forest Company and Economic Development Unit. The Get Active Project's aim is to engage the least active in the District to increasing their physical activity levels, but also delivers social and community cohesion through a wide range of volunteers.

Active Schools Partnership: The unit is commissioned by the primary and secondary schools in the District to deliver the Active Schools agenda. This includes sport competitions and festivals, curricular and extra-curricular activity, leadership and volunteering, physical activity programmes and teacher training.

Key Aims for Cultural and Community Services

The key aims for the coming year are:

- Work with statutory partners, voluntary sector organisations and local communities to tackle crime and disorder in the District;
- Ensure sustainable future management arrangements are put in place at Rosliston Forestry Centre working in partnership with the Forestry Commission;
- Deliver an enhanced drainage scheme at Melbourne Sports Park;
- Increase commercial income to support the sustainability of services;
- Deliver the Playing Pitch Strategy and the Local Football Facility Plan;
- Review and improve the Section 106 process as it relates to Cultural Services, and facility provision across the District;
- Deliver new/improved community facilities in parks, Stenson Fields and Swadlincote;
- Develop a plan to implement the recommendations of the recent Play Audit;
- Review and improve the management of the Council's tree stock;
- Increase participation in outdoor activity and volunteering;
- Deliver Active South Derbyshire's Physical Activity, Sport and Recreation Strategy;
- Enable partners of Active South Derbyshire and the South Derbyshire Partnership to maximise opportunities for the residents of South Derbyshire;
- Ensure the delivery of the Active Derbyshire Service Level Agreement to lever in resource to South Derbyshire;
- Plan for the management and implementation of the Urban Country Park Project in Swadlincote;
- Enhance neighbourhoods by supporting local community projects and by working with key partners to increase service provision for local people;
- Promote the Swadlincote Heritage Trail;
- Deliver improvements to environmental education facilities at the Rosliston Forestry Centre.

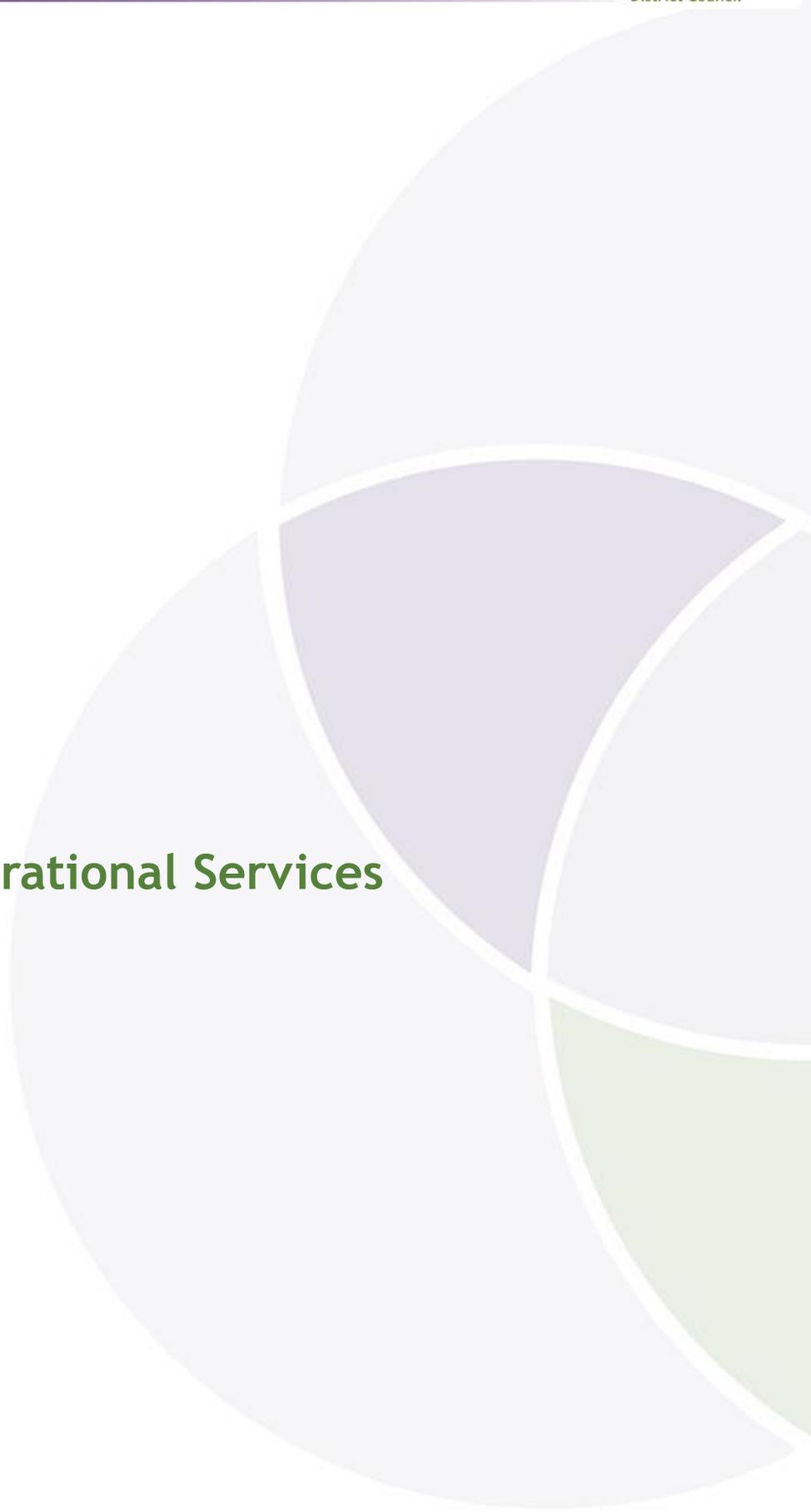
Performance

People

Aim	Project/Measure	Outcomes
Increase levels of participation in sport, health, environmental, cultural and physical activities	PE4.1 Throughput at Etwall Leisure Centre, Green Bank Leisure Centre and Rosliston Forestry Centre and Community Participation opportunities.	Rosliston: Q1. 50,000 Q2. 60,000 Leisure centres: Quarterly target 172,108, as per contract agreement. Walking Festival: 1,250 Community Participation: Q1. 21,465 Q2. 16,022
Increase levels of participation in sport, health, environmental, cultural and physical activities	PE4.2 Delivery of the Active Derbyshire SLA for South Derbyshire.	Q1 Development of an annual delivery plan of KPI 1 and KPI 2 is to be agreed with South Derbyshire District Council. Q2 Monitoring reports will be provided a minimum of every 6 months and a Year End Report.

Place

Aim	Project/Measure	Outcomes
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.9 Capital programme for the delivery of enhancements to public open spaces utilising Section 106 contributions. NEW	Q1. Draw up proposed programme, consult where applicable and match to resources. Q2. Presentation of delivery plan for approval
Help maintain low crime and anti-social behaviour (ASB) levels	PL3.2 Number of ASB incidents in Swadlincote Centre (reported as a rolling figure).	<400 incidents per quarter.
Connect with our communities, helping them feel safe and secure.	PL4.1 Review and update existing plan. Develop and deliver action plan.	Q1. Work with schools to develop delivery plan for community safety input in schools in 2019/20. Q2. Support delivery of summer activities in urban core hot spot areas for young people to participate in.



Operational Services

Street Scene Team

The Council is a designated Principal Litter Authority and has a statutory duty to keep public open spaces, streets and footpaths free from litter, refuse, fly-tipping, weeds and detritus. In order to achieve there is a **Street Cleansing** service which enables the Council to comply with the requirements of the Government's Code of Practice for Litter and Refuse. A team of nine operatives undertake various cleansing activities, from mechanical sweeping to manual removal of fly-tipping.

The team provides a service to remove graffiti from public locations and, on request, from private property. The service endeavours to remove offensive graffiti within 24 hours. The team also undertakes repairs to or replacement/provision of street name plates, bus shelters, public conveniences, litter bins and street furniture.

Grounds Maintenance services are undertaken as the Council's main contractor. Primary internal clients are Cultural and Community Services and Housing Services and the main external clients are Derbyshire County Council and local Parish Councils.

Maintenance services are provided on the Council's main parks, two of which currently hold Green Flag status. The service works closely with clients to deliver a wide range of soft landscaping services including general grass cutting, weed control, sports pitch maintenance, fine turf maintenance, grave digging and cemetery maintenance, playground equipment inspections and repairs, as well as arboriculture services.

Services are delivered, in accordance with agreed Council Service Standards, on public open spaces, highway verges, play areas, parks and recreation grounds, housing open plan areas and sheltered housing schemes.

Waste and Transport Team

The Council is a designated **Waste Collection Authority** and has a statutory duty under the Environmental Protection Act 1990 to arrange for the collection of household waste and the collection of commercial waste if requested. Furthermore, statutory duties include the need to provide for the collection of a minimum of four different waste streams for the purposes of recycling, these being paper, glass, metals and plastics. This includes a statutory duty to recycle and/or compost >50% of all household waste collected by 2020. It is likely that this figure will be increased to 65% by 2030.

A three bin collection service is provided for most households. This is made up of a green bin for the collection of dry recyclable waste; a brown bin for the collection of garden and food waste and a black bin for the collection of residual waste. A service is also provided for the collection of bulky household waste items, for which an extra charge is made, and an additional service for the collection of health care waste for residents being treated at home.

Eight sites are located across the District where householders can deliver excess recyclable materials and deposit them in recycling banks.

The Council provides a commercial waste service to more than 500 local businesses with a range of bin sizes/recycling options.

The Council is required to maintain an operating licence for all vehicles over 3.5 tonnes and currently has 15 vehicles. These vehicles are subject to specific operating and maintenance regimes and the Council must satisfy the Traffic Commissioner that it complies with all requirements of its licence. Two mechanics repair, service and maintain the **Transport Fleet** which is made up of 76 vehicles and 85 items of small plant, used by eight different service areas within the Council.

Key Aims for Operational Services

Over the next five years, Operational Services will invest time in planning service delivery so that it is able to continue delivering services that people want and use against a backdrop of increased expectations and a fast-growing population. It will do so whilst exploring alternative service delivery models and joint working opportunities to develop the commercial potential of the Council's operational services across and outside the District. The service will continue to evolve to meet the challenges faced within the local authority sector, keeping the communities and residents of the District at the heart of what it does and aims to achieve.

The Service will aim to:

- Reduce the amount of waste collected;
- Deliver increased recycling and composting of any waste collected;
- Provide clean streets and improve the built environment;
- Improve the aesthetics of the District through soft landscaping and grounds maintenance.

Performance

People

Aim	Project/Measure	Outcomes
Reduce the amount of waste sent to landfill.	PE5.1 Household waste collected per head of population (kg).	Q1 <130kgs Q2 <110kgs
Reduce the amount of waste sent to landfill.	PE5.2 % of collected waste recycled and composted.	Q1 >55% Q2 >53%

Place

Aim	Project/Measure	Outcomes
Deliver services that keep the District clean and healthy.	Monitoring of street scene services (including fly-tipping, grass cutting and litter collection). NEW.	PL6.1 90% adherence to service standards for Grass Cutting.
		<p>PL6.2</p> <p>Q1. Undertake Local Environment Quality Survey (LEQS).</p> <p>Q2 Report on LEQS and measures set which will be monitored from Q3.</p>
		<p>PL6.3 % of fly-tips cleared within 24 hours</p> <p>(This is a new indicator, the service will establish a baseline position in Q1 and Q2)</p>



Environmental Services

The **Commercial Team** undertakes food hygiene, health and safety and infectious disease control in accordance with the Council's duties under UK and EU law. This involves checking legal compliance in local businesses as well as offering advice to help compliant businesses achieve their maximum business potential. The team also investigates infectious disease outbreaks, accidents at work and complaints about unsafe business practices.

The **Pollution Team** carries out the Council's legal duties to prevent and control environmental pollution from all of its different sources. The team investigates complaints about many forms of environmental pollution with the aim of finding a lasting solution, as well as proactively monitoring local environmental conditions such as air quality, land contamination and noise levels to help influence local decision-making in a way which maintains environmental standards.

The **Community Safety Enforcement Team** is on the front-line of making the District's streets safer and cleaner by enforcing laws and changing behaviour around anti-social behaviour, dog control and environmental crime. The team investigates incidents of possible environmental crime, such as fly-tipping and dog fouling. It also works closely with the Police to directly prevent and intervene in incidents of anti-social behaviour as well as offering a reassuring uniformed presence in parks and open spaces.

The **Private Sector Housing Team** works closely with owner-occupiers and private landlords to raise housing conditions, improve domestic energy efficiency and ensure that legal standards are being met in all private stock. The team uses a mixture of legal interventions, grants and other funds to help home owners make their own houses safe as well as making sure that landlords are keeping rented houses fit to live in.

The service also provides the Council's own **environmental management** function which aims to ensure that all of the services provided by the Council and its suppliers meet the highest possible environmental standards and help continued certification to the ISO14001 Environmental Management standard.

Key Aims for Environmental Services

Much of the work in Environmental Services is driven by national and international law and from statutory guidance issued by various Government departments and agencies. This work over the next year will, therefore, largely be determined by changes at this level. In addition, based on knowledge of local demands and need, the Service has identified aspirational targets and projects to take forward over the term of this service plan. These will form projects in future revisions of this service plan. The Service will aim to:

- Continue to reduce fly tipping incidents;
- Bring more long-term empty homes back into occupation;
- Improve the proportion of food businesses with the top food hygiene rating and increase the number of food businesses in the District;
- Adapt to forthcoming changes in the way that food hygiene law is applied in the UK and in particular the implications of Brexit;
- Enable excess food produced at festivals to go to local charities rather than disposal;
- Review and update local laws known as Public Spaces Protection Orders;
- Improve town centre community engagement and enforcement in Swadlincote;
- Ensure that the energy efficiency of rented residential properties meet legal standards;
- Find ways to improve air quality;
- Maximise the benefits of town centre parking in Swadlincote;
- Increase income from providing consultancy services and re-invest this in improved services to our residents;
- Provide the energy and resources to enable the Corporate Environmental Sustainability Group to drive environmental improvement across the organisation;
- Ensure that sustainability is fully considered in the development of all relevant corporate plans and strategies;
- Develop and improve the Civica database to drive improvements in efficiencies;
- Minimise the public health impact of exposure to environmental noise;
- Maintain good governance through a full review of procedures and data retention practices;
- Improve the services offered to support vulnerable people or prevent residents falling into vulnerability to reduce the cost burden on the NHS.



Performance

Outcomes

Aim	Project/Measure	Outcomes
Enhance environmental standards.	O3.1 Uphold strong environmental management standards.	<p>Q1. Address all minor non-conformities and observations from the October ISO14001 audit.</p> <p>Q2. Complete a baseline energy assessment to include the impact of the new Boardman estate depot. Develop five year energy management targets.</p>

People

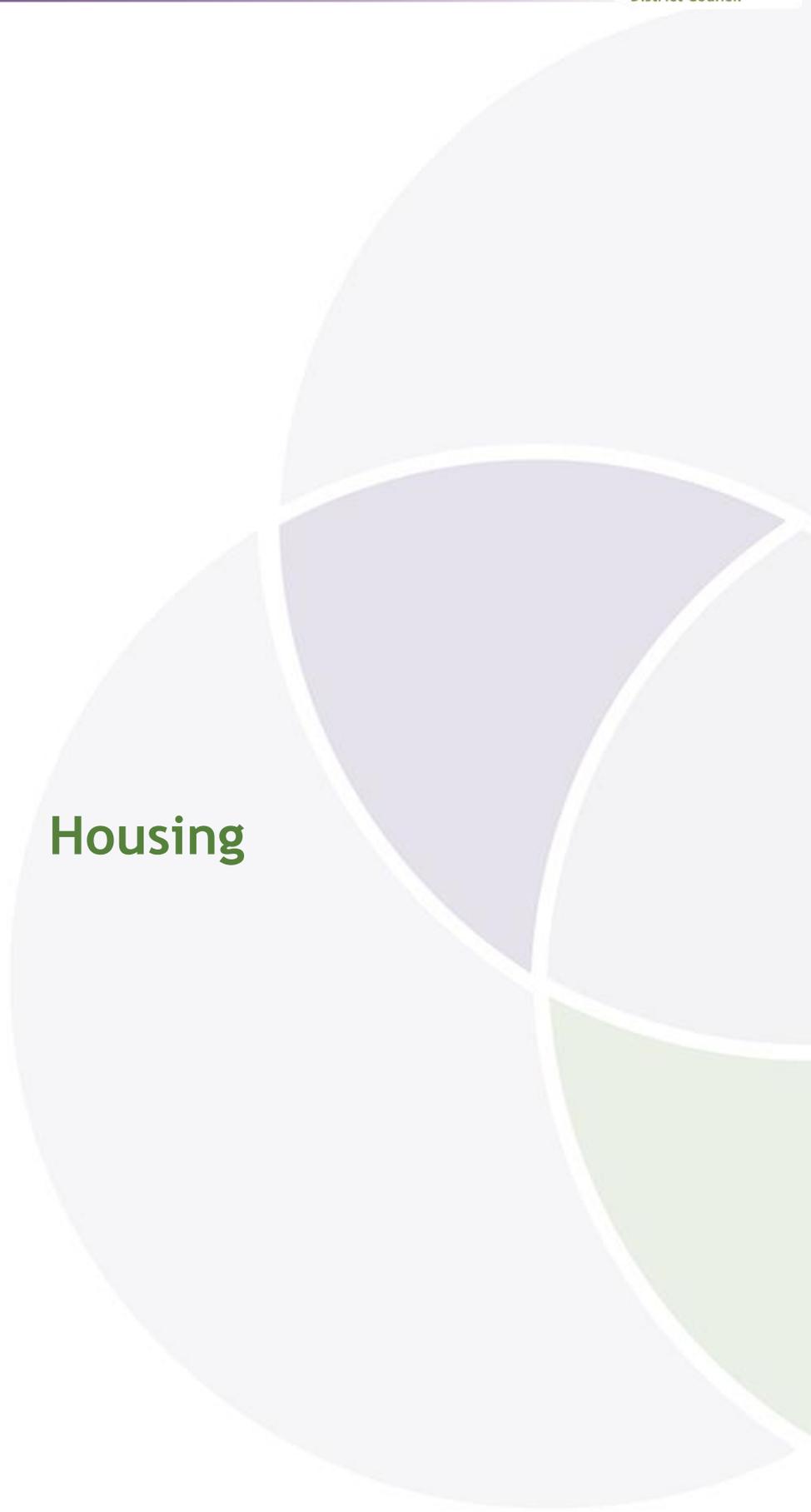
Aim	Project/Measure	Outcomes
Use existing tools and powers to take appropriate enforcement action	PE3.1 Number of empty home intervention plans for dwellings known to be empty for more than two years.	<p>Q1. ≥ 0</p> <p>Q2. ≥ 2</p>

Place

Aim	Project/Measure	Outcomes
Help maintain low crime and anti-social behaviour (ASB) levels	PL3.1 Downward trend in fly-tipping incidents.	<p>Q1. <172</p> <p>Q2. <344</p>

Progress

Aim	Project/Measure	Outcomes
Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas	PR5.1 Food businesses which have a Food Hygiene Rating score of five.	>83% (Previous target - >81%).
Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas	PR5.2 Registered food businesses active in the District.	≥ 810 (Same as previous target).



Housing

Housing Operations Team

The Housing Operations team allocate and manage council-owned properties in a fair and transparent manner, to provide landlord services that are both compliant with regulation and offer customers and tenants services that are considered to be best practice in the region.

The Service will do this through:

- Transparent allocation of council properties;
- Housing advice and homelessness services that allow greater engagement with customers;
- Supported housing services for vulnerable people through the Careline and other support services;
- Community engagement services to establish the needs of customers and to develop community cohesion and resilience;
- Housing management services to help sustain tenancies, and make the best use of Council stock;
- Tenancy enforcement services to manage breaches of tenancy and antisocial behaviour;
- Estate management services to ensure the upkeep of communal areas and facilities to agreed Council Standards;
- Maximising income from rent and collecting former tenant and sundry debt such as garages;
- Utilising the Better Care Fund allocation to promote independence and prevent hospital admissions.

Housing Services Team (Repair and Improvement)

This team is responsible for the repair and improvement of council-owned properties for rent and the provision of services to other residents who require their property to be adapted for their use.

The Service will do this through:

- Developing a modern day-to-day repairs service that responds to customer needs;
- Developing a long-term evidence-based property improvement plan;
- Ensuring that buildings and land are safe, secure and compliant with all safety regulations;
- Maximising income by minimising the time property is vacant;
- Improving services to the public who require their homes to be adapted;
- Ensuring that repair and maintenance services are delivered in an efficient manner to maximise value for money.

Key Aims for Housing Services

Over the next five years, the Housing service will face a number of challenges including changes brought about by Welfare Reform and other legislative issues coming from the Housing and Planning Act and the Housing Green Paper. To manage this there is a need to ensure that income is maximised through rent collection and that the services are efficient and effective and meet the increased expectations of its customers. The sector is seeing a channel shift towards online delivery of services and needs to modernise the services that are delivered to meet expectations.

To address these issues the Service aims to:

- Continue the proactive approach to preventing homelessness, extending advisory services and fulfilling obligations under the Homelessness Reduction Act;
- Maximise rent collection through Universal Credit implementation;
- Provide tenants with easy access to services by modernising systems and mobilising the workforce;
- Improve the use of digital technology to enhance service delivery;
- Deliver against the objectives set out in the Housing Strategy;
- Deliver against the objectives set out in the Asset Management Strategy;
- Develop a new model for delivering Supported Housing Services;
- Introduce a range of measures to obtain customer data and gather feedback to inform future service delivery;
- Review the Council's Allocations Policy to better manage the Housing Register;
- Establish schemes that tackle homelessness and its root causes;
- Ensure funding opportunities are maximised to deliver the front-line housing services;
- Work with Registered Provider partners to ensure a consistent approach to the management of social housing is maintained across the District.

Performance

Outcomes

Aim	Project/Measure	Outcomes
Maintain financial health.	O1.2 Rent arrears as a % of the rent due.	<2.5%.
Maintain customer focus.	O5.3 To gather customer satisfaction data in a cost effective way and use the data to manage and improve services.	Q1. Review and implement a new method of collection for tenant satisfaction across Housing. Q2. Develop measures to monitor tenant feedback.
Maintain customer focus.	O5.4 To provide a value for money service that fully meets the needs of our tenants and delivers high levels of customer satisfaction.	Q1. Develop proposals to implement findings following the Housing Quality Network review of the Housing service. Q2. Update Elected Members on the implementation of proposals.

People

Aim	Project/Measure	Outcomes
Enable people to live independently.	PE1.1 Average time taken to re-let Council homes (excluding major voids).	<21 days (This would put us in the top quartile nationally).
Enable people to live independently.	PE1.2 Average length of time for current voids.	<21 days (This would put us in the top quartile nationally).
Protect and help support the most vulnerable, including those affected by financial challenges.	PE2.1 Number of successful introductory tenancies.	85%

Planning and Strategic Housing

Planning Services

As a result of the population growth, the Planning Service has experienced significant increases in the volume and complexity of planning applications over the last five years. In addition, Planning Services has seen considerable change as national expectations and customer demand increases. As such, a Review of Planning Services was implemented in 2018 to ensure that best and most efficient use of resources is made. This is already showing improvements to the Service.

Preparing and monitoring the statutory **Local Plan** sets out the long-term growth strategy for South Derbyshire. This includes identifying how essential infrastructure will be provided and funded. The Policy Team works closely with adjacent authorities in the wider Derby Housing Market Area (HMA) on strategic issues such as housing, employment, transport and the Green Belt. Specialist advice and support is provided in relation to more than 700 listed buildings and 22 conservation areas and on the quality of design of major proposals to secure design excellence. The Council now has an adopted Local Plan to cover development in the District through to 2028.

The **Development Management** team dealt with over 1,400 planning applications in 2018. The diverse nature of the District means that a wide variety of applications are received. Officers, under the scheme of delegation, determine approximately 90% of applications. The remainder are determined by Elected Members at Planning Committee. Free, informal advice is provided to developers and householders. Development Management also deals with planning appeals, along with Tree Preservation Orders and consent for works to trees, and diversions and stopping up of footpaths.

An average of 300 **Planning Enforcement** complaints regarding potential contravention of planning and associated legislation are investigated each year.

In terms of **Building Control**, officers appraise schemes and monitor building works that require building regulation approval. This work is won in competition with approved inspectors in the private sector. Due to a year-on-year decline in market share and therefore fee income, the coming year will see the Service join Southern Staffordshire Building Control Partnership (as part of a partnership of six Local Authority Building Control units) to provide the service for South Derbyshire going forward.

Strategic Housing Team

The Strategic Housing Team is responsible for the delivery of new affordable housing through the planning process, the Council's own new-build programme, and the direct acquisition of new-build homes for use as social housing. The Strategic Housing function overarches all tenures (social housing, private housing and private rented sector) within the District and through research and partnership working delivers new schemes and initiatives that raise housing standards and improve the thermal comfort of homes and the quality of life for residents across the District.

Strategic Housing services are summarised below:

- Explore methods of delivering new affordable homes, including working in partnership with others;
- Delivery of affordable housing;
- Negotiate Section 106 agreements and planning conditions to ensure the appropriate mix of new housing is built within the District;
- Commission research to inform future investment and policy decisions;
- Compile and co-ordinate the delivery of the Housing Strategy;
- Work with Registered Provider Partners to deliver affordable housing sites across the District;
- Tackle health inequality through housing interventions.

Key Aims for Planning and Strategic Housing

The key aims of Planning and Strategic Housing for the coming year are:

- Ensure the early success as a member of the new Building Control Partnership in its first year;
- Continue with the programme of improvements identified in the Planning Service Review including the implementation of new software;
- Deliver key supplementary planning and development plan documents;
- Continue the improvement of the management of Section 106 agreements;
- Increase the proactive monitoring and support of housing delivery;
- Further improve the design quality of development in the District;
- Work in conjunction with health and social care partners to deliver joined up services that tackle health and housing inequality;
- Deliver more adapted housing, supported housing and extra care housing to meet the needs of the aging population (and commission the necessary evidence case).

Performance

People

Aim	Project/Measure	Outcomes
(Housing Services) Enable people to live independently.	PE1.3. Delivery of Better Care Fund (BCF) schemes in accordance with assurance plans. NEW.	Q1. Report on the delivery of the £980k BCF programme for 2018/19. Q2. Submit plans for 2019/20 BCF spend following allocation and gain associated Committee approvals for projects.



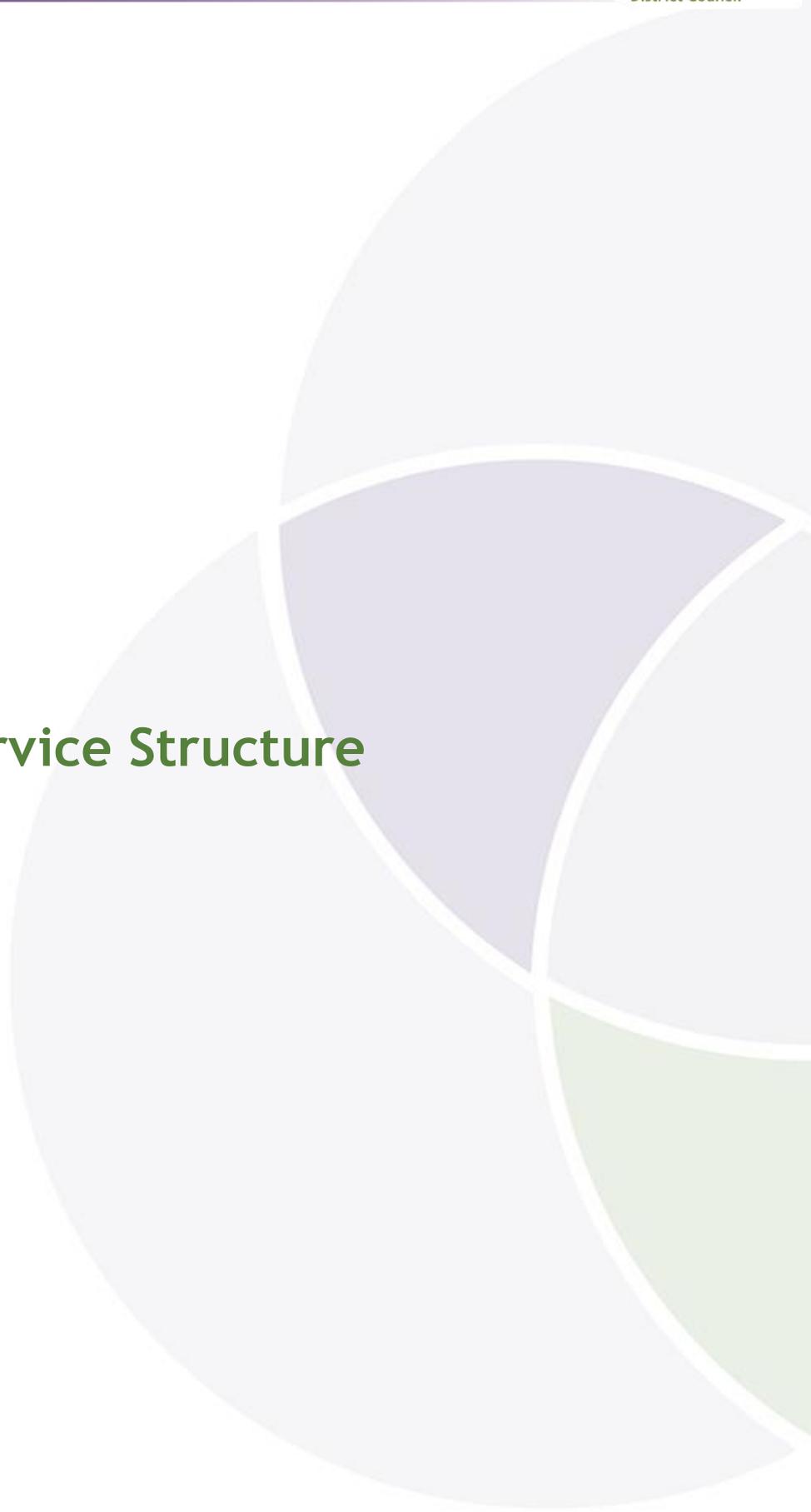
Place

Aim	Project/Measure	Outcomes
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.1 Total number of affordable dwellings delivered.	>150 (annual target). Same as previous year.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.2 Adopt Countywide Strategy - Housing and Accommodation for an ageing population: Vision for Derbyshire to 2035. NEW.	Q1 and Q2. Ensure at least 10% of all new affordable housing provision secured through Section 106 agreements or planning conditions is either adapted for disabled use or built to lifetime homes standards.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.3 Number of new homes added to the HRA (this indicator incorporates new builds and also acquired properties into the HRA). NEW.	Proxy.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.4 Relevant documents adopted.	Q1. Submission of Local Green Spaces Document to the Planning Inspectorate. Completion of Gypsy/Traveller Site Allocations Development Plan (GTSADP) scoping. Q2. Examination of Local Green Spaces Document. First public consultation on GTSADP.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.5 Number of decisions made in time over number of decisions made.	90%.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.6 Maximise delivery of housing units.	Q1. Housing survey completed. Q2. Review of progress on all 'major' housing sites. Continue proactive intervention.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.7 Proportion of good quality housing development schemes (defined using Build for Life criteria) approved.	90% (annual target).

Workforce

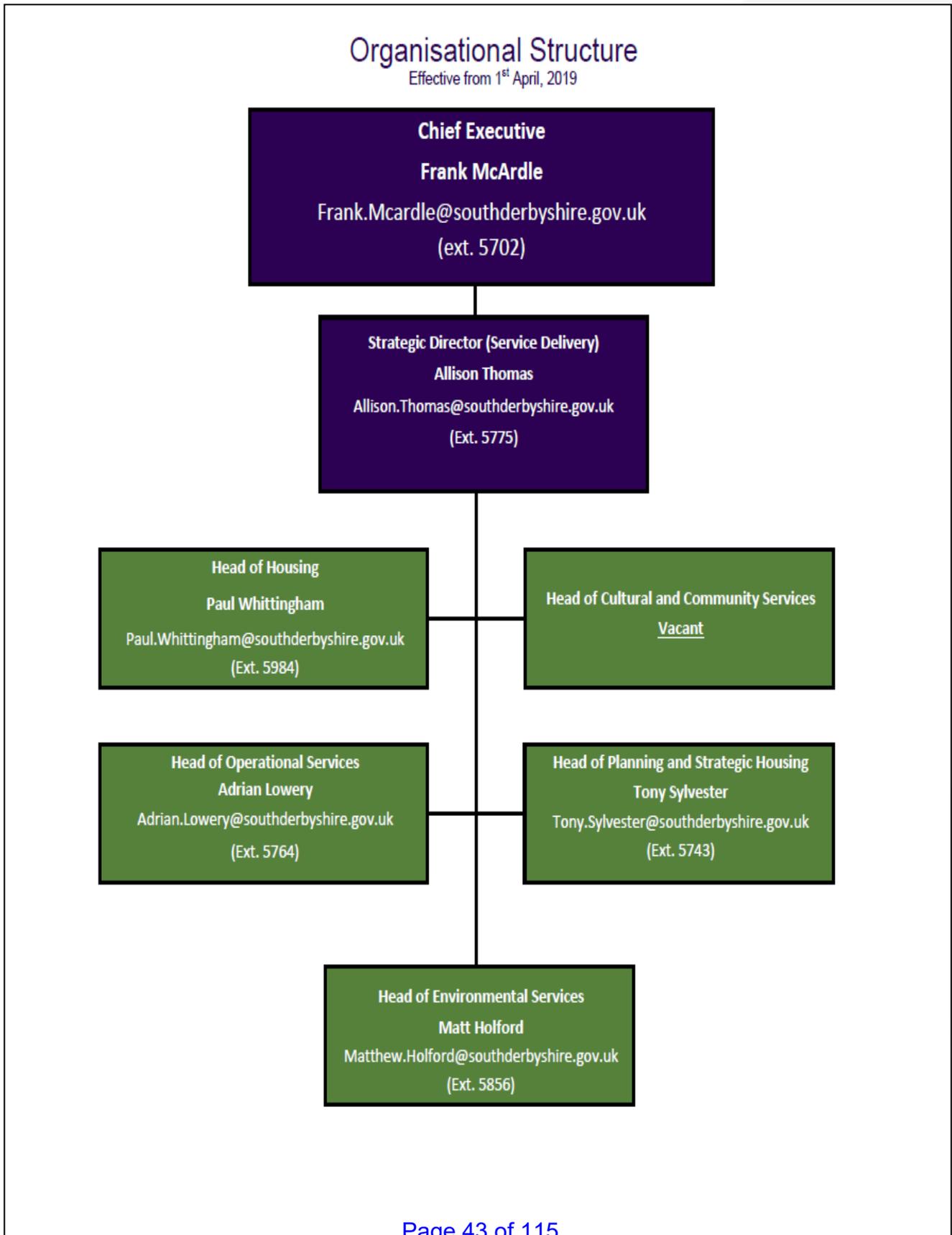
In terms of workforce development, an annual training and development plan is produced after Performance Development Reviews are held. Some homeworking opportunities are provided and flexible working is considered crucial to motivate and engage high-performing staff.

As of April 1, 2019, 210 (FTE) employees work in Service Delivery.



Service Structure

The structure of the Service Delivery Directorate, showing each service area, is shown below:



Budgets

Revenue budget 2019/20

The Directorate's budget for 2019/20 is outlined in the following table.

Service	Budget (£)
Cultural and Community Services	2,017,465
Environmental Services	586,457
Housing	399,809
Operational Services	3,585,663
Planning and Strategic Housing	718,916
Total	7,308,309

Capital budget 2019/20

The Directorate's capital budget for 2019/20 is outlined in the following table:

Service	Project	Budget (£)
Culture and Community Services	Communities	691,012
Housing Services	Housing Revenue Account	2,988,000
Housing Services	Disabled Facilities Grants	1,072,320
Operational Services	Vehicle Replacement	517,000
Planning and Strategic Housing	Strategic Housing Market Assessment	50,000
	Total	5,318,332



Partnerships

The Directorate’s significant partnerships are outlined below:

Partnership	Main purpose
Active Schools Partnership	Partnership approach to delivering the National, County and Local outcomes for young people’s health and wellbeing across the Schools network and beyond.
Active South Derbyshire	Partnership of bodies having an interest in promoting physical activity, sport, recreation and health in the District.
Building Control Partnership	Partnership of Local Authority Building Control Services operating in the Midlands area.
Citizens Advice South Derbyshire	Debt advice for tenants.
D2N2 Better Business Regulation Partnership	Collaboration of businesses and regulatory authorities to promote economic growth through positive regulatory outcomes.
Derbyshire County Council	Delivery of the Derbyshire Waste Management Strategy.
Derbyshire Police	Respond effectively to crime and ASB.
Derbyshire Traveller Issues Working Group	Co-ordinating a county wide approach to dealing with Gypsies and Travellers.
East Staffordshire Borough Council	Compostable waste processing contract.
Emergency Planning	Shared service delivery with Derbyshire County Council to ensure civil resilience.
Etwall Joint Management Committee	Partnership between South Derbyshire District Council (SDDC), John Port School and County Council to operate the Leisure Centre.
External contractors	Delivery of planned and responsive service contracts and capital improvements.
HIA (Home Improvement Agency)	Provide support to vulnerable households to improve house conditions.
Homes England	SDDC has investment partner status with Homes England to deliver new build council housing across the District.
Housing Market Area Partners	Working closely with adjacent authorities (Derby City and Amber Valley) in the wider Derby Housing Market Area on strategic issues such as housing, employment, transport and the Green Belt.

LEAP (Local Energy Area Partnership)	Provide advice and guidance on a range of carbon reduction initiatives.
Melbourne Sporting Partnership	Sports club, Parish and District Council partnership that is developing facilities and opportunities at the Cockshut Lane Recreation Ground.
Nottinghamshire Consortium	Refuse vehicle procurement framework.
P3	Provision of homelessness temporary accommodation.
Registered Providers	Working with housing organisations to develop affordable housing across the District.
Rosliston Forestry Centre Executive	Partnership between SDDC and Forestry Commission to operate the Forestry Centre.
Safer South Derbyshire Partnership	Statutory partnership to reduce the level of crime and disorder.
South Derbyshire CVS	Support on community projects and welfare reform.
South Derbyshire Partnership	Statutory partnership of public, private and voluntary sector to promote the District. The Partnership has theme groups which focus on health, community safety and sustainable development.
Swadlincote Cultural Partnership	Partnership of public, private and voluntary sector organisations that work to promote the heritage and environment of Swadlincote.

Additional considerations

Business change

In order for the Directorate to positively meet opportunities and challenges, it will create and develop innovative solutions which will help to deliver the outcomes that communities need and want at a cost the Council can afford. This includes embracing the corporate approach to business change and constantly reviewing working practices and use of technology to improve the efficiency and effectiveness of services.

Environmental impact

By implementing the requirements of ISO 14001 across all significant environmental aspects associated with Service Delivery Directorate, this Service Plan seeks to ensure continual improvement of the Council's environmental performance.

Further information can be found at: <http://sddcintranet/index.php/essentials/83-ems>

Managing risks

The process set out in the Council's Risk Management Strategy has been adhered to. The risk registers are managed by the Directorate Departmental Management Team and reported to Committee on a quarterly basis.

Monitoring and review

This Service Plan will be monitored on a quarterly basis as part of the Council's Performance Management Framework and will be used throughout the year to manage service delivery.

REPORT TO:	HOUSING AND COMMUNITY SERVICES COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	23rd APRIL 2019	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	MALCOLM ROSEBURGH 01283 595774 Malcolm.roseburgh@south-derbys.gov.uk	DOC:
SUBJECT:	PARKS AND OPEN SPACES EVENTS POLICY	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the Committee approves the adoption of the Parks and Open Spaces Events Policy.
- 1.2 That the Committee approves the introduction of a permit process and fee for regulating the use of parks and open spaces by personal trainers and fitness organisations.
- 1.3 That following the adoption of the Parks and Open Spaces Events Policy, the Committee approves officers investigating the potential for commercial enterprise within its parks to further increase potential revenue opportunities.

2.0 Purpose of the Report

- 2.1 To set in place a policy to cover the use of parks and open spaces for events by third party organisations including voluntary and charity groups and commercial organisations.
- 2.2 To approve the implementation of a permit scheme for the regulation of personal trainers/fitness organisations operating within Council owned sites as part of the implementation of the Parks and Open Spaces Events Policy.
- 2.3 To allow the introduction of a charge of £60 per annum to cover reasonable administration costs in association with regulating personal/fitness trainers.
- 2.4 To seek Committee approval for investigations to be undertaken by officers regarding commercial enterprises being located within Council parks and/or open spaces where it does not contravene byelaws/site restrictions.

3.0 Detail

- 3.1 Each year the District Council receives numerous requests from organisers seeking to use parks and open spaces for events, funfairs, circuses, football tournaments etc. These externally organised events supplement internal events in Parks and Open Spaces organised by the Council staff. Historically, each external request has been considered on an individual basis but it is now thought prudent to develop a Policy and adopt a consistent and considered approach to dealing with applications. The draft Policy is attached as Appendix 1.
- 3.2 The District Council acknowledges the value and benefit which a diverse and well-designed events programme in Parks and Open Spaces can bring to residents of the District, and the economic benefits and opportunities these events may bring to the Council, local communities and local traders. The aim of this Policy is to formalise the decision making process behind building a sustainable and varied programme of events on the Council's Parks and Open Spaces.

It also seeks to protect the community and parks and open spaces infrastructure from any negative impacts which events may cause. This Policy aims to guide:

- a) The number of events that can be held in each park/open space. To ensure a varied calendar of events across sites.
 - b) The size of events that can be held in each park/open space. To ensure that the appropriate site is used for the size of the event.
 - c) The nature of events that can be held in each park/open space. To ensure that any site restrictions/bylaws are taken into consideration when approving an event.
- 3.3 The Policy also advises event organisers of the requirements and expectations from them.
- 3.4 The Policy also allows for the regulation of the sites for use by personal trainers and fitness organisations. This would allow for the District Council to formalise current ad hoc arrangements and regulate the quality of provision within its sites by third party providers. As part of regulating the provision it is proposed to introduce a small charge to cover reasonable administration costs. Initially it is proposed to set the fee at £60 per annum.
- 3.5 The Policy is underpinned and supported by further documentation, in particular:
- Hire of Open Spaces for Events - Booking Form (Appendix 2)
 - Hire of Open Spaces for Events - Guidance Document (Appendix 3)
 - Hire of Open Spaces for Events – Risk Assessment Template (Appendix 4)
 - Regulations and Booking Form for the Hire of Parks and Open Spaces for Personal/Fitness Training (Appendix 5)
 - Parks and Open Spaces Hire Fees (Appendix 6)
- 3.6 Each of the documents listed above have been reviewed and updated as a consequence of the introduction of this Policy.
- 3.7 As part of a wider review of activities and provisions within the Council's parks, permission is sought from the Committee for officers to investigate the potential for commercial enterprise to further increase potential revenue opportunities (i.e. ice cream/refreshment tenders).

- 4.1 Fees and charges associated with the hire of parks and open spaces are set annually by the Housing and Community Services Committee.
- 4.2 It is proposed to introduce a nominal fee of £60 per annum to cover reasonable administration costs involved with the processing of applications by personal/fitness trainers/boot camps.
- 4.3 By allowing officers to investigate the provision of commercial enterprise within parks there will also be opportunity for further income generation.

5.0 Corporate Implications

5.1 **Employment Implications** - None

5.2 **Legal Implications** – The Policy ensures that any site restrictions/bylaws are taken into consideration when approving an event.

5.3 **Corporate Plan Implications** – A varied programme of well managed events in the Council's Parks and Open Spaces contributes to the Corporate Plans People and Place themes.

5.4 **Risk Impact** - The purpose of this Policy is to set out clear guidance for officers and event organisers regarding the use of Parks and Open Spaces for events thereby protecting the Council's reputation in properly managing its assets.

6.0 Community Impact

6.1 **Consultation** - Consultation has been undertaken internally with the following sections: Licensing, Environmental Health, Economic Development, Legal, Operational Services and Cultural and Community Services.

6.2 **Equality and Diversity Impact** - None

6.3 **Social Value Impact** - None

6.4 **Environmental Sustainability** - One of the key aims of the Policy is to protect communities, sites and their biodiversity whilst allowing for a varied programme of events across Council-managed sites.

The Policy should be made publically available via the District Council's website.

7.0 Conclusions

7.1 The introduction of a Parks and Open Spaces Events Policy aids a consistent approach to use of Council sites for events and protects against any potential negative impacts of over or improper use.

7.2 The opportunity to investigate the potential for commercial enterprise within Council parks should allow for increased revenue generation, improved service to the public and scope for reinvestment back into sites.

8.0 Background Papers

None

Parks and Open Spaces Events Policy

Cultural and
Community
Services

April 2019

Contents

Version Control.....	2
Approvals.....	2
Associated Documentation	2
1.0 Introduction.....	3
2.0 Supporting Documentation.....	3
3.0 Definition.....	3
4.0 Aims.....	4
5.0 Objectives.....	4
6.0 Scale and Type.....	4
7.0 Event Application, Booking and Approval Process.....	7
8.0 Appeals.....	8
9.0 Licensing	9
10.0 Terms and Conditions.....	9
11.0 Pricing Policy/Fees and Charges	9
Appendix 1 – Event Number and Limits by Location	10
Appendix 2: Further Event Management Information	11
Conclusion.....	13

Version Control

Version	Description of version	Effective Date

Approvals

Approved by	Date

Associated Documentation

Description of Documentation	
Hire of Open Spaces for Events - Booking Form	Regulations and Booking Form for the Hire of Parks and Open Spaces for Personal/Fitness Training
Hire of Open Spaces for Events - Guidance Document	Parks and Open Spaces Hire Fees
Event Risk Assessment Template	

1.0 Introduction

- 1.1 South Derbyshire District Council acknowledges the value and benefit which a diverse and well-designed events programme in parks and open spaces can bring to residents of the District, and the economic benefits and opportunities these events may bring to the Council and local traders. This Policy is provided to assist the decision making process behind building a sustainable and varied programme of events on Council owned parks and open spaces. It also seeks to protect the community and parks and open spaces infrastructure from any negative impacts which events may cause. This Policy aims to guide:
- a) The number of events that can be held in each park/open space to ensure a varied calendar of events across sites.
 - b) The size of events that can be held in each park/open space to ensure that the appropriate site is used for the size of the event.
 - c) The nature of events that can be held in each park/open space to ensure that any site restrictions/bylaws are taken into consideration when approving an event.
- 1.2 This Policy also aims to communicate the obligations, responsibilities and limitations which all event organisers have in relation to staging an event in any park or open space managed by South Derbyshire District Council.
- 1.3 Whilst the main focus of this Policy is for those events taking place within the District Council's parks and open spaces, it is considered that many of the recommendations, objectives and operational matters are equally relevant to events being staged within other localities.

2.0 Supporting Documentation

- 2.1 This Policy should be considered within the context of the other documents which are referred to below. These underpin and provide the detailed procedures and protocols which support this policy document.
- Hire of Open Spaces for Events - Booking Form
 - Hire of Open Spaces for Events - Guidance Document
 - Regulations and Booking Form for the Hire of Parks & Open Spaces for Personal/Fitness Training
 - Parks and Open Spaces Hire Fees
 - Conditions of letting

3.0 Definition

- 3.1 Any organisation or individual wanting to make an event booking be it for commercial, charitable or community use, must adhere to the requirements of this policy and its supporting documents.
- 3.2 This Policy does not apply to regular booking by sports club (e.g. football matches, tennis, bowls etc.) unless undertaken as part of a sporting tournament. It does however include those wishing to make bookings for running clubs, organised cycling, fitness classes and personal/group training.

4.0 Aims

4.1 It is intended that this Policy will balance the interests of residents and businesses and allow the District Council to:

- Minimise, mitigate and manage the impact on parks and open spaces and surrounding areas.
- Encourage events that have strong community benefit and engagement.
- Support community event organisers and parks and open spaces user groups, through the development of tools and resources to streamline the application process.
- Assist in the development of events that support strategic priorities.

5.0 Objectives

5.1 The key objectives of this Policy and related documents are to:

- Ensure all events are run effectively and comply with relevant legislation.
- Ensure the health and safety of event attendees, the wider public and for those working at the event.
- Protect the reputation and promote a positive image of the district of South Derbyshire.
- Ensure that events are only approved if organisers can clearly demonstrate they are able to deliver effective planning of an event, which is robust and safety focussed.
- Encourage, facilitate and initiate events which align with the District Council's strategic priorities.
- Encourage and initiate events which involve community participation and delivery.
- Ensure that every effort is made to avoid damage to the Park or Open Space and its contents and should damage occur, that appropriate bond monies are held for the purpose of rectification.
- Ensure that all pre-event consultation with stakeholders (where required) is carried out in a timely and considered manner.
- Encourage a diverse range of community and commercial events which have a wide appeal for residents of the district as well as tourists and visitors.
- Minimise disruption to local residents, business and transport networks through best practice management.
- Promote the use of the Council's parks and open spaces as a venue for events.

6.0 Scale and Type

6.1 To first determine whether an activity should be formalised into an event in its own right, the organiser is asked to consider whether the proposal hits one or more of the following trigger points:

- The event introduces any formalised infrastructure onto the park/open space, using a large area which impacts on general public usage (to include gazebos/tables/chairs etc.)

- Whether the event attendees are anticipated to exceed 50 in number and thereby removing space for others, not associated with the event, to use for normal recreational pursuits.
- Includes a fee to enter (where permitted).
- A transaction to buy or supply a service takes place.
- The scale of the activity is beyond permitted recreational use of the park/open space.

6.2 Once determined using the above triggers, the scale of events in the Council's parks and open spaces are defined according to the following table (Table 1), which outlines the parameters that South Derbyshire District Council works to in classifying event scale and impact.

6.3 If the estimated capacity/scale of an event is very close to the limit of the classification type (i.e. large, medium etc.), officers reserve the right to choose the category the event is best placed.

6.4 Community/Charity Events

Community events are those which are organised by the community or voluntary groups, in support of the community for the benefit of the District or local residents. A community event must always be offered with no entrance fees to the public. Fees where levied for community and third sector stallholders will be set at an affordable and accessible level.

Charity events should be for the benefit of a Registered Charity. Applications must be received from the charity themselves, or include a signed letter of endorsement from the charity. Not for profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that all proceeds (over and above costs) will be for the charity.

Where a park/open space has a 'Friends of' group who work with the Council in helping to oversee the maintenance, development and enjoyment of a Council site, an application for events by these groups should be supported by the Council. In recognition of the invaluable role played by such groups, hire fees will not be charged for such events however administration costs may be incurred.

6.5 Commercial Events

This category is for all events which the organiser has the intention to generate a profit. Commercial events are typically accessible to the general public, but in some cases will include events which have an entrance fee attached to enter a closed area to partake in the activity. This category includes funfairs and circuses although these have separately defined hire costs within the fee structure. Although commercial activity has a defined fee structure, the District Council also reserves the right for officers to have delegated authority to negotiate the best deal, where there is a major impact or significant commercial return anticipated.

Table 1 – Commercial & Community/Charity Events

Classification of proposed event	Size and definition of event
Large	Likely to be between 5,000 – 10,000 attendees at any one time Has a footprint of 30-50% of land area Potential for some ground reinstatement Change of use some areas restricted for the duration Some impact on surrounding environment Temporary structures with build/take down period of between 3-7 days
Medium	Likely to be between 500 – 5,000 attendees at any one time Has a footprint of 30-50% of land area Some change of use not sole. Temporary Unlikely to involve ground reinstatement Minimal impact on surrounding environment Minimal infrastructure build period of 1 day
Small	Likely to be up to but no more than 499 attendees at any one time No or minimal impact on other users No measureable impact on surrounding area Unlikely to cause damage Minimal infrastructure build period on the day

6.6 Organised Fitness Training

Activities in this category may include organised groups that operate with or without a charge to those attending the activity. Please see Hire of Parks and Open Spaces for Personal/Fitness Training document for further details.

6.7 There are a number of events that the Council does not accept within its parks/open spaces these include but are not limited to:

Corporate/Private Events - There is no provision for private events such as private parties, weddings or corporate events on any South Derbyshire District Council park/open space.

Car boot sales

Release of Chinese Lanterns

Bonfires – the Council does not play host to any bonfires within its sites

Events with animals – The Council does not allow animals to be awarded as prizes at fetes/funfairs. Animals which are ancillary to an event are acceptable as long as appropriate welfare conditions are considered. Please seek additional permission from the Council prior to your event.

Barbecues – are not generally permitted on Council parks and open spaces. Please see Appendix 2, paragraph 8 for further details.

Any event which solely promotes the use of alcohol or smoking of any nature.

Any event which may be construed as showing or encouraging any type of prejudice (for example, racial, sexual, religious) according to the Equality Act 2010.

There may also be other types of events that would be deemed unsuitable to be held on Council owned or managed land. The Council needs to give due regard to the letting of space and the impact and consequences of the event on other users of their sites. If there is any doubt as to the suitability of an event, it will be escalated to the Senior Management Team for consultation and advice.

7.0 Event Application, Booking and Approval Process

7.1 Application Process

A comprehensive application and approval process ensures that parks and open spaces events are only approved once all steps in the process have been correctly carried out by the applicant. The application process is outlined in the District Council's website.

Event applications must be received within the lead time stipulated below to allow the District Council to complete any event consultation required and the application process. Should applications not be received within these lead times, event proposals may be declined.

Scale	Application to be received
Large Scale	At least 6 months
Medium Scale	At least 3 months
Small Scale	At least 6 weeks before

No more than one event will normally be approved on the same day in each park or open space. Should multiple applications be received for the same park or green space on the same date, one or both organisers may be offered an alternative date or location. Event organisers may sometimes be required to move venue or date for other reasons.

Applications will be checked for completeness and, if verified in line with this policy, may be subject to consultation. Consultation may include all stakeholders, but is not limited to, other Council departments, Ward Councillors, the Police, Derbyshire County Council Emergency Planning Team.

Please Note: Events will only be permitted on District Council grassed land between Easter and late October (weather permitting). Events on hard standing can be held year long.

7.2 Approvals

Once approved, events can be promoted through the events calendar on the District Council's website, the District Council's 'What's On' guide and through local notices.

Formal event debriefs may be called for large and regular events. These meetings may include representatives from the District Council's Cultural and Community Services, Ward Councillors (who may put forward any issues that may have been raised as concerns by residents), the Police and any other staff from specific departments who may be needed for their feedback or advice.

The District Council's decision on whether to approve or refuse any event after all considerations have taken place shall be considered to be final. An applicant having held a previous event does not make any presumption in favour of it being accepted as an annual occurrence. A range of 'template' style documents have been produced to assist less experienced event organisers and community groups through the event design and delivery process. Further advice and guidance can be found at:

<https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>,
<https://www.derbyshireprepared.org.uk/get-involved/hosting-public-event/> and
<http://www.hse.gov.uk/event-safety/index.htm>

7.3 Events which would not be granted approval

Events which would not be granted permission are those which are deemed to be inappropriate, contravene any conditions set out in the Terms and Conditions of hire of open spaces, or are considered to have a detrimental impact on the 'normal use' of the park or open space. Failure to comply with the Terms and Conditions will prejudice future event applications.

Further reasons for refusal may include:

- Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site.
- Any event which does not provide adequate documentation or certification as required.
- Any event which is refused support by one of the Emergency Services.

South Derbyshire District Council reserves the right to impose additional conditions regarding a booking.

The following principles will be applied to the timing and frequency of events:-

- No more than one event will normally be approved on the same day in each park or open space.
- The timing of events approved will be structured to maintain a balance between events and informal/casual use of parks and open spaces.
- There is a general presumption against events taking place on consecutive weekends in any park or open space.

8.0 Appeals

8.1 Appeals may be submitted in writing to the Head of Cultural and Community Services within 14 days of permission for an event not being granted. Thereafter one further appeal may be submitted to the Strategic Director (Service Delivery) within 28 days whose decision will be final.

9.0 Licensing

9.1 If the event is on local authority premises' but provided by a third party then a licence is not required for live or recorded music between 8am and 11pm provided that:

- It is performed in front of an audience of no more than 500 people; and
- The third party has the written consent of the local authority.

A licence will still be required for the sale of alcohol, boxing and wrestling events, plays, films, performance of dance, late night refreshment, events with over 500 people and events with live or recorded music from 11pm to 8am.

No licence is required for any entertainment provided by or on behalf of a local authority on local authority premises between 8am and 11pm.

9.2 Temporary Events Notices (TENs)

Event organisers are able to apply for a Temporary Event Notice (TEN) to cover licensable activities. It must be noted the TENs are only for 499 people at any one time including staff and performers.

For an application form and further information please contact the Council's Licensing Section on 01283 595716 or more information can be found on the Council's website.

Additional advice and information on licensing is available from www.gov.uk

10.0 Terms and Conditions

10.1 A comprehensive set of Terms and Conditions exists for the hire of South Derbyshire District Council's parks and open spaces. This communicates to the event organiser their obligations and they are asked to sign them once an event has been agreed in principle. Their compliance will be monitored and failure to comply will prejudice future event applications.

11.0 Pricing Policy/Fees & Charges

11.1 A pricing policy exists to cover events in parks and open spaces. The fees and charges schedule will be reviewed annually.

11.2 If events require Council staff to be present or work outside of normal working patterns (e.g. to open or lock a park outside of normal hours) then extra fees may be levied.

11.3 Current fees and charges can be found on the District Council's website.

Appendix 1 - Event Number and Limits by Location

South Derbyshire District Council is responsible for managing a number of parks and open spaces across the District. Its parks and open spaces in the urban core of Swadlincote are the most requested sites for events due to their location and infrastructure. Frequency and suitability of sites for events are detailed in the table below. These are the maximum number of events in addition to any District Council run events on the named sites.

Park/Open Space (max no. of events)	Small up to 499	Medium 500 - 4999	Large 5000 +	Fitness Organisations
Maurice Lea Memorial Park (6)	4	2	2	No more than 6 operators per annum
Gresley Common (6)	4	4		
Woodhouse Recreation Ground (4)	4	4		No more than 2 operators per annum
Eureka Park (6)	4	2	2	No more than 6 operators per annum
Newhall Park (6)	4	2	2	No more than 6 operators per annum
Oversetts Recreation Ground (4)	2	2		No more than 2 operators per annum
Chestnut Avenue Recreation Ground - Midway Community Centre grounds (4)	2	2		No more than 2 operators per annum
Other open spaces under SDDC management	4	Dependent upon site size (but no more than 2)		No more than 2 operators per site per annum

Please note that Maurice Lea Memorial Park, Woodhouse Recreation Ground and Gresley Common are subject to the 1876 Commons Act which places restrictions on use of the land.

It is notable that it is not possible to devise an event size/scale limit purely based on the size of a park or open space as only portions of each site may only be suitable for the delivery of events. In principle the larger sites are able to support more events than smaller sites but without exceeding the capacities set out in the table above.

Applications are particularly encouraged for parks and open spaces which do not have many established activities and/or which are situated within new development areas and help build the strength, resilience and cohesion of new communities.

Appendix 2: Further Event Management Information

1. Health and Safety

Each and every event organiser is responsible for health and safety at its event and must demonstrate that it is adhering to all relevant health and safety legislation. It must complete comprehensive risk and fire risk assessments for its event, and submit them together with hygiene certificates, food safety plans for all caterers and proof of Food Hygiene Rating of 3 or more. Where appropriate, safety certificates will require to be submitted (e.g. for fairgrounds, bouncy castles, marquees, gas, PAT testing etc). Sub-contractors that are engaged by the organisers must also provide relevant documentation.

South Derbyshire District Council recommend event organisers use NCASS Connect (free of charge) for sharing relevant information with traders/local authorities.

<https://www.ncass.org.uk/eho-area/home>

2. Pre and post inspection

Inspections of the event site will be undertaken both prior to and following an event by a representative from Cultural and Community Services. Should any damage or reinstatement work be required, monies from your deposit will be used. Should the deposit amount be insufficient to cover the cost of any reasonable reinstatement works, the event organiser will be responsible for the shortfall.

3. Fly Posting

Fly posting is illegal and the District Council has a policy of prosecution. Failure to comply may prejudice future event applications.

4. Bond and Deposit Payments

Bond and deposit payments are detailed within our schedule of fees and charges that apply for parks and open spaces. The District Council, however, reserves the right to adjust the amount of deposit required dependent upon the type of event/activity taking place.

5. Waste Management Conditions

Event organisers are responsible for the collection and storage of rubbish throughout their event, and must make adequate arrangements for the disposal of all rubbish at the event, failing which the District Council will re-charge the cost to you.

6. Sports Tournaments

School sports days attract no hire fee, unless pitch or track markings are required, or the event involves large amounts of infrastructure, Council operational staff provide assistance or the ground is damaged as a result of the activities. This will be determined on a case by case basis.

7. Internal Events

Internal South Derbyshire District Council events will generally not be charged a fee unless the ground is damaged as a result of the activities.

8. Barbecues

Barbecues are not generally permitted on Council parks and open spaces. Cooking and catering are a key element of many events and may be permitted if requested through the events approval process. Event organisers will need to be able to demonstrate that they have completed a risk and environmental impact assessment to run any barbecue or cooker safely; and satisfy any required food standards and licensing requirements.

9. Bouncy Castles/Funfair Rides

Where bouncy castles and funfair rides form part of an event they shall be run in accordance with the Health and Safety Executive's guidance document HSG 175 'Fairgrounds and Amusement Parks – Guidance on safe practice' ISBN 9780717666638, and in particular Sections E to G of the guidance, detailing the responsibilities of the organiser, controllers of the attractions/rides and the operators and attendants of them or in accordance with any subsequent advice or guidance issued by the HSE (<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>) .

A copy of each controller's certificate of insurance and a copy of each attraction/ride's current certificate of thorough examination from an inspection body (ADiPS, PIPA etc.) to show that it is fit for use must be submitted to the District Council no later than 21 days before an event.

10. Traffic Management

Off-highway events can cause traffic congestion and may need street traffic management to ensure safety for the public entering or exiting the highway. Organisers of all events need to consider traffic impact and include this in their risk assessment/traffic management plan.

11. Insurance

All organisers of events will require public liability insurance with a limit of indemnity of at least £5m per claim. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider. Copies of your confirmed and valid public liability insurance should be submitted to the District Council as part of your application process.

Further information and guidance on putting on events can be found in the District Council's Hire of Open Spaces Guidance.

Conclusion

This Policy has been compiled with the help and support of various Council departments including; Cultural and Community Services, Licensing, Environmental Health, Legal Services, Economic Development, Operational Services.

This Policy will be reviewed periodically.

All event paperwork is being reviewed as part of this policy and will be available to help and support event organisers in to the future.

Any queries should be directed to:

Cultural and Community Services
South Derbyshire District Council
Civic Offices
Civic way
Swadlincote
Derbyshire
DE11 0AH

Email: culturalservices@southderbyshire.gov.uk

Hire of Open Spaces for Events Booking Form

Cultural Services

April 2019

Version Control

Version	Description of version	Effective Date
1		April 2019

Approvals

Approved by	Date

Associated Documentation

Description of Documentation

Please fill in the following form and email or post it to us. Ensure you read the guidance notes document before completing the form. If you need any help please call your contact in the Culture and Community team.

Your details

Name of organisation:	
Contact name:	
Contact address (inc. postcode)	
Telephone: Email:	

Event details

Name of event and brief details (age suitability etc.)		
Should your event contain any of the licensable activities as detailed within the guidance booklet you may be required to apply for a Temporary Event Notice (TEN) or Premises Licence. It is the event organisers responsibility to ensure that the event is licensed appropriately.		
Open space required		
Date required (please state set up times/dates also)	From:	To:
Start/end time of event	Start:	End:
If the site is required outside these times for setting up and clearing away, please give details.		
How many people do you expect to attend?		
Is the event . . .	<input type="checkbox"/> commercial	<input type="checkbox"/> charity/fundraising
Will you be charging for admission? (If so, please give details)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be using highway directional signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>Do you anticipate the need for road closures, traffic diversions or car parking/parking bay closures? (If yes, please give details)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will you be using promotional banners or posters?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Selling things

<p>How many charity/fund raising stalls will be there?</p>	
<p>How many commercial stalls will be there?</p>	
<p>Please list goods to be sold</p>	
<p>Will you be permitting food/drink concessions? If yes, please give details of provider</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Do you intend to sell alcohol at your event? (please contact for further advice/guidance)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Car parking

<p>Please provide details of car parking facilities available for people attending the event</p>	
---	--

Stewards

<p>How many stewards will there be at the event and what will be their assigned duties?</p>	
--	--

Public address equipment

Do you intend to play music/use public address equipment or have amplified music at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Structures

Will there be any of these items at the event? Stages/towers or structures/temporary seating/electrical installations/marquees/gazebos/inflatables (if yes please give further details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Sports facilities

Do you wish to use the Council's sports or changing facilities? (If yes please give details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require any sports markings being undertaken for the event? (If yes please give details) Please note this may incur additional charges	<input type="checkbox"/> Yes <input type="checkbox"/> No

Toilet facilities

Please submit details of toilet provision and include method of disposal. If toilets are hired, please give the name and address of the hire company and number of units hired.	
---	--

Medical facilities

Please provide details of first aid cover at the event (include numbers of staff and details of the organisation to provide the cover)	
---	--

Fire fighting equipment

Please provide details of fire fighting equipment at the event (Please state where this will be and what risks the equipment will be covering such as CO2 for electrical. Don't forget to show all fire fighting equipment on your event plan, if applicable)	
--	--

Waste Disposal

Please give details of the arrangements to collect and remove litter from the site following the event	
---	--

Please note it is the event organiser's responsibility to ensure that the site is kept clean and tidy during the event and that it is completely clear of rubbish before leaving the site, this includes the removal and proper disposal of rubbish.

Insurance

Event organisers are required to hold a current policy of insurance in respect of Public Liability for Third Party risks (including produce liability where appropriate). The limit which should be a minimum of £5m although South Derbyshire District Council reserves the right to require a higher limit if deemed necessary. Organisers are to be responsible for ensuring that any individual participant in the event has an adequate up-to-date Public Liability Insurance Policy of £5m.

All documentation (including Public Liability Insurance Certificates) must be sent to South Derbyshire District Council at least 28 days prior to the event. Failure to comply may result in South Derbyshire District Council refusing to grant permission for the event/booking.

Application

We will endeavour to assess your application within 21 working days.

We will advise you if your application is successful.

We will send you two contracts to be signed, one for your reference and one to return to South Derbyshire District Council with the fee if applicable.

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised officers of the council.

Signed		Date	
Position in organisation			

Checklist – supplied documentation

- | | |
|--|---|
| <input type="checkbox"/> Signed booking form | <input type="checkbox"/> Risk assessment |
| <input type="checkbox"/> Traffic plan | <input type="checkbox"/> Public Liability Insurance |
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Noise control plan |

Any details provided as part of this process will be covered by the Privacy Notice below.

Privacy Notice

How is your information used?

The information collected on the booking form will be used to contact you regarding your site/venue enquiry/booking or when seeking feedback on the service provided.

Who has access to your information?

Information can be accessed by staff within the Cultural Services Team and may be shared with other Council Departments, and, where required, other key partners but only in connection with the provision and use of Council site/venues and/or service improvements.

For further information about how your personal information will be used, please visit www.southderbyshire.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from culturalservices@southderbyshire.gov.uk

Hire of Parks & Open Spaces - Guidance Document

Cultural Services

April 2019

Contents

Version Control.....	2
Approvals.....	2
Associated Documentation	2
Introduction.....	3
Application	3
Open space hire fees & charges.....	4
Risk assessment.....	4
Conditions of hire.....	5
Site information.....	6
Stage 1 – Pre-planning	8
Stage 2 – Organising the event.....	10
Stage 3 – Provisions and services	11
Stage 5 – After the event	15
Useful contacts	17

Version Control

Version	Description of version	Effective Date

Approvals

Approved by	Date

Associated Documentation

Description of Documentation

Introduction

This guidance document has been designed to provide information to individuals and organisations wishing to arrange an event at a council managed open space i.e. parks, common land, The Delph in Swadlincote. The associated booking form can be used for all events regardless of size; however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple event to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Major events will require additional information and you should first contact the council to arrange a meeting before making your application. This must be a minimum of six months prior to your proposed event date.

There are many national associations and clubs who may be able to offer advice on specific types of events. However, when planning and organising an event it is always useful to check the website of the Health & Safety Executive for the most up-to-date advice and guidance (www.hse.gov.uk). Event guidance can also be found at: www.derbyshireprepared.org.uk/get-involved/hosting-public-event/

Application

You will need to complete and return to the Cultural Services team a Hire of Open Spaces for Events Booking Form. This will need to be completed so we can assess your application.

Please be aware that the council can offer you some basic advice when you make your application. If you are not sure how to complete the form we would recommend that you make an appointment with us to go through it with you.

The application form only gives basic information and we may require further detail depending on the type and scale of the activity, such as:

- Evidence of management experience and competencies.
- Details of electrical, structural and site safety personnel who will be signing safety certification for the site and structures.
- Evidence that resources are, or will be, in place to service the health and safety infrastructure.
- Site plans.
- A detailed event management plan containing:
 - Event outline (foreword/introduction), crowd profile, history etc.
 - Aims and objectives.
 - Event management structure, including command and control structure.
 - Crowd management (stewarding, tickets, no alcohol etc.)
 - Emergency procedures, include preservation of evidence, activation.
 - Evacuation procedures – activation and decision process.
 - Traffic management – on and off site, including emergency access.
 - Firework management.
 - Severe weather and event cancellation
 - First aid – both public and staff (including performers).
 - Fire precautions.
 - Communications
 - Media.
 - Waste management.
 - Noise management plan.
 - Lost children policy.

Open space hire fees & charges

Pricing will depend on the activity undertaken. The prices are set annually at committee and are reviewed every year.

Current fees and charges can be found on the District Council's website.

If events require Council staff to be present or work outside of normal working patterns (e.g. to open or lock a park outside of normal hours) then extra fees may be levied.

There is currently no charge for a voluntary/charity organisation to hire The Delph area in Swadlincote although a deposit may be required dependant on the type of activity undertaken. If a deposit is required you will be informed at the earliest opportunity. Commercial enterprises wishing to hire The Delph area will be quoted a price upon application. They may also be required to pay a deposit dependant on the type of activity undertaken.

Bond and deposit payments are detailed within our schedule of fees and charges that apply for parks and open spaces. The District Council however reserves the right to adjust the amount of deposit required dependent upon the type of event/activity taking place.

Money will be deducted from the deposit for reinstatement of any damage caused to the open space. Only essential event vehicles are allowed on to Council managed open spaces and only with prior consent.

If keys are required a further deposit may be necessary.

Risk assessment

Please remember that organisers of events have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment, in which all hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level.

All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form is available separate from this document. A copy of the completed forms should be retained by the organiser for future reference.

Where the event consists of more than one attraction e.g. a summer fete, a written risk assessment may be required for each activity. In these circumstances, the risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More advice on risk assessments including sensible risk assessments can be obtained from www.hse.gov.uk/risk or HSE infoline 0845 345 0055.

Conditions of hire

How to protect our open spaces

When vehicles are allowed on site for set up, 5mph speed restrictions should be observed.

All vehicles not required to stay on the open space after set up must be removed prior to the start of the event.

Vehicles must not park on shrub bed areas and the edges of shrub beds should be protected from damage.

There must be a designated site manager at all times who will be responsible for controlling the site, any activity and vehicle movement.

The hirer must arrange for all waste to be cleared from the site. Arrangements can be made separately with the Council's Waste and Cleansing Team for this to be dealt with or you can appoint your own contractor.

Any incident must be reported immediately to the Cultural Services Manager at South Derbyshire District Council.

Gates to sites must never be left open and unattended.

Site information

Each site is different and they all have their own merits for holding events. To help you decide which site might be best for your event, please see the list below.

The Delph, Swadlincote Town Centre

Ideal for activities such as arts performances, charity fundraising, school showcases, commercial promotion.

A pop-up power supply is available for use at your event. Commercial activities wished to be undertaken on this site may require a Street Trading Permit. Please contact our Licensing Section for further guidance. Only vehicles integral to your event may be left on The Delph and permits will be required. Also weight and size restrictions must be observed by any vehicle entering onto The Delph area. Please contact us for further details.

Maurice Lea Memorial Park, Church Gresley (subject to The Commons Act)

Ideal for activities such as sports activities (not football tournaments), fetes, bandstand performances.

The bandstand has its own power supply.

Gresley Common, Church Gresley (subject to The Commons Act)

Ideal for activities such as fairgrounds, circuses.

Gresley Common can also be used in conjunction with the hire of Maurice Lea Park or Woodhouse Recreation Ground to act as a car park for events taking place there.

Eureka Park, Swadlincote

Ideal for activities such as sports activities (not football tournaments), school sports days, fetes, music performances.

Eureka Park also has an uncovered performance area with independent power supply following the recent completion of Heritage Lottery funded works.

Newhall Park, Newhall

Ideal for activities such as sports activities (not football tournaments), community fetes, school sports days, fairgrounds.

Woodhouse Recreation Ground (Ski Slope), Swadlincote

Ideal for activities such as football tournaments, sports activities, cycle cross events.

Oversetts Road Recreation Ground, Newhall

Is currently undergoing redevelopment and therefore is not available at present.

Chestnut Avenue Recreation Ground, Midway

Ideal for activities such as sports activities (not football tournaments), community fetes, school sports days.

Station Street Recreation Ground, Castle Gresley

Ideal for activities such as sports activities.

For any event including the sale of alcohol a licence will be required. Please see the section on Special Permissions and Licences on pages 6 and 7 for further details

Should you have another site in mind for your event or should you wish to check whether your chosen site is suitable for the type of event you wish to hold, please contact us for further guidance.

Alternative sites within South Derbyshire that may also be suitable for events.

Gresley Old Hall, Gresley Wood Road, Church Gresley, Swadlincote, Derbyshire DE11 9QW Tel: 01283 215187 / 01283 551193

Catton Hall, Catton, Walton upon Trent, South Derbyshire DE12 8LN Tel: 01283 716311
Additional information can be found at www.catton-hall.com/index.php?page=use-the-park

Elvaston Castle Country Park, Borrowash Road, Elvaston, Derby DE72 3EP Tel: 01629 533870
or email: countrysideservice@derbyshire.gov.uk for further advice and guidance.

Stage 1 - Pre-planning

Detailed pre-planning is essential to ensure the event is successful. The following need to be considered at this stage.

Where? Make sure the venue you have chosen is adequate for the proposed event. Consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

When? Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. The event should not clash with any other major events in the area. Please note that events can only be held on District Council grassed land between Easter and late October (weather permitting). Events on hard standing can be held year long.

Who? Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

What? Decide on the type of activities to be held. Will there be any specific hazards such as animals or high risk sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

Specialist equipment. Will the activities require the use of any specialist equipment? If so, does this equipment pose any specific hazards? Will a particular activity need barriers, is additional lighting required on site etc.? Equipment such as a stage will require certificates of erection by a competent person.

Code of practice. For larger events there will be a need to comply with guidance particularly the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association tel: 0208 6698121, which gives advice on structures, marquees, tents and electrical matters. The Health & Safety Executive website can also be a useful source for guidance when putting on an event (www.hse.gov.uk).

Welfare arrangements. The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets, where used, should be checked for adequacy and maintained during the event. The provision of drinking water may be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property. Don't forget to take into consideration facilities required for people with disabilities attending your event i.e. toilets, parking.

Special permission and licences. If the event is on local authority premises' but provided by a third party then a licence is not required for live or recorded music between 8am and 11pm provided that:

- It is performed in front of an audience of no more than 500 people; and
- The third party has the written consent of the local authority.

A licence will still be required for the sale of alcohol, boxing and wrestling events, plays, films, performance of dance, late night refreshment, events with over 500 people and events with live or recorded music from 11pm to 8am.

No licence is required for any entertainment provided by or on behalf of a local authority on local authority premises between 8am and 11pm.

Temporary Events Notices (TENs)

Event organisers are able to apply for a Temporary Event Notice (TEN) to cover licensable activities. It must be noted the TENs are only for 499 people at any one time including staff and performers.

For an application form and further information please contact the Council's Licensing Section on 01283 595716 or more information can be found on the Council's website.

Additional advice and information on licensing is available from www.gov.uk

Insurance. All organisers of events will require public liability insurance with a limit of indemnity of at least £5m per claim. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider. Copies of your confirmed and valid public liability insurance should be submitted to the District Council as part of your application process.

Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

Event applications must be received within the lead time stipulated below to allow the District Council to complete any event consultation required. Should applications not be received within these lead times, event proposals may be declined.

Event Scale	Application to be received
Large Scale	At least 6 months
Medium Scale	At least 3 months
Small Scale	At least 6 weeks before

Event plan. This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Stage 2 - Organising the event

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

Establish a committee. Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the council, the local police force and other emergency services. You should have a named Health & Safety Officer to whom all queries can be referred about safety procedures in case of an emergency.

Liaison. You may need to tell the local police, fire brigade, ambulance and first aid providers about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations.

Risk assessments. You must complete a risk assessment for your event. Taking everything into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary. A template assessment form can be provided on request.

A separate Fire Risk Assessment should be undertaken where gas canisters/flammables are brought on to site.

Attendances. The maximum number of people the event can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.

Emergency plan. A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. Organisers of larger events may wish to liaise with the emergency services and the Council's Emergency Planning Officer and create a planning team to consider all potential major incidents and how you would deal with them.

Contingency plans. Consider the implications on the event of extreme weather conditions. How would a heatwave or prolonged period of wet weather affect the event? Will the event be cancelled? Could specialist tracking be hired in at short notice? Could the event be moved to an alternative inside venue? There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

Site plan. Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulations routes, vehicle access and emergency evacuation paths, security and steward positions and where the services are.

Stage 3 - Provisions and services

You will need to calculate what provision and services will be required for the event. This should include all of your contractors, entertainment and welfare for your intended audience. Listed below are a few examples;

Bouncy castles. Where bouncy castles and funfair rides form part of an event they shall be run in accordance with the Health and Safety Executive's guidance document HSG 175 'Fairgrounds and Amusement Parks – Guidance on safe practice' ISBN 9780717666638, and in particular Sections E to G of the guidance, detailing the responsibilities of the organiser, controllers of the attractions/rides and the operators and attendants of them or in accordance with any subsequent advice or guidance issued by the HSE (<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>) .

A copy of each controller's certificate of insurance and a copy of each attraction/ride's current certificate of thorough examination from an inspection body (ADiPS, PIPA etc) to show that it is fit for use must be submitted to the District Council no later than 21 days before an event.

Cars on site. Only essential vehicles are allowed on to council managed open spaces and only with prior consent. When vehicles are allowed on site 5mph speed restrictions should be observed.

Catering. The provision of catering will be granted at the council's discretion. The conditions which must be met are: - (1) Only catering units registered as food businesses with the local authority where the vehicle is kept *at night* will be permitted; and (2) These businesses must have a current Food Hygiene Rating of 3 or more.

The event organiser **must** ensure that details of all catering units, including the name of the home local authority they are registered with are submitted to our environmental health team **at least 14 days prior to the event/activity**. On the day(s) of the event all catering units must be made available for inspection by the Environmental Health Team. Any non-compliance with food safety and health and safety legislation will result in the vehicle being ordered off site.

When siting units, adequate space should be left between catering facilities to prevent any risk of fire spreading. You may wish to ask to see caterers' food hygiene certification and/or only use caterers who are members of the Nationwide Caterers' Association (www.ncass.org.uk). You should obtain a list of their menu and charges to ensure their prices are reasonable.

South Derbyshire District Council recommend event organisers use NCASS Connect (free of charge) for sharing relevant information with traders/local authorities.

<https://www.ncass.org.uk/eho-area/home>

Barbecues

Barbecues are not generally permitted on Council parks and open spaces. Cooking and catering are a key element of many events and may be permitted if requested through the events approval process. Event organisers will need to be able to demonstrate that they have completed a risk and environmental impact assessment to run any barbecue or cooker safely; and satisfy any required food standards and licensing requirements.

Clearing up. Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site.

Communication. You will need to communicate to event personnel and it is recommended that you have a radio communications system. For larger events you may need to set up a control room. Adequate PA systems should be in place to communicate to the public as well as an information point for public enquiries.

Contractors. You should ensure that your contractors are competent to undertake the tasks required of them. Wherever necessary personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely.

Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5m. Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

Crowd control. The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, signs, stewards and the provision of a public address system.

Disabled provision. Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Electricity and gas. Where electricity, gas or water is used, detailed arrangements must be made to ensure the facilities are safe.

- **electrical appliances.** All portable electrical appliances including extension leads will be tested in accordance with the Institute of Electrical Engineers (IEE) Code of Practice for in-service inspection and testing of electrical equipment. All valid inspection and test records on all equipment will be made available prior to any equipment being put into service. Any hired equipment must come with a valid inspection and test record. The Electricity of Work Regulations 1989 will apply.
- **electrical installations.** The hirer shall obtain approval from the council for the use of generators at the event. Generators must be operated in a safe manner and segregated from the public or protected by suitable covers or barriers, so as to prevent access by members of the public. All generators shall be earthed at their neutral point by means of a suitable earth electrode and all systems shall be configured TNS. All electrical equipment shall be maintained so as to prevent danger, as far as is reasonably practical. South Derbyshire District Council requires the entire electrical installation be subject to tests no less stringent than those required by BS 7671:2008 and that a current electrical test certificate be available for inspection. Residual current circuit breakers with a tripping current no greater than 30ma shall be used and if possible the power supply stepped down to 110 volts centre tapped to earth. Residual current circuit breakers shall have no intentional time delay fitted.

You will need to supply a current Periodic Inspection Certificate for the electrical installation completed by a registered third party accredited company.

All cables will have to be safely routed to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events.

All these arrangements should be clearly shown on the site plan. Additional information can be obtained from the council's Environmental Health section.

- **gas supplies.** Portable gas supplies for cooking should be kept to a minimum in secure designated areas away from the general public. The same should apply to any fuel supplies for portable generators etc. Gas systems should conform to and operators have regard to the *LP Gas Association Code of Practice 24 Part 3. Use of LPG Cylinders: The*

Use of LPG in Mobile Catering Vehicles and Similar Commercial Vehicles (May 2000).
www.uklpg.org They may also wish to refer to *HSE Catering Information Sheet No. 23 Gas Safety in Catering and Hospitality.* www.hse.gov.uk/pubns/cais23.pdf

All gas systems should have a current test certificate (less than 12 months old) showing that they have been tested by a competent gas engineer. On the certificate should be the engineers/company registration number. You should check that number against the Gas Safe register <http://www.gassaferegister.co.uk/> Please also check that the engineer is qualified to test commercial equipment and qualified to test the type of equipment listed on the certificate.

Funfairs. Funfairs may only operate at events with the council's permission. All fairground equipment must comply with the *Fairground and Amusements Parks – Guidance on Safe Practice* published by the HSE number HSG175. The council will require details of all equipment and units one month prior to the event. The council requires all electrical systems to be inspected and tested in accordance with BS 7671:2008 by a competent third party accredited electrical contractor and schedules of test results and certification from a suitably qualified independent chartered structural engineer, or similar.

The organiser will state, in the form of a signed declaration, that the electrical systems and structures comply with the HSE guidance notes and are safe to operate and this declaration must be submitted four normal office hours prior to the event. Details of the electrical and structural contractor must be submitted for the council's approval fifteen working days before the event.

Medical cover. It is your responsibility to arrange for adequate first aid provision and medical cover. For audiences of less than 5,000 St John or the Red Cross can provide first aid.

Performers. All performers should have their own insurance and risk assessments and the same consideration will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

Photography. If you are likely to be taking photographs of your event, for future use, it is always advisable to display posters stating this. Also, make provision for people to opt out should they have any objection to being photographed.

Security. Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Counting and banking arrangements should be given careful consideration.

Sound amplification. Most of our open spaces are set in residential areas and you will need to be sensitive to this. If you wish to amplify sound at your event you will need permission from us and you will need to let the residents know. Not all areas are suitable for musical performances and the events team will be able to advise you accordingly.

Stewards. Stewards must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them.

It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide

vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting.

Stewards may require personal protective clothing such as hats, boots, gloves or coats. At all day events, duty rotas will be required.

There may also be a requirement of have SIA registered stewards at your event depending on the types of activities that are taking place. Further information can be found at www.sia.homeoffice.gov.uk

Temporary structures. Many events will require temporary structures such as staging, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

An independent structural engineer shall be engaged by the hirer to certify all structures in accordance with the Institute of Structural Engineers guidance note: *Temporary demountable structures. Guidance on procurement, design and use (Third Edition)*. All marquees must be fire retardant to current British Standards.

Toilets. You will need to provide adequate facilities for toilet provision for the numbers attending. Toilets must be readily accessible and clearly signed. They must be kept in a clean and hygienic condition throughout the event and hand washing facilities (preferably not alcohol sanitizer spray) must be provided.

The basic requirements are set out below:

Female: 1 WC per 100 females

Male: 1 WC per 100 males, 2 WC per 202 – 500, 3 WC per 501 – 1,000

A guidance for toilet provision should be worked out using a ratio of 60 males:40 females.

Traffic. *On-site.* Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at some events and these will have to be stewarded.

Off-site. Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority.

Stage 4 – Final preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

Routes. Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes. [Page 86 of 115](#)

Inspections. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify and potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also any remedial action taken.

Siting. Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

Signage. Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.

Vehicles. Check that all contractors, performers and exhibitors vehicles have been removed from site or parked in the designated area before the public are permitted to enter.

Structures. Ensure all staging, seating and marquees have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

Barriers. Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

Stewards. Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.

Public information. Make sure the public address system is working and can be heard in all areas.

Communications. Prior to the start of the event undertake a final check of the radio communications system and any mobile telephones being used by stewards and staff.

Briefing. Check that all stewards and staff have been fully briefed and understand their responsibilities.

Stage 5 - After the event

Site condition. After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. Specific security arrangements may be required.

Accidents. If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the Council. In addition to the statutory requirement to notify certain accidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), you will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

Claims. Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a copy of the completed accident form.

Debrief and report. After the event you should meet with/ask comments from all agencies involved in the event for an event debrief. You should write an evaluation report which will help you refine your future events.

Useful contacts

Reference and address		Phone number
Derbyshire Police Authority Swadlincote Police Station Civic Way Swadlincote Derbyshire DE11 0AE		0345 123 3333
Derbyshire Police Authority St Mary's Wharf Chester Green Derby DE1 3AB	Operational Planning Team	0345 123 3333
Cultural Services Section South Derbyshire District Council Civic Offices, Civic Way Swadlincote Derbyshire DE11 0AH	Event bookings	01283 595782
Environmental Services South Derbyshire District Council Civic Offices, Civic Way Swadlincote Derbyshire DE11 0AH		01283 595948
Licensing Section South Derbyshire District Council Civic Offices, Civic Way Swadlincote Derbyshire DE11 0AH	TEN applications / Premises licences / Licensing advice	01283 595716
Waste & Cleansing South Derbyshire District Council Civic Offices Civic Way Swadlincote Derbyshire DE11 0AH	One off rubbish & litter collection	01283 595783
Emergency Planning Division Derbyshire County Council Chief Executive's Office County Hall Matlock DE4 3AG	Advice on large events	01629 538364 https://www.derbyshireprepared.org.uk/get-involved/hosting-public-event/
Highway Services Derbyshire County Council County Offices Matlock Derbyshire DE4 3AG		01629 533190

Event Risk Assessment Template

Cultural Services

April 2019

Contents

Version Control..... 2

Approvals..... 2

Associated Documentation 2

Guidance notes..... 3

Identifying the hazards..... 3

Identifying those at risk 3

Areas to consider..... 4

Assessing the risk..... 4

Further action necessary to control the risk..... 4

Record the risk assessment findings..... 5

Review and revise 5

Information..... 5

Event Risk Assessment Form 6

Version Control

Version	Description of version	Effective Date

Approvals

Approved by	Date

Associated Documentation

Description of Documentation

Guidance notes

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided at the back of this document.

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health.
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- Falls e.g. from ladders, structures or trailers.
- High noise levels.
- Poor lighting, heating or ventilation.
- Potential aggression from members of the public.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity, movement and pinch points.
- Weather.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards.
- Employees.
- Volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public.
- Vulnerable persons.
- Potential trespassers.
- Local residents.

Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Site hazards including car parks.
- Types of attendees such as children, elderly persons and the disabled.
- Crowd control, capacity, access and egress and stewarding.
- Provision for the emergency services.
- Provision of first aid.
- Fire, security and cash collection.
- Health and safety issues.
- Exhibitors and demonstrations.
- Amusements and attractions.
- Structures.
- Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

- | | |
|---------------|---|
| High | An unsecured inflatable being used in adverse weather conditions by young children. |
| Medium | A display of animals in a roped off arena. |
| Low | A mime artist performing amongst the crowd. |

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do.

Consider the following:

- Removal of the hazard.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Find a substitute for the activity/machine etc.

Record the risk assessment findings

Use the attached risk assessment form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Event Risk Assessment Template

Event Date of Event Venue Organiser					
Hazards identified	Persons at risk	Risk (high, medium, low)	Measures required to control the risk	Action taken by (name)	Date completed and signature

Name of assessor (print)

Signature Date

Regulations & Booking Form for the Hire of Parks & Open Spaces for Personal/Fitness Training

Cultural Services

April 2019

Version Control

Version	Description of version	Effective Date

Approvals

Approved by	Date

Associated Documentation

Description of Documentation

General

1. These regulations apply to the letting of sites which are the responsibility of the Cultural Services Section of South Derbyshire District Council.
2. All correspondence from the Council to the Hirer will be sent to the contact address provided on their application.
3. It is the Hirer's responsibility to ensure that the Council is informed of any changes to their contact details.
4. A separate hire arrangement must be agreed for each site.
5. Applications for letting must be made on the forms we provide.
6. The person signing the application will be personally responsible for ensuring that the letting fee is paid and for compliance with these regulations. If this person steps down as the nominated contact for an organisation hiring the open space, the person taking over responsibility must confirm this in writing by email, letter or fax.
7. Once the agreement has been confirmed the applicant will be issued with a letter authorising them to use the site on the set days and times. This letter should be taken to each session in case the applicant is challenged by a member of the public or District Council staff.
8. The site may only be used by the organisation on whose behalf the application is made.
9. Only the named applicant will be authorised to conduct the training sessions requested on the hire form.
10. Those taking part in the training sessions must be aged over 18. Requests to conduct sessions for children or young adults under the age of 18 will be considered but the applicant will need to demonstrate that they are DBS checked and that they have the appropriate child protection policies in place.
11. The booking is provisional until confirmed in writing by the Council. If it is not confirmed you will be advised of the reason for the decision.
12. The Hirer shall be held responsible for the effective supervision of the arrangements and people present during the period of use.
13. Occasionally it may be necessary for us to cancel a session. If this happens we will endeavour to give as much notice as possible. We will try to offer an alternative venue or time where possible.
14. The Council or its agents reserve the right to terminate the booking and/or agreement if there are concerns about any aspects of the activity including the behaviour of spectators and those taking part in any activities.
15. The Council may lend keys to the Hirer if required. All copies must be returned at the end of the hire agreement by hand or by recorded delivery. The Hirer is responsible for the cost of replacing any lost keys.

16. If keys are supplied, the Hirer is responsible for the security of the site during the hire agreement and must leave it securely locked at the end of each session. If the Hirer fails to keep the site secure they will be liable for any costs resulting from unauthorised access.
17. The Council reserves the right of entry for its staff or agents at all times.
18. On behalf of the Council, the Cultural Services Manager may impose special conditions on a letting or authorise other people to do so. This may include requirements as to fire precautions, security of persons or premises, the exclusion or admission of any person, animal or item of equipment or the arranging of additional insurance cover.
19. Please ensure that you have prior agreement/consent before taking any photos at events on property owned or leased by South Derbyshire District Council. It is vital if an activity includes children or vulnerable adults any photography including video is agreed with all parties (individual's parent or carer) in advance.
20. During the hire agreement members of the public must be allowed to access the public open space.
21. Excludes monthly membership or subscription schemes.

Charges, Payments and Refunds

22. Charges will be made at rates fixed by the Council each year.
23. The set fee applies to one site only for a maximum of 6 sessions per week for personal trainers and 2 sessions per week for boot camps. Any additional sessions will be considered on request.
24. The set fee will be payable at the time of application.
25. The Council does not provide refunds. However, the Council reserves the discretion to refund fees in exceptional circumstances.

Care of Sites

26. The Hirer must ensure that there is a responsible adult present and able to supervise at all times during the letting. In the event of a session being organised by or for persons under the age of 18 years the booking must be made by, and will be the responsibility of, a responsible adult.
27. The Hirer must ensure that any rubbish is cleared away and the site is left in the condition in which they were found. The hirer will be responsible for reimbursing the Council for any additional costs incurred in or clearing the grounds after a session.
28. If it is necessary for our contractors to undertake reinstatement works as a result of the training the Hirer will be invoiced for the cost. This includes litter picking and damage to any part of the premises or equipment on site. Failure to pay this charge within 10 working days of the due date as shown on the invoice will result in permission being withdrawn.

29. The Hirer may not use equipment or stock on the premises without the approval of the District Council.

Emergency Procedures

30. The Council does not provide First Aid/medical facilities for hirers, nor does it guarantee access to a public telephone system for calling assistance during sessions. The Hirer must make suitable arrangements for this.

Insurance

31. It is a requirement of the Council that organisations hiring council owned facilities have adequate public liability insurance. Minimum cover of £5 million is required.
32. The public liability insurance policy details must be supplied before permission to use a site can be granted.
33. The Hirer is responsible for providing insurance cover for any equipment or possessions brought onto the premises.

Responsibilities of the Council

34. Whilst the Council is unable to guarantee the fitness, suitability or conditions of the premises or grounds at the commencement of a session, every effort will be made to ensure that they are in a reasonable state.

Responsibilities of the Applicant

35. To not use any areas of the site marked as sports pitches or designated by the Cultural Services Section as unsuitable for training purposes.
36. To provide any equipment required.
37. To ensure that they hold the correct qualifications/training to run the activity. Copies of qualifications must be submitted as part of the application process.
38. To make provision for emergency situations including the provision of first aid equipment and access to a telephone.
39. The Hirer must not allow damage to any equipment or structures belonging to the Council or to the playing field and its surroundings.
40. No charges should be made for entry to the public open space and access must not be restricted.
41. Any equipment brought onto site is the sole responsibility of the Hirer and must be removed at the end of each session.

Legal Requirements

42. The Hirer is specifically forbidden to use, or allow the use of, the hired site for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the site.

Compliance with Regulations

43. Failure by the Hirer to comply with any or all of the foregoing regulations, whether intentionally or not, may be deemed by the Cultural Services Manager to be just cause for the immediate cancellation of any use.

Contact Us

If you require further information please contact us using the details below:

South Derbyshire District Council
Cultural Services Section
Civic Offices
Civic Way
Swadlincote
Derbyshire
DE11 0AH

T: 01283 595782

F: 01283 595720

E: culturalservices@southderbyshire.gov.uk

W: www.southderbyshire.gov.uk

Any details provided as part of this process will be covered by the Privacy Notice below.

Privacy Notice

How is your information used?

The information collected on the booking form will be used to contact you regarding your venue enquiry/booking or when seeking feedback on the service provided.

Who has access to your information?

Information can be accessed by staff within the Cultural Services Team and may be shared with other Council Departments, and, where required, other key partners but only in connection with the provision and use of Council venues and/or service improvements.

For further information about how your personal information will be used, please visit www.southderbyshire.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from culturalservices@southderbyshire.gov.uk

Personal/Fitness Training Hire Form

Before completing please read carefully the regulations that accompany this form.

Applicant's details

Name of Applicant:	Email:
	Daytime Tel/Mobile:
Name of Organisation: (if applicable)	
Position within organisation: (e.g. secretary)	
Full Postal Address:	

Site details

Name of site:	Facilities required: (e.g. whole site or a specific area)					
Brief description of activities:						
Please indicate times you will be onsite each day in the boxes below:						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Number of sessions (per week):			Number of Hours (per week):			
Please estimate how many people you think will be attending each session						

Insurance

It is a requirement of the Council that clubs/organisations using Council-owned facilities have adequate Public Liability Insurance.

Name on Policy:	
Insured by:	Policy Number:
Start Date:	Expiry Date:

Qualifications

Please provide details of relevant qualifications (including first aid training): (You may be asked to provide evidence of qualifications as part of the application process)
--

Signed by

Please read the regulations for the Hire of Parks & Open Spaces for Personal/Fitness Training prior to signing this application.

By signing the following declaration you are confirming and agree to comply with:

- I have read the regulations and agree to abide by them.
- To be personally responsible for the fees in respect of this application
- To provide an up to date and comprehensive risk assessment
- That to the best of my knowledge the information provided on this application is accurate and that if there are any changes to be made as a later date these will be agreed with South Derbyshire District Council.
- The information provided will be held in accordance with General Data Protection Regulations.

Signed:	Print Name:
Position:	Date:
For and on behalf of <i>(name of club/organisation if applicable)</i> :	

FEES & CHARGES 2019/20

applicable for events held from
1st April 2019 to 31st March 2020



**South
Derbyshire**
District Council

Travelling Fairs & Events

	£
Large Fair (10 units or more including food units) - Daily Charge	412.00
Small Fair (less than 10 units including food units) - Daily Charge	240.00
Fairs - Returnable Deposit	1,022.00
Large Circus - Daily Charge	254.00
Small Circus - Daily Charge	213.00
Circus - Returnable Deposit	607.50
Commercial Events - Daily Charge	240.00
Commercial Events - Returnable deposit	607.50
Charitable/Voluntary Organisations etc - Admin Cost	46.00
Charitable/Voluntary Organisations etc - Returnable Deposit	190.00

REPORT TO:	HOUSING AND COMMUNITY SERVICES COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	23rd APRIL 2019	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	IAN HEY (01283 228741) Ian.Hey@south-derbys.gov.uk	DOC:
SUBJECT:	COMMUNITY PARTNERSHIPS SCHEME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the Committee accepts the recommendation of the Community Partnership Scheme Assessment Panel to award £3,621, the remaining balance of grant monies allocated for 2018/19 as detailed in section 4.8 of this report.

2.0 Purpose of Report

- 2.1 To inform the Committee of the applications received by the Council requesting grant support through the Community Partnership Scheme (CPS).
- 2.2 To seek approval to award a grant in line with the recommendation of the Committee's appointed Assessment Panel established to consider such applications.

3.0 Executive Summary

- 3.1 The CPS is continuing to operate according to processes and procedures as previously agreed and reported to the Committee.
- 3.2 In total, two new capital grant applications were received in respect of the remaining £3,621. The panel had previously identified that the remaining grant funds should be allocated towards a project to support the installation of additional play equipment or similar.
- 3.3 Both Projects submitted applications for the remaining amount of £3,621.
- 3.4 The Panel were asked to assess the applications and make a recommendation regarding how the remaining funds should be allocated.
- 3.5 The two applications received were as follows:
- Barrow upon Trent Parish Council: An application to support the installation of play equipment targeting younger children on a piece of land close to the primary school.

- Melbourne Parish Council: An application to provide play equipment targeted at 7-11 year olds at Lothian Gardens in Melbourne.

4.0 Detail

- 4.1 The CPS offers capital grants of up to £25,000 to support projects brought forward from the voluntary and community sector. A sum of £250,000 has been allocated to the Scheme to enable grants to be made in support of applications received during 2018/19.
- 4.2 To date grants with a total of £246,397 have been awarded. A balance of £3,621 remains to be allocated. The panel tasked the Community Partnership Officer with supporting an additional project to come forward for the remaining £3,621.
- 4.3 The Assessment Panel with support from the Community Partnership Officer has reviewed the two applications.
- 4.4 Submitted applications were assessed against set criteria and recommendations about grant distribution were identified to forward to the Housing and Community Services Committee.

Applications

- 4.5 The following applications were received and considered for capital funding:

Barrow upon Trent Parish Council. Project Value £7,660, Grant applied for £3,621

The application is to fund equipment to develop a site for the small children to use. It can be walked to from any part of the village and is situated directly behind the primary school. The groups specifically targeted by this are the children who are under 8. Families and friends will also benefit from this as it will improve the park for the younger children to play especially at school drop-off and collection times as the parents with small children like to congregate there.

It has been highlighted by South Derbyshire District Council in its 2018 Play Audit condition survey 2018 as an area that requires improvement.

All matched funding is in place.

Melbourne Parish Council. Project Value £19,834, Grant applied for £3,621

The application is for funds to be used to support the purchase of a major piece of play equipment for the Lothian Gardens. The previous piece of equipment that attracted the older child aged 7-11 to this designated play area was removed as it was no longer safe.

The need is supported by local consultation and would address People and Place indicators within the Council's Corporate Plan.

All matched funding is in place.

Assessment Panel

- 4.6 The CPS Assessment Panel reviewed the applications against the questions and criteria previously agreed. The criteria included links with corporate priorities, security of external funding, sustainability, value of other contributions, value for money, community involvement, risk and commitment to equal opportunities.
- 4.7 Prior to making a recommendation, the Assessment Panel considered the Scheme's current budget position regarding capital monies. The Scheme has a remaining allocation of £3,621.

Assessment Panel Recommendations

- 4.8 The Assessment Panel's recommendation for distribution of grant is as follows:

Barrow upon Trent Parish Council - £3,621.

The project submitted by Melbourne Parish Council met funding criteria; however in the current round of Community Partnership Scheme funding, grants had already been allocated to four separate projects within Melbourne whilst no applications had been received from Barrow on Trent. In the interests of equity and a wide geographical distribution of the grant monies it was felt that the scheme in Barrow should, therefore, receive the funding.

5.0 Financial Implications

- 5.1 The award of grants falls within the CPS's remaining budget allocation of £3,621.

6.0 Corporate Implications

- 6.1 The scheme contributes to priority areas in the Council's Corporate Plan, specifically People, Place, and Outcomes through delivering inward investment, leisure and cultural activity and focus on the community as customers.
- 6.2 The project that is recommended for support will also address outcomes that contribute to the Sustainable Community Strategy themes of Children and Young People, Healthier Communities, Safer and Stronger Communities, as well as Sustainable Development.

7.0 Community Implications

- 7.1 The scheme maximises funding available for community investment by providing both direct funding and enabling leverage from other funding sources. It also continues to offer a direct line of communication with the voluntary and community sector.
- 7.2 The impact on the community and amount of community involvement in each individual project has been assessed as part of the appraisal process.

8.0 Conclusions

- 8.1 The CPS continues to provide the Council with an excellent means to support a variety of community partners in improving the quality of life for local residents. It also enables community partners to lever in additional external funding to the District.

REPORT TO:	HOUSING AND COMMUNITY SERVICES COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	23rd APRIL 2019	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 59 5848/5722 democraticservices@south-derbys.gov.uk	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That the Committee considers and approves the updated work programme.

2.0 Purpose of Report

2.1 The Committee is asked to consider the updated work programme.

3.0 Detail

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.

Housing and Community Services Committee – 23rd April 2019 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered By Last 3 Committees		
Updated Housing Strategy Plan	4 th October 2018	Eileen Jackson Housing Strategy Manager (01283) 595763
Social Housing Green Paper – ‘A New Deal for Tenants’ overview and consultation	4 th October 2018	Martin Guest Business Support Manager (01283) 595940
Council Response To Ministry Of Housing, Communities And Local Government Consultation On Social Housing Green Paper	4 th October 2018	Martin Guest Business Support Manager (01283) 595940
South Derbyshire Playing Pitch Strategy	4 th October 2018	Hannah Peate Sport and Health Partnership Manager (01283) 595973
Corporate Plan 2016-21: Performance Report Q2	22 nd November 2018	Keith Bull Head of Communications (01283 228705)
Leaseholder Handbook	22 nd November 2018	Martin Guest Business Support Manager (01283) 595940

STAR survey – initial findings and plans	22 nd November 2018	Martin Guest Business Support Manager (01283) 595940
Contribution To Active Derbyshire	22 nd November 2018	Hannah Peate Sport and Health Partnership Manager (01283) 595973
Community Partnerships Scheme	22 nd November 2018	Ian Hey Community Partnership Officer (01283) 228741
South Derbyshire District Council Surveillance Policy	22 nd November 2018	Chris Smith Communities Manager (01283) 595787
Community Partnerships Scheme	31 st January 2019	Ian Hey Community Partnership Officer (01283) 228741
Overview of Housing Service	31 st January 2019	Paul Whittingham Housing Services Manager (01283) 595984
Regulation of Energy Efficiency in Private Sector Rented Property	31 st January 2019	Matt Holford Environmental Health Manager (01283) 595856
Derbyshire County Council Consultation on the Future of Telecare/Careline Services and the Re-Procurement of Older Persons Floating Support	31 st January 2019	Paul Whittingham Housing Services Manager (01283) 595984
Church Gresley Cemetery – Layout Changes	31 st January 2019	Malcolm Roseburgh Cultural Services Manager (01283) 5955774

Housemark Core Benchmarking 17/18	7 th March 2019	Martin Guest Business Support Manager (01283) 595940
Survey of Tenants and Residents and Housing Services Annual Report	7 th March 2019	Martin Guest Business Support Manager (01283) 595940
Corporate Plan 2016-21: Performance Report Q3	7 th March 2019	Communications (01283 228705)
Contribution to Active Derbyshire	7 th March 2019	Hannah Peate Sport and Health Partnership Manager (01283) 595973
Housing Stock Condition Survey and Improvement Programme	7 th March 2019	Paul Whittingham Housing Services Manager (01283) 595984
Provisional Programme of Reports To Be Considered by Committee		
Parks and Open Spaces Events Policy	23 rd April 2019	Malcolm Roseburgh Cultural Services Manager (01283) 5955774
Service Plans 2019-20	23 rd April 2019	Communications (01283 228705)
Community Partnerships Scheme	23 rd April 2019	Ian Hey Community Partnership Officer (01283) 228741

Allocations Policy and Choice-Based Lettings	June 2019	Paul Whittingham Housing Services Manager (01283) 595984
Review of the Disabled Facilities Grant Policy	June 2019	Paul Whittingham Housing Services Manager (01283) 595984
Housing Management System	June 2019	Martin Guest Business Support Manager (01283) 595940
Swadlincote Woodlands Management Plan	TBC 2019	Malcolm Roseburgh Cultural Services Manager (01283) 5955774
Improvements to Midway Community Centre	TBC 2019	Malcolm Roseburgh Cultural Services Manager (01283) 5955774
HQN Review of Repairs and Maintenance Service and Improvement Plan	TBC 2019	Paul Whittingham Housing Services Manager (01283) 595984